3. Old Lower Level Pool
- Discussion potential use of abandoned pool as a large meeting area

4. Administrative Suite
- Aesthetics and Layout
- Office/Office
- Conference Room (For Professional Development)
- Access to School Security

5. Room 304 (Curriculum Gymnastics)
- Group use available in Room 304 (Curriculum Gymnastics) as long as free

6. After Hours and Weekends
- Teachers and staff should work with the administration to set up after-school and weekend access to School.

7. Future Use
- Future use for the space could be a single space or subdivided into groups, perhaps with academic focus.

8. Security
- Access to Student Services from the commons area is highly critical.

Department Notes

Facilities Master Plan | May 2018

Maina East High School

Meeting Minutes

Date: April 10, 2017
Project: Maine East - Master Planning
Project Executive: Rick Disher
Meeting Chair: Joe Cryns (10:00-10:30 AM)
Meeting Time: April 10, 2017 - 10:00 AM - 10:30 AM

Subject:
- Administration
  - Mike Preston - Principal
  - Linda Keastbane - Assistant Principal
  - Joe Cryns - Assistant Principal
  - Michelle Torelli - Director of Facilities
  - Michael Martin - Student Services Director

Attendees:
- Kevan Wilks (MCA)
- Craig Lautner (PRC)
- Rick Disher (MCA)

The summary below considers the attendees' understanding of the meeting topics, basic matters discussed, and the conclusions reached. The attendees are encouraged to review this summary and clarify the minutes in writing with the facilitators to ensure accuracy. The attendees are advised to respect confidentiality in sharing the summary with others.

Goal of Meeting:
To determine and understand each department's physical space challenges and their priority needs. Additionally, all spaces in the building need priming by the department services identified.

1. Hybrid Schedule
- Part of new schedule will prevent need for professional development. These group sizes are for 30 individuals to work together comfortably.

2. Student Use
- Students are excellent at getting more from the space than the staff are.

3. Room 304 (Curriculum Gymnastics)
- Group use available in Room 304 (Curriculum Gymnastics) as long as free.
**Meeting Minutes**

**Date:** April 10, 2017  
**Project:** Maine East - Master Planning  
**Project Executive:** Rich  
**Meeting Chair:** Paul  
**Meeting Date:** May 17, 2018 - 11:30AM - 12:30PM  
**Subject:** CTE  
**Attendees:**  

**DEPARTMENT NOTES**

---

1. **Space Identification:**
   - Need Shop 160 - used only for Sewing - Competition class
   - 127 used as student space for business instructor
   - 127 shared with other departments
   - Empty space in 160 - 2nd floor - able to be used
   - 4th floor - Classroom used as main location for material sciences.

2. **Support Spaces:**
   - Teaching staff that need to be outside of the building and can be continuous and require a phone-own cell phone in this location
   - Storage & Supply - Located in 160 & 760 and are under utilized.

3. **Programs:**
   - CTE classes need better environments for more collaborative learning, spaces to respond to bring in outside businesses, etc.
   - Space is also needed for shop design.

4. **Future Programs:**
   - Need to be looked at due to demand access to space.

5. **Consulting Program:**
   - Need an upgrade to Culinary in line with current demands but relationship to commercial is used at highest potential.

---

**DEPARTMENT NOTES**

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**General Requirements:**

- Interdisciplinary classrooms
- Storage
- Space for models and labeled teaching students when they meet in class
- Collaborative spaces for teachers in the department, workshops or open spaces outside department that office is utilized

Creative thinking space for use with upper business classes like: Entrepreneurship, leadership, marketing
- Allow for small teams to meet with outside professional/researchers
- Flexible floor space for smaller and larger groups
- Ability to display and explain thoughts properly
- Mezzanine
- Maybe small conference room that could double for internship meetings
- Workshop: Ability to display students' work directly

---

**CTE**

- Facility Notes:
  - Currently nine sections of Culinary cooking: future will be taught out of 160. At this time, 160 will only be used for students. In the interest of long-term plans, it would be beneficial to bring in raw back when we find teaching space eventually.

- **CFA Program:**
  - Constructed program in room 160 through two periods of the day. This is feasible due to roof-top.

- **Programs:**
  - Please review the program to ensure there are no changes.
  - Please review the current program in writing with the buildings in use.

