



MEMORANDUM

To: Hall School Building Committee

Subject: Meeting Packet- 9/2/15

Project Name: Hall Elementary School

Date: August 28, 2015

The meeting packet for September 2, 2015 contains the following items:

- Meeting Agenda
- Minutes from 8/5/15 Hall School Building Committee Meeting
- Timeline for Site Approval, Concept Approval and local referendum process
- Existing Hall School floor plan (not updated for 2015/2016 school year)
- (2) Schematic Site Plan options
- (3) Construction Occupancy Floor Plans for existing Hall School
- Revised Construction Plan
- Space allocation tables
- Schematic Floor Plans

Schematic Site Plan Options

Since the last Building Committee meeting, there has been ongoing discussion about the operation of Hall School during the construction phase. Because of the difficulty in finding sufficient off-site space to house the entire student population, as well as the school's interest in keeping as many students in the existing building during construction as possible, we are actively working on building floor plans that keep the entire footprint of the school off the existing Hall School building, with the exception of the existing rear classroom wing, which would be demolished during the first summer of construction.

We have also had additional meetings this month with the Fire Department, Police Department, traffic (MDOT, Maine Traffic Resources- project traffic consultant, City of Portland), and environmental (MDEP, City of Portland) interests.

Both of these things have resulted in refinements to the site plan presented at the 8/5/15 Building Committee meeting, and a second option is being developed that utilizes streets within Sagamore Village for school bus access (based on a request at our 8/5/15 meeting).

Schematic Site Plan: Bus Loop from Orono Road

This is a revision of the plan that was presented on 8/5/15. The school building has moved further north and west on the site. The parking lot and bus loop have been adjusted to retain a better buffer

between the parking lot and the houses along Purchas Street. Fire department and service access roads have been added. Sidewalks have been added in the vicinity of the site entrance and parking areas to show pedestrian access to school (the walkway leading from Warwick Street between the ball field and playground would be a bike path leading to a bike rack area adjacent to the building entrance).

Pros: Does not route any bus traffic through Sagamore Village, reduced outbound traffic on Orono Road.

Cons: Shared bus/parent traffic inbound on Orono Road, parking is further away from ballfield, parking is more constricted.

Schematic Site Plan: Bus Loop from Godfrey Street

This option routes bus traffic through Sagamore Village, via Taft, Godfrey and Purchas Streets. Doing so further separates buses from parents and staff, and provides service access directly off the bus loop. Parent and staff access would be from Orono Road, or from a new driveway on Riggs and Lomond Streets. Both site options allow north-south pedestrian access (and access from Sagamore Village/Godfrey Street) to the building entrance and playground area without having to cross driveways.

Pros: Complete separation of bus and parent traffic, parking closer to ballfield.

Cons: Would likely require public safety upgrades at Godfrey and Taft Streets (sidewalks, possible road widening) that may need to be locally funded.

Construction Occupancy Floor Plans

The rear wing, which currently houses six classrooms (including Spanish, Art and OT/PT), would need to be demolished in order to fit the new building on the site. The remainder of the building would remain operational through construction, with as little disruption to the student population as possible. Three scenarios were developed to move a portion of the population off-site during construction. The thought is to move 5th graders or incoming Kindergarten students or Many Rivers Program students.

In each option, there are spaces listed as “Unassigned Specials”. These are non-grade-level classroom spaces that may currently have their own space, but which would likely need to either share space or have that part of the curriculum ambulatory and the lesson conducted within the grade-level classroom. The number of classrooms reserved for the unassigned specials varies among options. It may be possible to locate a small number of modular classrooms on site if there is insufficient space within the building for unassigned specials (see site Construction Plan).

Option 1: Relocation of 5th Grade

Lincoln Middle School will have sufficient capacity in the 2017-2018 school year to house the fifth grade population from Hall School. This option shows that the Many Rivers Program fifth graders would remain at Hall School, not because there isn't room at Lincoln MS, but because there may be a greater benefit for those students to remain with other Many Rivers Program participants. This option would leave two “unassigned specials” classrooms.

Option 2: Relocation of Kindergarten

There has been some communication between Portland Public Schools administration and Deering High School to understand whether it might be possible to house incoming Kindergarten classes in 2017-2018 at Deering. Some renovations would have to be made at Deering (dedicated restrooms, secure separate entry, etc.) for this to be workable, but it appears that there will be capacity. This option would leave three “unassigned specials” classrooms.

Option 3: Relocation of Many Rivers Program

A location has not been determined yet, but Deering High School or Riverton may be possibilities for relocating the Many Rivers Program in 2017-2018. This option would leave four “unassigned specials” classrooms.

