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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

- Site Selection

3.0 Future Meetings

- Site Approval - Sub-committee – January 7th
- Site Approval - State Board of Education – January 9th
- Programming Meetings
- Concept Design - Sub-committee – March 3rd
- Concept Design - State Board of Education – March 12th

1.0 Schedule and Process update **Action**

1. At the School Committee meeting on January 9th, they will be reviewing the cost and schedule, prepared by WBRC, to complete a Site Application for the Clifford School. If the State Board approves the Baxter School site on January 9th, there is no process under the rules of the State Board to submit a second site application.
2. Based on the schedule discussed for a Clifford Site application, a second time extension waiver would be required and we have been told that it is unlikely a second waiver will be approved for this project.
3. The project schedule is tied to and will be impacted by the referendum schedule. The City of Portland will only conduct referendum votes in June and November.
4. The current schedule has tightened the time frame for the Programming and Concept Design phases of the project. The project cannot be fully programmed until it is known what students will be attending the new school.

2.0 School Construction Review & Approval Process **Action**

1. Baxter Site Selection Application
 - Updates to the application since the last meeting were reviewed. There were no comments from the DOE for additional updates, but any required would be reviewed with WBRC prior to the Construction Subcommittee meeting.
 - The budget was updated in the application to include a larger amount for off-site improvements. Additional funds may be required by the City of Portland for improvements at intersections and to the sidewalks going to the school. These improvements may have to be locally funded.
 - It is probable that a traffic movement permit will not be required, but information is still needed to determine where students will be coming to the school from. Part of this review will also be based on prior enrollments at the Baxter School going back to 1997. The enrollment at the Baxter school in October of 1997 was 279 students.
 - A pdf copy of the submission will be e-mailed to Goff French.
 - A bound copy of the submission will be delivered to Scott prior to the meeting with the Construction Subcommittee.

3.0 Future Meetings **Action**

1. The project will be up for review with the Construction Subcommittee of the State Board of Education on Monday, January 7th. Scott Brown will forward a meeting agenda.
2. The next project progress meeting will be held on Tuesday, January 15th @ 9 am in Augusta. Programming will be discussed at this meeting.

Respectfully Submitted,



Michael Johannig, Project Manager