---

**FACILITIES MASTER PLAN | MAY 2018 | 303**
Meeting Minutes

Date: April 10, 2017
Project: Maine East - Master Planning
Project Executive: Rick Haas, Wight
Meeting Date: May 10, 2017 - 3:30AM - 5:30AM

Albuquerque:
- FINE ART - Ed Ostrowski

The comments below should be considered as the result of a joint understanding of the meeting topics, basic questions discussed, and the conclusions reached. Participants are requested to review these minutes and notify the architect in writing within 5 days of receipt if you disagree. To the best of our knowledge, these minutes withstand accurate record.

Goal of Meeting:
- To determine and prioritize each department's functional space initiative and to byproject. Additionally, oil spaces that are currently underutilized by the department were identified.

Fine Arts:
- Existing Fine Arts Classrooms
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FINE ARTS
MAINE EAST HIGH SCHOOL

MEETING MINUTES

Date: April 16, 2017
Project: Fine Arts - Master Planning
Project Executive: Rich Dutcher
Meeting Chair/Those: April 16, 2017 - 12:00PM - 1:00PM
Subject: Foreign Language- Foreign Room

Attendance:

Wendy Wise (FAC)

Dana Stuecker (ME)

Rich Dutcher (ME)

The summary below provides a snapshot of the meeting topics, basic minutes discussed, and the consensus reached. Participants are requested to review these minutes and notify the assistant in writing within five (5) days of receipt to any omissions. In the absence of such notice, these minutes will constitute the official minutes.

Goals of Meeting:
To determine and understand each department's physical space challenges and top priority needs. Additionally, all spaces in the building used primarily by the department were identified.

1. General Department Information
   - Room 111 for administration functions is a critical location due to the high visibility at the entry. There are many students transitioning that have ESL needs.

2. Classroom Problems
   - Current language program is 7 classes at the school. Over 30 students of a particular language require available, there in a class room or to provide support.
   - ESL classrooms are available with about 35 students.
   - Student classroom ratios are used.
   - Major deficits language ESL classes in ESL, rooms.
   - Room 100 has achieved the best arrangements with extra space from the students' perspective.
   - Language classes vary in 1 year. However, some teachers lack the academic English Language programs, have remained in the language.
     a. In the rooms English, Reading, Math, ESL, 1 class.
     b. Science is taught in Science labs.
     c. Math/English/Math/English, in visual aids are used throughout all ESL, rooms.
   - Teachers utilize the space, ESL teachers require their classrooms.
   - For example, ESL rooms are used per period a day: ESL teachers vary their classrooms.

3. Use of Other Spaces
   - Room 224 and 2nd floor their defined Language Lab with traditional outside posture setup for Foreign Language.
   - Average foreign Language 35-34 students.

4. Top Priorities
   - Project No. 1: Room 203 with a small location issue for teachers to work with students.
     - Request: Modify the location issue with increased classroom.
   - Project No. 2: Shift ESL, Foreign Language all on one floor.
MATH
MAINE EAST HIGH SCHOOL

Meeting Minutes

Date: April 10, 2017
Project: Main East - Master Planning
Project Executive: Rick Decker
Meeting Date/Time: April 10, 2017 - 9:00 AM - 11:30 AM

Subject: MATH

Attendees

Wendy Wolfe (FAC)
Craig Decker (ABC)

4. Tip Points

- MATH 2—Proper space for one core class plus (Elementary/Construction A & Algebra)
- Promy 2—Banding/Leaving collaborative spaces
- Promy 2—(three) 2nd Floor and 1st Floor

Goal of Working:
To determine and understand each department's physical space challenges and top priority needs. Additionally, all spaces in MATH will be used primarily by the department who identified. General Department Information - To be shared:

1. Special Rooms / Grade Department Instruction:
   - MATH 1—Construction 1st Floor
   - MATH 2—Construction A 2nd Floor
   - MATH 3—Construction B 2nd Floor

2. Elements of Classrooms
   - Number of Sides as above are on floor.
   - Average class sizes are 25%. At least 10 students in a classroom.

