

DEPARTMENT NOTES

Meeting Minutes

Date: April 19, 2017
Project: Maine East – Master Planning
Project Executive: Rick Dewar
Meeting Date/Time: April 12, 2017 – 10:00AM – 10:30AM
Meeting Location: Maine East
Subject: Administration –
Mike Pressler – Principal
Linda Rutschke – Assistant Principal
Dino DiLegge – Assistant Principal
Susan Savage – Assistant Principal
Michael Wartick – Student Service Director

Attendees: Wendy Watts (W&C)
Craig Siepka (W&C)
Rick Dewar (W&C)

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Goal 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 this department were identified.

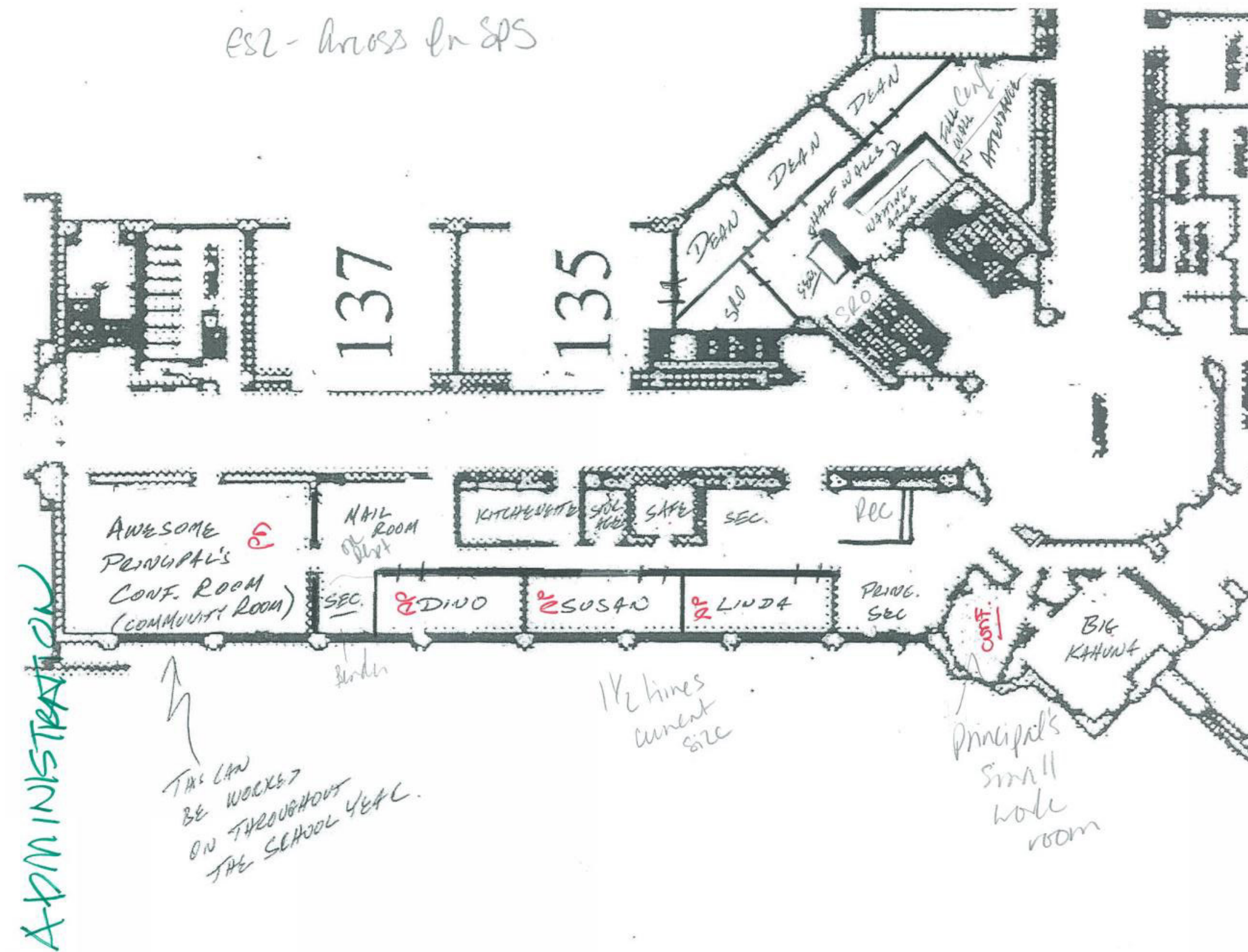
1. Hybrid Schedule

- Part of new schedule will present the need for Professional Development. These group sizes are for 30 individuals to work together comfortable.
- Major need for Commons for 100 students to fit needs of I.E. as part of Hybrid schedule. Again, the auditorium doesn't fit this need as space must have tables for proper working area. Also the room is not cozy for 100, solution needs to feel this way.
- With Hybrid schedule up to 1/3 to 40% students will be unscheduled. Could go to:
 - 2nd Floor Tutor Center
 - Lower Level Testing Center
 - 230 Junior/Senior Commons
 - Library
- The future Commons Space could be a single space or divided into groups, perhaps with Academic focus. Access to Student Services from the common spaces isn't highly critical.

2. Sacred "Cows"

- Rotunda on all levels
- Exterior Façade

- Old Lower Level Pool
 - Discussed potential use of abandoned pool as a large meeting area.
- Administrative Suite
 - 3 Assistant Principals
 - Principal Office
 - Reception
 - Conference Room (For Professional Development)
 - Access to In-School suspension
 - Small Conference Room
 - ELL currently off Rotunda ideally captured for Administration
 - With repurposing of ELL's space for Admin, at least one classroom near entrance needs to be captured for ELL to have close proximity to front door for parent/guest access.
- Room 264 (Currently Gymnastics)
 - Group sees potential in Room 264 (Currently Gymnastics) as use for:
 - Student Common
 - Yoga (P.E.)
 - Group Fitness
 - Poms & Cheerleading
 - Orcheaus (Dance Club)
 - To do this the gymnastics program would need to cease. This presents challenges as East hosts gymnastics program for entire District 207. For all three schools, there are less than 100 gymnasts.
- After Hours & Weekend Use
 - There is the need for after-hours and weekend access to College & Careers & Student Services