Space Allocation Table

Space allocation tables are a way to visually compare the existing space at Hall School (what you have and how big it is) with what is being proposed for the new school.

Schematic Floor Plans

The schematic floor plans are a first pass at how the new school is proposed to be organized, and illustrates how the spaces outlined in the space allocation table might be oriented with regard to site, room adjacencies, and first/second floor designation. More explanation of the floor plans will be given at the Building Committee meeting.

HALL SCHOOL BUILDING COMMITTEE

Date: Wednesday, September 2, 2015

Time: 6:00 p.m.

Location: Hall School Library

AGENDA

1. Review and Approve Meeting Minutes: 8/5/15
2. Review current project timeline
3. Review progress on Site Approval application/site investigations
4. Discuss construction-phase school operation options
5. Review and discuss concept floor plans



Building Committee MEETING MINUTES - No. 005

Meeting: Hall School Building Committee **Date:** August 5, 2015 **Time:** 6:00 PM

Location: Hall School Library, Portland, ME
Project: Hall Elementary School

Notes and observations were made by Tyler Barter

The following is a summary of the issues discussed in the order presented:

Meeting Agenda: *Copy of agenda attached*

Action/Date Responsible Party	Item No.	Item
<i>Attendees</i>		<i>List of Attendees at end of Minutes</i>
New Business		
Vote to request that the Portland Board of Public Education (school board) take a vote on the number of pre-K classrooms that should be included in the new Hall School (M/S/A, unanimous)	1.	Rob Tillotson gave an overview of a recent (7-23-15) review meeting with the Dept. of Education (DOE) School Facilities Division staff. <ul style="list-style-type: none"> • A significant question is where students will be housed during the new school construction. The State needs to be involved with the discussion. • In order to include pre-Kindergarten classrooms in the new school, the school board needs to vote to support a specific number of classrooms. Two pre-K classrooms would add approximately 30 students to the school population. • Educational Specifications (Ed Specs) were well received by the DoE. They are moving toward final acceptance by the school board.
Vote to endorse the Schematic Site Plan (M/S/A, unanimous)	2.	A Schematic Site Plan was presented by Oak Point Associates. The site plan showed a new access driveway off Warwick Street via Riggs and Lomond

Action/Date Responsible Party	Item No.	Item
		<p>Streets. The new driveway separates bus and parent traffic and provides more space for queuing of vehicles at drop-off and pick-up times.</p> <ul style="list-style-type: none"> The schematic site plan has been shown to DoE and Planning Department staff. It still needs to be reviewed by Fire and Police Department staff, as well as state agencies (MDOT, MDEP).
Oak Point will review this idea and discuss at next meeting.	3.	Ed Suslovic asked if bus access could be at the rear of the site, entering from an extension of Godfrey Street and exiting at Purchas Street.
	4.	The management of parents accessing the drop-off/pick-up loop via Orono Road was discussed. Would an excess of parents using this entrance block busses from entering and exiting?
<p>Oak Point Associates and PPS to work together to develop (3) options for next meeting:</p> <p>A. Keep Hall open during construction, with students and staff on site.</p> <p>B. Move the students off site, either together or split.</p> <p>C. Keep most of the students on site, and move some students off-site.</p> <p>The plans should state the pros and cons, and should consider dust and noise, length/phasing of construction.</p>	5.	<p>The question of what would happen to the school/students during construction was discussed.</p> <ul style="list-style-type: none"> Jeanne Crocker said that if the State will approve it, the best option for education, safety, and construction would be to relocate the students and staff off-site. Doug Sherwood and Craig Worth have looked into real estate for housing the school population. There may be some options but they felt as though transportation will be a challenge, and finding a space large enough to house the entire population may not be possible. The committee felt as though they need to review options at the next building committee meeting in order to be able to make a recommendation about what to do with the students. The Barron Center and Technology Parkway were suggested as two sites that might be able to accommodate students/staff.
OPA/PPS to propose a date. 9/29 was discussed.	6.	When will the required Straw Poll for Site Approval be held?
Doug Sherwood will develop a list of other sub-committees that have been convened for recent new school projects.	7.	Convening a playground/outdoor learning space sub-committee was discussed. Laura Newman was suggested to be the chairperson of that sub-committee.
		END OF MEETING MINUTES

Action/Date Responsible Party	Item No.	Item

The above items are true to the best of the writer's knowledge. If there are any errors or omissions, please notify Allison Towne DiMatteo of Oak Point Associates, at the next scheduled meeting. If no corrections or additions are noted at that time, these minutes will become a permanent record of the preceding. If corrections or additions are made, these changes will be noted in the minutes of the next scheduled meeting.