3. Previous Classrooms
   - MATH 1 and MATH 2 have not had dedicated computer labs. Computer lab was added to classroom.

4. Departmental Notes
   - MATH 3 in 2016 & C as well as North Grap in Cane. Nearly Math A & B (ABC)

DEPARTMENT NOTES
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DEPARTMENT NOTES
FACILITIES MASTER PLAN | MAY 2018 | 311

5. Pool
   - Current pool lacks a warm up pool (necessary for diving)
   - Diving for swim team

6. Vibes
   - Current Vibes includes - England Park & Lyny Township HS

7. Tip Points

   - Promy 1—1 st floor
   - Promy 2—L solarium reorganizing and/or relocation (see above, Promy 4—Near the main entrance
   - Promy 3—L solarium reorganizing/expanded for different educational needs. (not used)
   - Promy 4—Near the main entrance for different educational needs. (not used)

8. Facilities
   - Facilities Survey to be shared

9. New Program Space Requests
   - Need for new Math and a new 2nd Floor of Fitness Center. (not used)
   - Math 4 & 5

ANATOMY:
MAINE EAST HIGH SCHOOL

Facilities Master Plan

Facilities Master Plan

Facilities Master Plan

Facilities Master Plan

Facilities Master Plan

Facilities Master Plan

Facilities Master Plan

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Facilities Master Plan
Architectural Meeting: "wish list"

Please be sure to add anything I missed or anything else you feel would be of great benefit.

1. Locker Rooms
   a. Boys PE locker room area is a dumpster
   b. Team room overhaul and addition of additional "Team rooms"

2. Basketball facilities
   a. New aquatic center (re-purpose current pool for wrestling or group gym)
   b. Dance Studio
   c. Group fitness space (modern, aerobics, yoga)
   d. Ski Room/Storage
   e. Elevated ropes course
   f. PE locker rooms
   g. PE classroom space
   h. Storage for PE & Athletics
   i. New PE room by Field House main floor

3. Upgrade to outdoor facilities
   a. New concession stands
   b. Conversion of old concession stand to laundry and storage facility
   c. Reconfiguration of stadium to accommodate new field and away Görlich
   d. Turf in stadium and one practice field

Meeting Minutes

Date: April 19, 2017
Project: Maine East - Master Planning
Project Executive: Rich O'Brien
Meeting Chair: The Chair 9:15 AM - 9:30 AM

Subject: Science - Active Core

Attendees:
- Dr. Lips, Maine East
- Dr. King, Maine East
- Amy Huisman, Maine East
- Jack Altman, Maine East

The committee being complementary for understanding of the meeting's topic, minutes were recorded and the conclusions reached. Participants were requested to review these minutes and notify the principal in writing within 30 days of receipt of any specific to the action or meeting minutes without consideration.

Goal of Meeting:
To determine and understand each department's physical space challenges and prioritize needs. Additionally, all updates in this building should be prioritized by the department was identified.

1. Quantity of Space:
   - Maine East has a significant amount of teaching space for Science. This does show there is an issue with space that is not addressed.
   - There is no proper heating and ventilation system to respond to the current student and staff needs.

2. Lab Layout:
   - The lab is the department like and want to return to separate lecture and lab space. The current lab is a combination of both a teaching and lab space.
   - There is a need to add additional doors to the lab space.
   - The lab is currently too small to accommodate all grades.

3. Elements of Lab Space:
   - Lack of open space to add lab space.
   - Lab space needs to be separated from the main teaching areas.
   - Lab space needs to be accessible to all grades and needs to be separated from the main teaching areas.

4. Consent:
   - The department already utilizes smaller space for lab activities, especially in lower levels. Would like to find more of those opportunities - possibly under used PE Room 202.
<table>
<thead>
<tr>
<th>Words</th>
<th>Facilities or Ideas</th>
<th>Links if available</th>
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<tbody>
<tr>
<td>keep the expected lab and class space (except room 101) needs to reflect the space in VHS, need better chairs for the lab benches in some rooms</td>
<td>Exeter expects students to work in lab or at their desks</td>
<td></td>
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<td>Package the chemistry space in Room 201</td>
<td>Prior we can create a better functioning space for students in the lab area so students can work in an efficient space at the benches</td>
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<td>Chairs or Tables (need to be mobile)</td>
<td>Needs to be mobile and able to fit with a variety of groups</td>
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<td>Collaborative TVs</td>
<td>Students can pull up their work onto a TV in the classroom or hallway to show work and present</td>
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<td>Whiteboards surface</td>
<td>Do the walls in the classroom, labs, workrooms, hallways</td>
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<td>Bulletin board space above the whiteboards for posting signs/notifications/大事/Announcements</td>
<td>Can use the space closer to the hallway that is above the whiteboards</td>
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<td>Science Office - Room 107</td>
<td>Can use for materials students can use in any location in the classroom</td>
<td>visitpropublica.org/pnl/talks</td>
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<td>Science Offices - Room 201</td>
<td>Can use for materials students can use in any location in the classroom</td>
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<tr>
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<td>Can use for materials students can use in any location in the classroom</td>
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Meeting Minutes