 - Oakton Classrooms
 - Fine Arts
 - Athletics
 - Lutheran General Health Clinic is not served after hours.
 - After-hours access to Fine Arts (Auditorium & Music Spaces) & Athletics works very well as these program areas are all grouped on one side of building.
- Student Needs
 - Raised concern about boys locker room.
 - There is room for Student council but there is a need for all Student Government Club space, 30 students maximum.
 - With increasing Muslim enrollment, there is a need for a dedicated prayer/reflection space.
 - 2nd Floor above Student Services Area:
 - Some teacher training occurs in Computer Writing lab.
 - Math Lab & Coach Tutoring are drop in functions.
 - Chrome Depot is a drop-in function as well. This function has good high-use.
 - All of these functions could be near the Student Commons but are good to have near the student classrooms.
 - School Building is attempting to have more charging stations everywhere.
 - Access to Center Court Building is narrow and only happens off of some corridors.
- Handout
 - [Administration HO.pdf](#)



Meeting Minutes

Date: April 19, 2017
Project: Maine East – Master Planning
Project Executive: Rick Dewar
Meeting Date/Time: April 12, 2017 – 11:30AM – 12:00PM
Meeting Location: Maine East
Subject: CTE – Kim Jablonski

Attendees: Wendy Watts (W&C)
Craig Siepka (W&C)
Rick Dewar (W&C)

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Goal 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 this department were identified.

1. Space Identification
 - o Wood Shop 160 is only used for Geometry – Construction class.
 - o 123 used as incubator space for business instructor.
 - o 122 shared with other departments
 - o Career coordinator in 119
 - o Robotics room ins 174
 - o Geo – Construction room is in ideal location for material deliveries.
2. Support Spaces
 - o Teaching staff that needs to interface with outside world they are coordinators and require a phone and office for this function.
 - o Storage & Support – Rooms off of 165 & 700 and lab are under-utilized.
3. FCS Program
 - o FCS classes need better environments for more collaborative learning, spaces to respond to bringing in outside business leaders, spaces that inspire design thinking as that is the activities of space as well.
4. Auto Program
 - o Auto Shop location is ideal due to direct access to exterior.
5. Culinary Program
 - o Food Lab adjacent to Cafeteria is nice adjacency but relationship to commercial used to highest potential.
 - o 169 is main Culinary lab.