Meeting Attendees:

Name	Representing
Mark B. Adelson	Building Committee, Portland Housing Authority
James Banks Sr.	Building Committee
Joe Carter	Building Committee
Jeanne Crocker	Portland Public Schools, Interim Superintendent
Laurie J. Davis, <i>Vice Chair</i>	Building Committee, School Board Member
Bob Doherty	Building Committee
Sean Kelsey	Building Committee
Katie Lamb	Building Committee
Nick Mavodones	Building Committee, City Councilor
Pedro Nieves	Building Committee
Dawn Kenniston	Hall School Principal
Douglas Ritter Sherwood	Portland Public Schools
Ed Suslovic, <i>Chair</i>	Building Committee, City Councilor
Sarah Thompson	Building Committee, School Board Member
Craig Worth	Portland Public Schools
Brian Jackson	Building Committee
Steven Scharf	Public
Tyler Barter	Oak Point Associates
Allison Towne DiMatteo	Oak Point Associates
Jonah Dewaters	Oak Point Associates
Rob Tillotson	Oak Point Associates

HALL SCHOOL BUILDING COMMITTEE

Date: Wednesday, August 5, 2015

Time: 6:00 p.m.

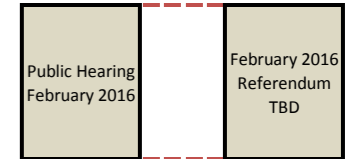
Location: Hall School Library

AGENDA

1. Review and Approve Meeting Minutes: 4/1/15 & 7/1/15
2. Project Update-Department of Education meeting
3. Site Planning Discussion
 - a. Review required site elements
 - b. Impact of construction on the existing building and relocation of students
 - c. Site Access-Connectivity to Lomond/Riggs Streets & Sagamore Village
 - d. Preliminary Requirements for Play Areas and Athletics-School and City
4. Site Approval Application update
5. Preliminary review of Educational Specifications
6. Site Approval timeline update and approval process (School Board and City)

**PROJECT TIMELINE: SITE AND CONCEPT APPROVAL
FRED P. HALL ELEMENTARY SCHOOL**

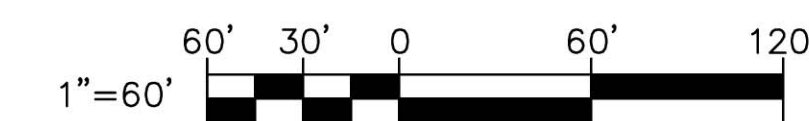
	AUGUST			SEPTEMBER				OCTOBER				NOVEMBER				December	
WEEK OF	17-Aug-15	24-Aug-15	31-Aug-15	7-Sep-15	14-Sep-15	21-Sep-15	28-Sep-15	5-Oct-15	12-Oct-15	19-Oct-15	26-Oct-15	2-Nov-15	9-Nov-15	16-Nov-15	23-Nov-15	30-Nov-15	6-Dec-15
APPROVAL PHASE	SITE APPROVAL																
	CONCEPT APPROVAL																
							Major Milestone		Major Milestone		Major Milestone		Major Milestone				
STATE DEPT. OF EDUCATION Facilities Staff (DOE) Construction Committee (CC) State Board (SB)			DOE review progress mtg 9/2/15	Draft Site App to DOE 9/11/15			State Board Meeting (CC) Site Approval 10/2/15	Draft Concept App to DOE 10/2/15	State Board Meeting (SB) Site Approval 10/14/15		State Board Meeting (CC) Concept Approval 10/30/15		State Board Meeting (SB) Concept Approval 11/10/15				
																	Major Milestone
CITY OF PORTLAND				Planning Board Workshop 9/8/15			Planning Staff progress review TBD							Council Referendum-First Read 11/16/15			Council Approve referendum 12/06/15
							Major Milestone				Major Milestone		Major Milestone				
PORTLAND BOARD OF PUBLIC EDUCATION	Meeting approves Ed Specs 8/18/15			Meeting Pre-K Vote-OPA Update to Board 9/01/15		Meeting OPA Update to Board 9/15/15	Special Mtg TBD Prior to 10/2/15	Meeting (update) 10/6/15		Meeting (update) 10/20/15	Special Mtg TBD Prior to 10/30/15	Meeting (update) 11/3/15	Special Mtg: request Council to approve referendum 11/12/15				
			Major Milestone				Major Milestone	Major Milestone			Major Milestone						
HALL SCHOOL BUILDING COMMITTEE/OPA/PPS			Building Committee Meeting 9/2/15		Building Committee Meeting 9/16/15 (If Needed)		Straw Poll 9/29/15	Building Committee Meeting 10/7/15		Building Committee Meeting 10/21/15 (If Needed)	Straw Poll 10/28/15	Building Committee Meeting 11/4/15					Building Committee Meeting 12/2/15 (If Needed)
PPS STAFF				OPA/Staff Meeting 9/8/15	Senior Leadership Review TBD												