Date: April 16, 2017
Project: Maine East - Master Planning
Project Director: Rick Design
Meeting Date Time: April 16, 2017 - 1:30PM - 1:50PM
Attendees: Wendy Viles (FAZ), Craig Stacke (AEC), Rick Design (ME)

The summary below provides the highlights of the meeting topics, basic model discussion, and the conclusions reached. Participants were encouraged to voice their opinions and verify the points included within the 30 days of receipt of the summary. The minutes were considered accurate.

Goal of Meeting:
To determine and understand each department's physical space challenges and top priority needs. Additionally, all spaces in the building need planning to be the best they can.

1. Social Science
   - There is a strong desire to completely rethink the social science classrooms. Biggest issue is classrooms lack electrical devices.
   - Does not connect to other academic spaces.
   - Need a single scheduled classroom. 26S4 is too large.

2. Counsel Office
   - Some interest in using common space (particularly used in locker area) for small group academic areas.

3. Department Office
   - Small private office for teachers. Space is being used only for teachers' office for talking.
   - Need a small office for the principal to sit in and the new principal position in 26S4A.
   - Need an interview room in key locations in 26S4A. Need to be expanded.

4. Site Review
   - Moving Foyer 180, 140; create a department office, drop in location. May use 26S3A. Need realignment to move certain location with staff. Need Roof 2, Drop in location. Need new location.

5. Social Science
   - Need new location.

DEPARTMENT NOTES
SOCIAL SCIENCE
MAINE EAST HIGH SCHOOL

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FACILITIES MASTER PLAN | MAY 2018 | 319
SPECIAL EDUCATION / TRANSITION PROGRAM

DEPARTMENT NOTES

Meeting Minutes

Date: April 10, 2017
Project: Maine East - Master Planning
Project Executive: Rick McCarty
Meeting Chair: April 10, 2017 – 2:00PM – 3:30PM
Attendance: Wendy Wise (FAC), Craig Stichert (SNC), Jim Scharbauer (FAC)

1. Room Identification
   - The program is at risk for 153 students with vocational training and placement.
   - Cross-Categorical Students: CTY 318 & 319 will transition to L2 programs and then to
   - Cross-Categorical: CTY 318 & 319 will transition to L2 programs and then to

2. Support Services
   - Cross-Categorical Students: CTY 318 & 319 will transition to L2 programs and then to
   - Support Services: L2 Placement on Placement (CTY 318 & 319), special education on Center
   - Location: District Office
   - Location: District Office

3. Transition Program
   - Transition Program
   - Transition Program

4. New Program: Response to a smaller core, needs more budgeting and physical activity space.

5. Cross-Categorical
   - Cross-Categorical Students: CTY 318 & 319 will transition to L2 programs and then to
   - Cross-Categorical Students: CTY 318 & 319 will transition to L2 programs and then to

6. Support Services
   - Support Services: L2 Placement on Placement (CTY 318 & 319), special education on Center
   - Location: District Office
   - Location: District Office

7. Department Notes
   - Special Education Director: Special Education Director
   - Special Education Director: Special Education Director

8. Transition Program
   - Transition Program
   - Transition Program

9. New Program: Response to a smaller core, needs more budgeting and physical activity space.

10. Top Program: Response to a smaller core, needs more budgeting and physical activity space.

DEPARTMENT NOTES

Meeting Minutes

Date: April 10, 2017
Project: Maine East - Master Planning
Project Executive: Rick McCarty
Meeting Chair: April 10, 2017 – 2:00PM – 3:30PM
Attendance: Wendy Wise (FAC), Craig Stichert (SNC), Jim Scharbauer (FAC)

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   - Special Education Director: Special Education Director

8. Transition Program
   - Transition Program
   - Transition Program

9. New Program: Response to a smaller core, needs more budgeting and physical activity space.

10. Top Program: Response to a smaller core, needs more budgeting and physical activity space.
3. Chromatic Implementation

3.1. Network Engineer has a lead role in the installation of all TV and other media-related equipment. The network engineer will coordinate with the facilities manager to ensure that all equipment is properly installed and functional.

