

MEMORANDUM of MEETING

Reference: DOE Progress Meeting

Project: 3316.00 / Ocean Avenue Elementary School - Portland, Maine

Date: January 15, 2008

Page 1 of 3

ATTENDEES	Initials	Company / Affiliation	e-mail
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attendees above			
File 08			

The agenda for this project progress meeting was:

1.0 Schedule and Process update

2.0 School Construction Review & Approval Process

- Programming
- Concept Design

3.0 Future Meetings

- Programming Meetings
- Concept Design - Sub-committee – March 3rd
- Concept Design - State Board of Education – March 12th

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Page 2 of 3

1.0 Schedule and Process update

Action

1. The Project Budget will need to be approved at the March 17th City Council Meeting in order to be on the June referendum and meet the project bonding.
2. Portland Public Schools will be building strong community support for a concept straw poll prior to the March State Board of Education meeting.

2.0 School Construction Review & Approval Process

Action

1. The possibility of adding the District Kitchen to the project scope of work has been reviewed. There are some issues with the additional scope that include:
 - The site will need to be re-zoned to allow for the kitchen's industrial use
 - Walton Street is posted for no truck traffic
 - The additional truck delivery and staff traffic could possibly generate the need for a traffic movement permit.
 - Possible large footprint requirement of the kitchen facility and access
2. If the district Kitchen is not on this site, then the building will only house a serving kitchen. This could be similar in size to the East End School, but the following would need to be added:
 - Bathroom
 - More Storage
 - Private office
3. The proposed student enrollment for the new school was reviewed. The building committee or other designated group will explore several options for a diverse Title One school.
4. WBRC provided the DOE team with a draft of the program (space allocation by function). Portland has a higher percentage of special needs programs and students than most districts and this will push the 'Gross SF per Student' figure up. Some adjustments including a larger clinic with storage & shower were made during the meeting.
5. Preschool classrooms will not be included in the building program. The State will only fund space for programs that are sponsored by the school department.
6. The existing school comparison column will be removed from the states program form since the project is not a renovation.
7. The FLS classrooms will be on the ground floor in one wing and the ELL classrooms will be in the opposite wing.

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Page 3 of 3

8. WBRC presented 2 preliminary concept plans for review. Both concepts allow for expandability but the scheme with the classroom wings closer together was preferred.
9. Portland Public Schools discussed the need for and operation of a volunteer coordinator / family resource space.
10. At least 1 reading recovery room should be observable from another enclosed space
11. The gym should have 5' vs 3' sidelines along with bleachers for 1/3 of the student population.
12. All agreed in principal with two separate vehicular routes dropping off at a single building entrance that would allow the building to retain the desired orientation.

3.0 Future Meetings

Action

1. The next project progress meeting will be held on Wednesday, January 30th @ 10:30 am in Augusta. Programming and Concept Planning will be discussed at this meeting. The WBRC design team and the group from Portland Public Schools will hold a pre-meeting in the café at 10am just prior to meeting with DOE.
2. A project progress meeting has also been scheduled for Tuesday, February 12th @ 9:00 am in Augusta.
3. The project Concept Design review meeting with the State Board of Education Construction Sub-committee would be held on Monday, March 3rd @ 9am.
4. The project Concept Design Approval meeting with the State Board of Education would be held on Wednesday, March 12th.

Respectfully Submitted,



Michael Johanning
Project Manager