FRED P. HALL ELEMENTARY SCHOOL
 Portland, Maine

Schematic Site Plan
Bus Loop from Orono Road



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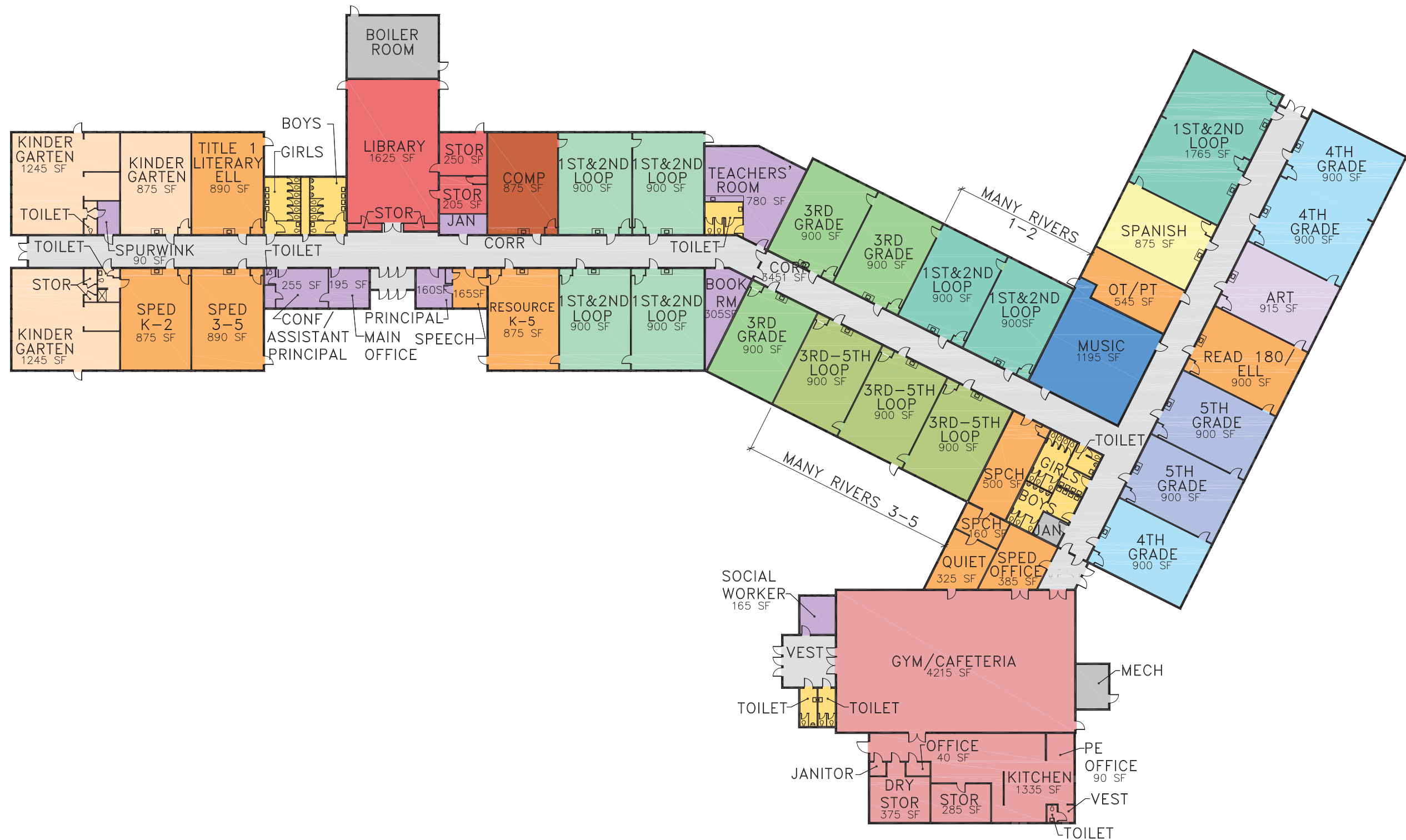
FRED P. HALL ELEMENTARY SCHOOL
 Portland, Maine