3.2. Every classroom has been equipped with a smart board.

3.3. Computer Labs: The computer labs have been equipped with the latest technology. Each lab has 32 computers connected to the school’s network.

3.4. Staff Desk: The staff desks have been equipped with computer monitors, keyboards, and mice.

3.5. Classroom and Office Furniture: The furniture in the classrooms and offices has been selected to be both functional and aesthetically pleasing. The furniture includes desks, chairs, and bookshelves.

3.6. Classroom Decor: The classroom decor includes posters, charts, and other educational materials.

3.7. Library: The library has been equipped with computer stations, bookshelves, and comfortable seating.

3.8. Technology Department: The technology department has been equipped with the latest computer hardware and software.

4. Communication

4.1. The network engineer has a lead role in the installation of all TV and other media-related equipment. The network engineer will coordinate with the facilities manager to ensure that all equipment is properly installed and functional.

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CTE South Goal: A space that allows discovery, investigation, selection, experimentation, and allowing students to evolve their own learning to become the best they can and stand on their own.

General Precepts:
- Assortable and flexible learning spaces equally integrated with other departments.
- Good opportunity for co-teaching/learning.
- Spaces for open and individual learning.
- Allows students to ‘step’ and discover when they are in a CTE class and when they aren’t.
- Collaboration spaces for teachers in the department, workshop or optional spaces to work efficiently, learn and innovate.

Creative thinking spaces:
- Allow for small teams to meet with outside professionals/researchers.
- Opportunities for CTE and non-CTE students to work together.
- Ability to display and expand thought processes.
- Whiteboard, chalkboards, flipchart and equipment may be available for interdepartmental meetings.
- Whiteboards, paper or flip chart display student research.
- Open space, computer lounge and study areas to meet the needs of students.
- Student and staff collaboration to design student-centered spaces.
- The indoor nature of spaces to be available, students can work collaboratively or independently to grow as learners.

Interior spaces:
- Goal to foster students and faculty reliability.
- Small conference room.
- Ability to make a mobile space to outdoor constituents.
- Relax and informal indoor and outdoor classrooms.

Facilities Improved by CTE:
- Storage space for projects.
- Access to technology.
- Computer area available to students.
- "Common Areas" for meetings (kitchen, snack, etc.) that allow the students to use and keep organized.
- Accessibility to computers and planning from anywhere for the teacher.
- Space for student collaboration and create.
- Flexibility for teacher, computer drawing, and handwork.
- Space to use tools, supplies, and digital space.
- Storage for materials and equipment.
- Ventilation.

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- Relax and informal indoor and outdoor classrooms.
Ability to observe preschool students
- Need a sink and refrigerator for snack preparation
- Need maintenance facilities appropriate for 3-4 year olds
- A space for students to lesson plan and work together in small and large groups
- Connected classroom space for high school students
- Ability for students to share classrooms and share ideas as a group

Automobiles
- Storage
- Flexible classroom space
V-WING

COMMUNITY SPACE / AUDITORIUM

Overhead Auditorium: increase size to accommodate student body (theshop + junior). need new seats, new lobby configuration (separate exits to each lab entrance to make lab and classroom areas more open and flexible). larger concession and theater areas. larger audience seating (lighting for back). master Ohmstead (lighting). stage rise, bulkhead, backstage, new stage area.

Fine Art Workspace area. Create new lab at the appropriate location to maximize space.

New Built-in spaces for displaying artwork, music accouterments, and background information and acoustics increase storage areas for fine arts - new multi-library for band, orchestra, and choir; costume shop, display shop, print shop, storage room, functional dressing room boxes, second floor above music rooms.

Redesign functional dressing rooms backstage and expand size.

PA-WING

Build costume shop, scenic shop, prop storage rooms, possibly relocate Arts Studio A to PA as well. new large tech. space for technical dressings rooms backstage, second floor above music rooms. Build exterior space for lawn furniture for large tech. storage.

Redesign teacher office area. This is the appropriate location to maximize space.

New Built-ins for display and storage, music accoutrements, costume and background information.

Renovate band, orchestra, practice rooms (and to the extent possible) expand to allow for additional practice rooms.

New built-in spaces for displaying artwork, music accouterments, and background information and acoustics.

Redesign and relocate costume shop for instrument storage.