Schematic Site Plan
Bus Loop from Godfrey Street



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27 Aug, 2015 - 2:10pm
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- | | | |
|---|---|---|
| KINDERGARTEN | SPECIAL ED | ENGLISH LANGUAGE LEARNERS |
| 1ST & 2ND LOOP | ADMINISTRATION | SPANISH |
| 3RD GRADE | LIBRARY | MECH/STORAGE/JANITOR |
| 3RD - 5TH LOOP | CAFETERIA/KITCHEN/GYM | TOILETS |
| 4TH GRADE | ART | CIRCULATION |
| 5TH GRADE | MUSIC | COMPUTER LAB |



FRED P. HALL ELEMENTARY SCHOOL
EXISTING FLOOR PLAN





CAPACITY			
GRADE	ROOMS	STUDENTS	TOTAL
K	4	18	72
1ST	4	20	80
2ND	4	20	80
3RD	4	23	92
4TH	4	23	92
5TH	1	23	23
TOTAL CAPACITY			439

UNASSIGNED SPECIALS-2 ROOMS

- SPANISH
- ART
- OT/PT
- READ 180/ELL
- RESURCE-K-5
- LITERACY

CONSTRUCTION OCCUPANCY-OPTION 1
RELOCATION OF 5TH GRADE

NOT TO SCALE

HALL SCHOOL
PORTLAND, ME
8/25/2015





CAPACITY			
GRADE	ROOMS	STUDENTS	TOTAL
K	0	18	0
1ST	4	20	80
2ND	4	20	80
3RD	4	23	92
4TH	4	23	92
5TH	4	23	92
TOTAL CAPACITY			436

UNASSIGNED SPECIALS-3 ROOMS

- SPANISH
- ART
- OT/PT
- READ 180/ELL
- RESURCE-K-5
- LITERACY

CONSTRUCTION OCCUPANCY-OPTION 2
RELOCATION OF KINDERGARTEN

NOT TO SCALE

HALL SCHOOL
PORTLAND, ME
8/25/2015



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CAPACITY			
GRADE	ROOMS	STUDENTS	TOTAL
K	4	18	72
1ST	3	20	60
2ND	3	20	60
3RD	3	23	69
4TH	3	23	69
5TH	3	23	69
TOTAL CAPACITY			399

UNASSIGNED SPECIALS-4 ROOMS

- SPANISH
- ART
- OT/PT
- READ 180/ELL
- RESURCE-K-5
- LITERACY

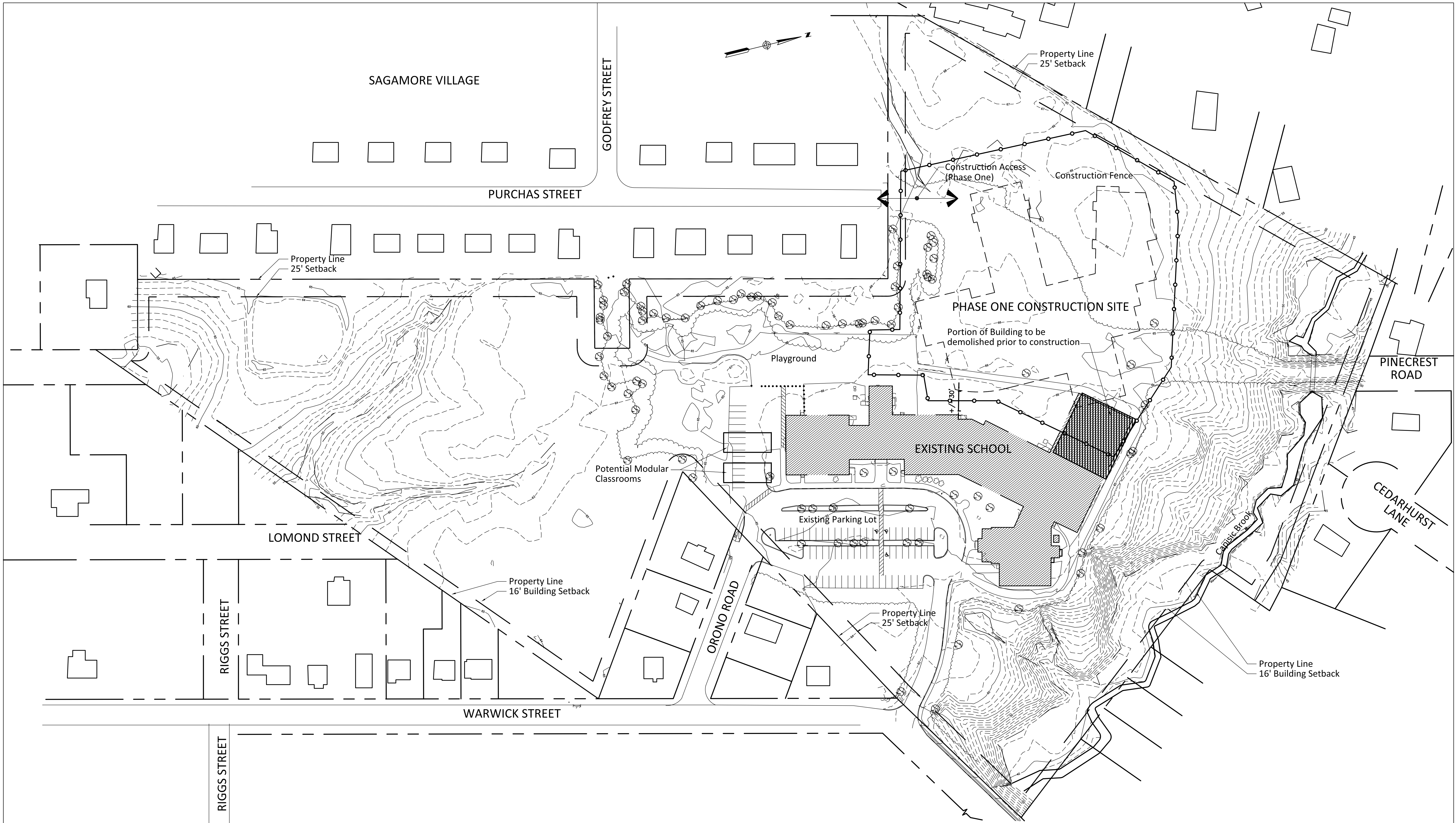
CONSTRUCTION OCCUPANCY-OPTION 3
RELOCATION OF MANY RIVERS

NOT TO SCALE

HALL SCHOOL
PORTLAND, ME
8/25/2015

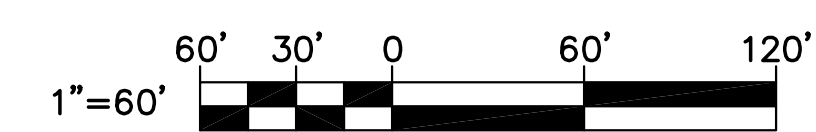


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FRED P. HALL ELEMENTARY SCHOOL
 Portland, Maine

Construction Plan



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Proposed Capacity 558

Existing Hall Elementary			
480 students			
Space/Enrollment	# of rooms	Size	Total
Classrooms			
Regular Classroom			
Pre-K & Kindergarten			
Elementary School			
Pre-K	0	0	0
Kindergarten	2	1215	2430
Kindergarten	1	875	875
1st - 2nd Grade	4	900	3600
	1	1760	1760
3rd Grade	3	900	2700
4th Grade	3	900	2700
5th Grade	2	900	1800
1st - 2nd Grade (Many Rivers)	2	900	1800
3rd - 5th Grade (Many Rivers)	3	900	2700
Spanish	1	875	875
Computer Lab	1	875	875
Fine Arts			
Music			
Elementary School 300-600 Students	1	1195	1195
Art (Includes Storage & Kiln)			
Elementary School	1	915	915
Projects Room (Unified Arts/STEM)			
Elementary School			
Special Services			
Classrooms			
Elementary School			
Special Education K-2	1	875	875
Special Education 3-5	1	890	890
K-5 Resource	1	875	875
Title 1/ELL	1	890	890
Read 180/ELL	1	895	895
OT/PT	1	545	545
Speech	1	500	500
	1	160	160
	1	65	65
Quiet	1	325	325

Proposed Hall Elementary						
525 Students						
Space/Enrollment	DOE Allowable Area (Square Feet)	# of rooms	Size	State/Local	Local Only	Total
Classrooms						
Regular Classroom						
Pre-K & Kindergarten	1,000					0
Elementary School	800					0
Pre-K		2	1000	1000		2000
Kindergarten		4	1000	1000		4000
1st Grade		3	800	800		2400
2nd Grade		3	800	800		2400
3rd Grade		3	800	800		2400
4th Grade		3	800	800		2400
5th Grade		3	800	800		2400
						0
1st Grade-Many Rivers		1	800	800		800
2nd Grade-Many Rivers		1	800	800		800
3rd Grade-Many Rivers		1	800	800		800
4th Grade-Many Rivers		1	800	800		800
5th Grade-Many Rivers		1	800	800		800
						0
Spanish		1	800	800		800
						0
Fine Arts						
Music						
Elementary School 300-600 Students	1,000	1	1000	1000		1000
Practice Room	80 - 150	1	150	150		150
Music Storage	Negotiable	1	200	200		200
Art (Includes Storage & Kiln)						
Elementary School	1,200 - 1,500	1	1500	1500		1500
Stage						
Elementary School 300-600 Students	1,000	1	1000	1000		1000
Projects Room (Unified Arts/STEM)						
Elementary School	Negotiable - Program Driven	10	120	120		1200
Special Services						
Classrooms						
Elementary School	250 - 800					
Special Education K-2		1	800	800		800
Special Education 3-5		1	800	800		800
Title 1		1	800	800		800
Read 180		1	800	800		800
ELL		4	300	300		1200
OT/PT		1	600	600		600
Speech		2	400	400		800
Quiet		1	150	150		150
K-2 Functional Life Skills		1	1000	1000		1000
3-5 Functional Life Skills		1	1000	1000		1000