New piano, new choral and band room, new choral and band rehearsal space.

Revised PA Office: add space for PA office, community meetings, and expand to allow for new technologies.

Remove small teacher offices off hallway and allow space into classrooms or for future areas. Add group teacher office.

Redesign teacher office area, remove small offices of colleagues to make cleaner, more efficient and usable space as needed. Create new office space for Supt. and provide additional support spaces for security purposes.
DEPARTMENT NOTES
MATH / FOREIGN LANGUAGE / SOCIAL SCIENCE
MAINE SOUTH HIGH SCHOOL

Meeting Minutes

Date: April 10, 2017
Project: Math / World Language
Project Executive: Rick DeYoung
Meeting Chair: Matt Henry

Subject: Math / World Language

Attendees:
- Andy Wells (MATH)
- Talia Marcus (WLD)

The discussion below consists of the teachers' understanding of the meeting topics, specific classroom concerns, and the conclusions made. Participants are encouraged to rectify these issues and to note the agenda's timeline in the final report. In the absence of such notice, these issues should be considered.

Goal of Meeting:
To understand and address each department's physical space challenges and to prioritize needs. Additionally, all spaces in the building used primarily by the department were identified.

1. Math / World Language
   - Goal: Support and align our space needs to meet the current and future needs of the students and teachers. Teachers shall have access to collaborative areas and adequate resources.
   - Objectives:
     - Prepare a space utilization plan for Math / World Language.
     - Conduct an analysis of current space utilization.

2. Social Sciences
   - Goal: Promote a collaborative and inclusive learning environment for students.
   - Objectives:
     - Review current space utilization.
     - Plan for future space utilization.

3. Foreign Language
   - Goal: Enhance the learning environment for World Language students.
   - Objectives:
     - Review current space utilization.
     - Plan for future space utilization.

4. Math
   - Goal: Improve student engagement through active learning.
   - Objectives:
     - Review current space utilization.
     - Plan for future space utilization.

5. Foreign Language
   - Goal: Enhance the learning environment for World Language students.
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SCIENCE

Maine South Science Room Remodeling Suggestions 2017

General Comments and Needs:
- Updated to the look of the facilities
- Classroom size of classrooms in the original part of the building (west of center stair)
- Storage space within rooms andJump areas
- Flexible seating arrangements in classrooms with a separate perimeter lab area
- Multiple Classrooms with rolling lab tables
- Redesigned work space for wholesome/individual use

High-Pressure Points for Immediate Revolutions:
- A203
- A315
- A1305
- A314
- A320

Use for Additional Spaces (Not Currently Available):
- Research lab space: Currently there are no areas for students doing independent research to house their projects
- A dedicated lab room where the projects could be left off for long periods of time would provide a benefit (like the facilities STEM lab)
- Outdoor garden space: Existing garden space we have in some of the biology/storage rooms are not large enough or right enough to work.

Student collaboration space: It would be ideal to have a larger area for our Science Support Center so that part of the room could allow small groups of students to come in and work together. If this room was adjacent to the research space, students could also work in the lab with supervision. Flexible and comfortable furniture would be ideal. Maybe this space is just "spare" so no supervision is needed?

Science Olympiad/Engineering Project space: Science Olympiad has built a lot of physical equipment such as treadmills, bridges, etc. Currently every time they need an arena, they have to gather their projects from a closet and then set up again. It would be great to have a duplicative space in A-every to V129 (FLOR lab) to support engineering projects in A-every.
<table>
<thead>
<tr>
<th>Room Number</th>
<th>Purpose</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A205</td>
<td>Physics Lab</td>
<td>Lab designed to accommodate physics, chemistry, and general science courses.</td>
</tr>
<tr>
<td>A207</td>
<td>Chemistry Prep Area (3 teachers)</td>
<td>Additional space for chemistry preparation.</td>
</tr>
<tr>
<td>A208</td>
<td>Biology Lab</td>
<td>Lab designed to accommodate biology, chemistry, and general science courses.</td>
</tr>
<tr>
<td>A311</td>
<td>Science Department Office</td>
<td>Office space for department head.</td>
</tr>
<tr>
<td>523</td>
<td>Chemical Storage Room</td>
<td>Additional space for storage of chemicals.</td>
</tr>
<tr>
<td>A213</td>
<td>Science Support Room</td>
<td>Additional lab space for science activities.</td>
</tr>
</tbody>
</table>
Meeting Minutes

Date: April 10, 2017
Project: Maine South - Master Planning
Project Executive: Rick Clever
Meeting Chair: April 10, 2017 - 1:00PM – 2:00PM
Attendants: Special Education – Lauren Gragg and Karen Shainey

The summary below outlines key points from the special education meeting discussion, including the following topics:

1. Life Skills
   - Inappropriate behavior
   - Better social skills classroom, extended in academic areas

2. Behaviour
   - Reduce number of students in academic area
   - Priority #1 - Consider space for department with conference room, office space for teachers

Goal of Meeting:
To determine and understand each department's physical space challenges and top priority needs. All spaces in the building used primarily by the department were identified.

1. Life Skill Sake in F 1: Wing
   - Inappropriate behavior
   - Better social skills classroom extended in academic areas

2. Behaviour
   - Reduce number of students in academic area
   - Priority #1 - Consider space for department with conference room, office space for teachers

Meeting Notes

Date: April 10, 2017
Project: Maine South - Master Planning
Project Executive: Rick Clever
Meeting Chair: April 10, 2017 - 12:00PM – 1:00PM
Subject: SPS – North Building and Chicago
Attendants: Wendy Wilda (PAQC), Dave Stocker (MEC), Rick Clever (MEC)

The summary below outlines key points from the special education meeting discussion, including the following topics:

1. College & Career Resource Center
   - College and Career Resource Center could be relocated to be closer to student activities, maybe near an entrance to or for teacher access.

2. Top Priority
   - Priority #1 – Improvement to Name's Office
   - Priority #2 – Special location for new team members
   - Priority #3 – Better location for College and Career Resource Center

Goal of Meeting:
To determine and understand each department's physical space challenges and top priority needs. All spaces in the building used primarily by the department were identified.

1. Service Entry
   - Present Entry includes
      - Building
      - Name Plate

2. Space
   - Security access for two door entrance needs to remain in direct adjacency of front door.

3. Entry
   - Seal to enlarge Name Plate

4. Space
   - Can vary from name to team
   - Team name and number

5. Space
   - To enhance the lobby so that all teams are grouped together
   - A further improvement would be for the teams to face each other
   - Location of Teams and Teams is ideal for ease of access by students

6. Space
   - Active use of team space is not accurate per use.
### Maine West High School:

#### English Department:

1. **Blended Learning**: Students will have access to digital learning resources.
2. **Social Studies**: Classrooms will be equipped with interactive whiteboards.
3. **Science**: Laboratories will be updated with modern equipment.
4. **Art**: Art studios will be renovated to enhance student creativity.
5. **Library**: New media centers will be installed.

#### Facilities Master Plan:

- **Date**: April 10, 2017
- **Title**: Maine West - Master Planning
- **Authors**: Wight
- **Source**: Facilities Master Plan | May 2018 | 342

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**Meeting Notes**

- **Title**: Facilities Master Plan
- **Date**: April 10, 2017
- **Authors**: Wight

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**Department Notes**

- **Title**: Facilities Master Plan
- **Date**: April 10, 2017
- **Authors**: Wight
**Meeting Minutes**

**Date:** April 17, 2017  
**Project:** Maine West - Master Planning  
**Project Executive:** Rick Seden  
**Meeting Chair:** April 17, 2017 - 3:30 PM - 4:00 PM  
**Subject:** Science - Jay West  
**Attendees:**  
- Yoko Woda (MAC)  
- Dr. Graeme (MAC)  
- Rick West (MAC)

The purpose of today’s meeting was to understand the functionality of the meeting spaces, basicItemId removed, and the overall condition. Participants were requested to review these minutes and bring the feedback to the architect in writing within five (5) days of receipt of these notes. In the absence of such notice, these minutes will be considered accurate.

**Goal of Meeting:**  
- To determine and understand each department’s spatial challenges and any priority needs.  
- Additionally, all spaces in the building are being utilized by this department. It was determined that the department has 27% of their total occupied office space, one administrator, no teachers’ offices’ classrooms.

1. **Lab-Capacity:**  
   - There can only be 24 students. Most can accommodate 28, ability to schedule 26.  
   - BasicItemId removed  
   - Biosis & A2/1/1 rooms are the best 27 and 32 students.  
   - A2/1/2/2 rooms were on the same floor, but one could be swapped.  
   - 1/10: 23 students checked in. Room is too small and dangerous.  
   - 1/12: 33 students checked in. Room is too small and dangerous.  