Existing Hall Elementary			
480 students			
Space/Enrollment	# of rooms	Size	Total
Technology			
Tech Support/Server Rooms			
Elementary School			
Learning Commons			
Library/Media Center			
Elementary School	1	1625	1625
Office/Misc Storage	1	515	515
Physical Education			
Gymnasium			
Elementary School <600 Students	1	4215	4215
Locker rooms, Storage, PE Offices	1	90	90
Food Services			
Cafeteria			
Elementary School 300-600 Students	Shared Gym/Cafeteria		
Kitchen/Dry Storage/Walk-Ins			
Elementary School 300-600 Students	1	1335	1335
Office/Staff Lockers/Staff Toilet	1	700	700
Administration/Offices			
Administrative, Guidance & Special Service Offices, Conference Rooms, Work Spaces			
Elementary School			
Main Office	1	95	95
Principal	1	60	60
Assistant Principal/Conference	1	255	255
Teachers' Room	1	780	780
Book Room	1	305	305
Social Worker	1	165	165
Spurwink	1	90	90
Clinic			
Elementary School			
Volunteer Room			

Proposed Hall Elementary					
525 Students					
Space/Enrollment	DOE Allowable Area (Square Feet)	# of rooms	Size	State/Local	Total
Technology					
Tech Support/Server Rooms					
Elementary School	80 - 200	1	200	200	200
Learning Commons					
Library/Media Center					
Elementary School	See DOE Library Guidelines	1	1600	1600	1600
Office		1	700	700	700
Physical Education					
Gymnasium					
Elementary School <600 Students	42' x 64' court plus 3' sidelines	1	5632	5632	5632
	Bleacher seating for 1/3 student body	1	620	620	620
Locker rooms, Storage, PE Offices	Negotiable				
Locker rooms		2	400	400	800
Office		1	150	150	150
Storage		1	800	800	800
Food Services					
Cafeteria					
Elementary School 300-600 Students	Enrollment +3 servings x 15 sf per student				
	Formula	1	2790	2790	2790
Kitchen/Dry Storage/Walk-Ins					
Elementary School 300-600 Students	Enrollment x 80% x 4 sf per student				
	Formula	1	1786	1786	1786
Office/Staff Lockers/Staff Toilet	Included in Kitchen Area				
Administration/Offices					
Administrative, Guidance & Special Service Offices, Conference Rooms, Work Spaces					
Elementary School	75 - 300				
Main Office		1	550	550	550
Principal		1	150	150	150
Assistant Principal		1	150	150	150
Conference		1	300	300	300
Sm. Conference		1	150	150	150
Mail room (Main Office)		1	375	375	375
Work Rooms		4	350	350	1400
Book Room		1	400	400	400
Social Worker		2	165	165	330
Guidance		1	275	275	275
File Storage		1	250	250	250
Clinic					
Elementary School	350-500	1	500	500	500
Volunteer Room					
	150-300	1	300	300	300

Existing Hall Elementary			
480 students			
<i>Space/Enrollment</i>	# of rooms	Size	Total
Other			
Recycling Room			
Elementary School			
Maintenance/Storage			
Building Area			
Program Area Subtotal			40475
Non-Assignable Areas (calculated)			13561
Total Building Area (calculated)			54036

Proposed Hall Elementary						
525 Students						
<i>Space/Enrollment</i>	<i>DOE Allowable Area (Square Feet)</i>	# of rooms	Size	State/Local	Local Only	Total
Other						
Recycling Room						0
Elementary School	100-250	1	250	250		250
Maintenance/Storage	Negotiable	1	1500	1500		1500
Building Area						
Program Area Subtotal						57758
Non-Assignable Areas (.4)						23104
Total Building Area (calculated)						80862



- KINDERGARTEN
- 1ST GRADE
- 2ND GRADE
- 3RD GRADE
- 4TH GRADE
- 5TH GRADE
- SHARED SPACES
- GUIDANCE/ADMINISTRATION
- CAFETERIA/KITCHEN/GYM
- CIRCULATION
- MECH/STORAGE/JANITOR
- TOILET
- FUNCTIONAL LIFE SKILLS