2. **Chemistry Preparatory:**  
   - Preparatory/geneva is consolidated.  
   - Lab/Science is a separate facility.  
   - 1/12: room can benefit from another storage facility that is easily moved/ reconfigured.  
   - The lab would improve ability to meet Science requirements.

3. **Department Office:**  
   - Priority is group to gather at all staff.  
   - If existing and another department choose to keep.  
   - Move existing space for teachers.

4. **Science:**  
   - No need for additional specific Science teaching space. Does not have the function as a space note.  
   - Note: Department Secretary on 2nd floor also supports Math and Foreign Language.

5. **Room Size:**  
   - 1/13: Large office,  
   - 1/10: Model home (ENV) Science happen in corner rooms away from (ENV)  

6. **Top Priority:**  
   - Priority #1: Priority changing 10/12 to be in larger square for 28 students.  
   - Priority #2: Improved oval of small rooms that accommodate 21 students to be increased to a larger one.

**Meeting Minutes**

**Date:** April 17, 2017  
**Project:** Maine West - Master Planning  
**Project Executive:** Rick Seden  
**Meeting Chair:** April 17, 2017 - 3:30 PM - 4:00 PM  
**Subject:** Social Science - Evan Westman  
**Attendees:**  
- Yoko Woda (MAC)  
- Dr. Graeme (MAC)  
- Rick West (MAC)

The purpose of today’s meeting was to understand the functionality of the meeting spaces, basicItemId removed, and the overall condition. Participants were requested to review these minutes and bring the feedback to the architect in writing within five (5) days of receipt of these notes. In the absence of such notice, these minutes will be considered accurate.

**Goal of Meeting:**  
- To determine and understand each department’s spatial challenges and any priority needs.  
- Additionally, all spaces in the building are being utilized by this department. It was determined that the department has 29% of their total occupied office space, one administrator, no teachers’ offices’ classrooms.

1. **Office Space:**  
   - 6 classrooms to be made into small classrooms.  
   - 1/11: 30 students checked in, 10 raised hand.  
   - 1/10: 23 students checked in, 12 raised hands.  

2. **Family Style:**  
   - Social Science Why Not:

   - Larger classrooms
   - More classrooms for Social Science teachers if each teach all hour and own their room
   - 1/11: move to another location if the ability to make smaller groups and still have individual student work space, small tables instead of desks
   - Larger / more classrooms department workroom; need better for delivery schedule, large conference table but add one for smaller conference tables for teachers to work with students
   - Allow for more storage and add more natural light
   - Common area for Social Science with break space
Meeting Minutes

Date: April 19, 2017
Project: Maine West - Master Planning
Project Executive: Rick Devlin
Meeting Chair: Rick Devlin 1/30PM - 2:30PM
Meeting Location: Maine West

Subject: Student Services - Classroom Rundown

The summary below supplements the project's understanding of the meeting topic, basic objectives discussed, and the conclusions reached. Participants are requested to review these minutes and notify the architects in writing within three (3) days of receipt to identify discrepancies. In the absence of such notice, these minutes will be considered accurate.

Goal of Meeting:
To determine and understand each department's physical space challenges and try to prioritize needs. Additionally, all spaces in the building used primarily by the department were identified.

1. Challenges:
   - Psycho-related issue:
     - Psych isolation from Counsellors
     - Access to Social Worker through Family Center is not ideal.
     - Office is extremely small. Counselor barely has two (2) desks. Would like to know if there is a plan for larger office at some point.
     - Access to social worker is via phone or email.
     - Conference room is currently too small for ceremonies and could be easily converted by request.
   - Rooms to keep occupations near other occupations, plush and social work.

2. Execution:
   - Facility function (Organization, Time Management, Prior Precipitation) and behavior
     - Social worker(s) and President of Student Association
     - Work with wellness disinfection as well as nodded.

   - 1. lobby
     - Dept. Head - Direct As responsibly of Counsellors, Social Worker, Psych & Deans with Conference Room & College Center

   - 2. Student Services Office

   - 3. Student Services Office

   - 4. Student Services Office

   - 5. Student Services Office

   - 6. Student Services Office

   - 7. Student Services Office

   - 8. Student Services Office

   - 9. Student Services Office