Hall School - Portland, Maine

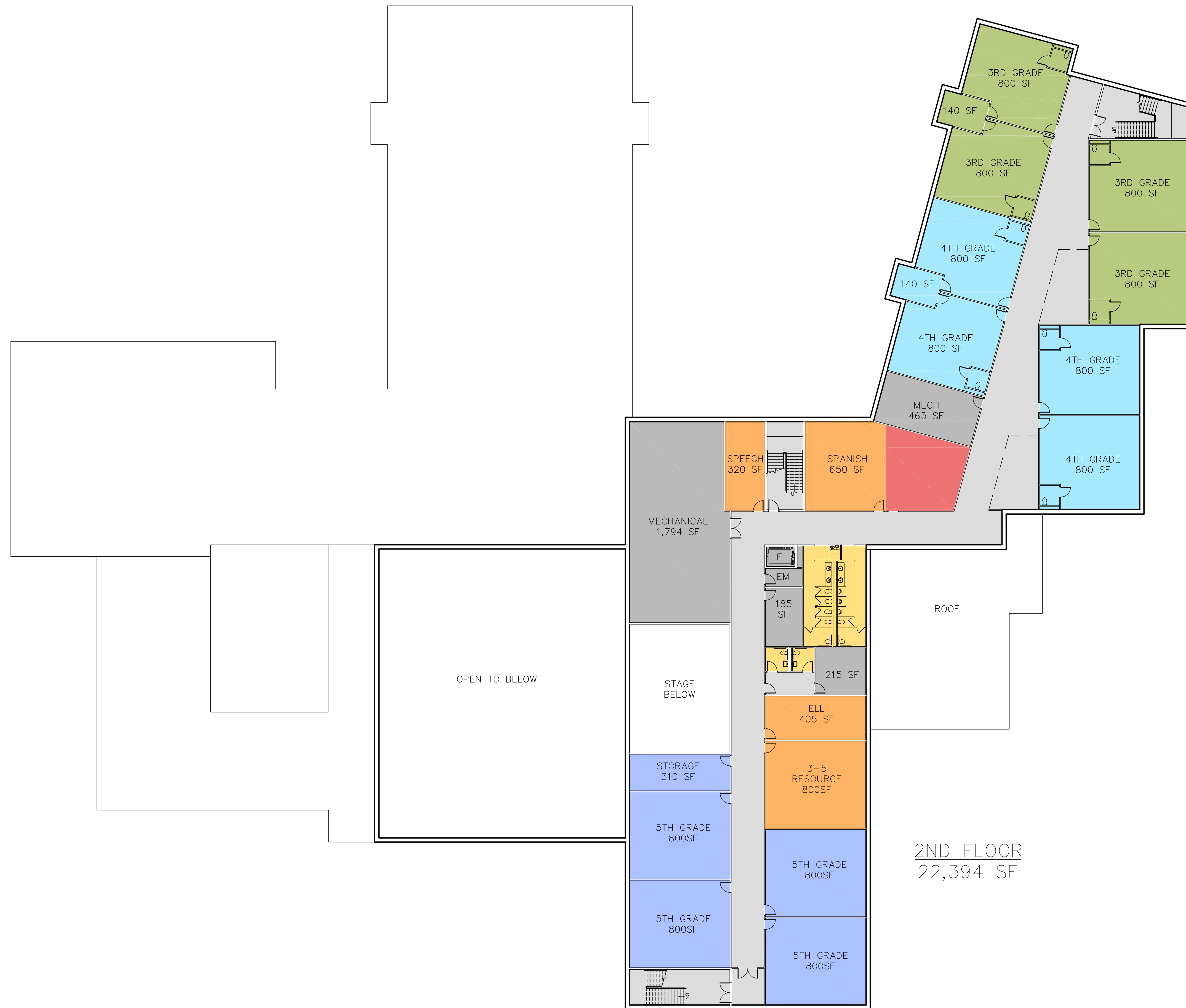
**FIRST FLOOR
OPTION B-1**

AUGUST 27, 2015

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- KINDERGARTEN
- 1ST GRADE
- 2ND GRADE
- 3RD GRADE
- 4TH GRADE
- 5TH GRADE
- SHARED SPACES
- GUIDANCE/ADMINISTRATION
- CAFETERIA/KITCHEN/GYM
- CIRCULATION
- MECH/STORAGE/JANITOR
- TOILET
- FUNCTIONAL LIFE SKILLS

Hall School - Portland, Maine

SECOND FLOOR
OPTION B-1



AUGUST 27, 2015

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