- o Currently nine sections of Culinary cooking. In future, all will be taught out of 169. At this time, 161 will be cleaned out and assessed. It is the intension to bring this room back online as a food teaching space eventually.
6. CNA Program
 - o CNA class taught in room 167, scheduled two periods of the day. This is inflexible due to mock-up bed equipment.
 7. Preschool Program
 - o Preschool needs to retain proximity to an entrance for parent drop-off.
 - o Preschool room is tight and lacks observation window. The single teacher instructing high schoolers does not have ideal site lines to all the small rooms where high schoolers could be working.
 - o Direct access to courtyard is nice, but need more defined outdoor play space for kids.
 8. Future Goals
 - o Future learning environments for Incubator programs & events.
 - o Department doesn't need more space necessarily, but spaces need to function differently.

Culinary

- Storage
- Ability to cook
- Flexible classroom space for non cooking day
- Possible staff dining area that could possibly double as classroom space, proximi general culinary labs
- Ability and space to critique, present, and host

Preschool

- Ability to observe preschool students
- Need a sink and refrigerator for snack preparation
- Need washroom facilities appropriate for 3 - 4 year olds
- A place for students to lesson plan and work together in small and large groups
- Connected classroom space for high school students
- Ability for instructor to see all areas of the lab and classroom

Automotives

- Storage
- Flexible classroom space
- Ability for instructor to see all areas of the lab

CNA/Health Science

- Storage and flexibility

General Requests

- Flexible learning environments
- Storage
- Spaces for online and blended learning students when they're not in class
- Collaborative spaces for teachers in the department, workroom or optional spaces - possibly department chair office near workroom

Creative thinking space (for use with upper business classes ie. Entrepreneurship, Internship, marketing)

- Allow for small teams to meet with outside professionals/ mentors
- Share out/ brainstorming for small and large groups
- Ability to display and explain thought process
- Versatile
- Maybe small conference room that would double for internship meetings
- Whitespace, ability to plug in and display student chromebooks



Internship/ coordinators

Bus. Incubator

Internship/ coordinators

- Flexible space to meet students and outside community
- Small conference room
- Ability to make phone calls to outside constituents
- Relaxed and inviting for formal and informal discussions
- Space to design, display, and critique
- Ability for instructor to demonstrate
- Space for projects
- Storage for machines and materials



Meeting Minutes

Date: April 19, 2017
Project: Maine East – Master Planning
Project Executive: Rick Dewar
Meeting Date/Time: April 12, 2017 -- 1:00PM – 1:30PM
Meeting Location: Maine East
Subject: English – Dan Gleason

Attendees: Wendy Watts (W&C)
Craig Siepka (W&C)
Rick Dewar (W&C)

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Goal 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 this department were identified.

- General Department Info
 - Twelve Total Classrooms
 - One classroom on lower level, 034
 - Rest of Department on 2nd floor
 - Teachers do not own classroom.
 - Teachers utilize two workrooms where their desks are 244 & 246. There are some tensions with having two different department offices. These are also inefficient and could be laid out better to free-up space for quiet work area.
 - Average 24/25 class size, 32 maximum class size.
 - English Department location within building works fine.
- Classroom Elements
- Use of Other Spaces
 - Trapezoid table set-up in some rooms take up extra space that can be problematic.
 - Brought up Ergotron as mobile sit to stand table.
 - Have ordered tall 48"W tables for group work time
 - Use of group table would diminish the front of classroom and lack of classroom scenario.
 - Will use Study Hall 230 for some events. (Needs to be planned in advance as Study Hall needs to be rescheduled).
 - Proximity to Chrome Depot is helpful as students often need to access that function.

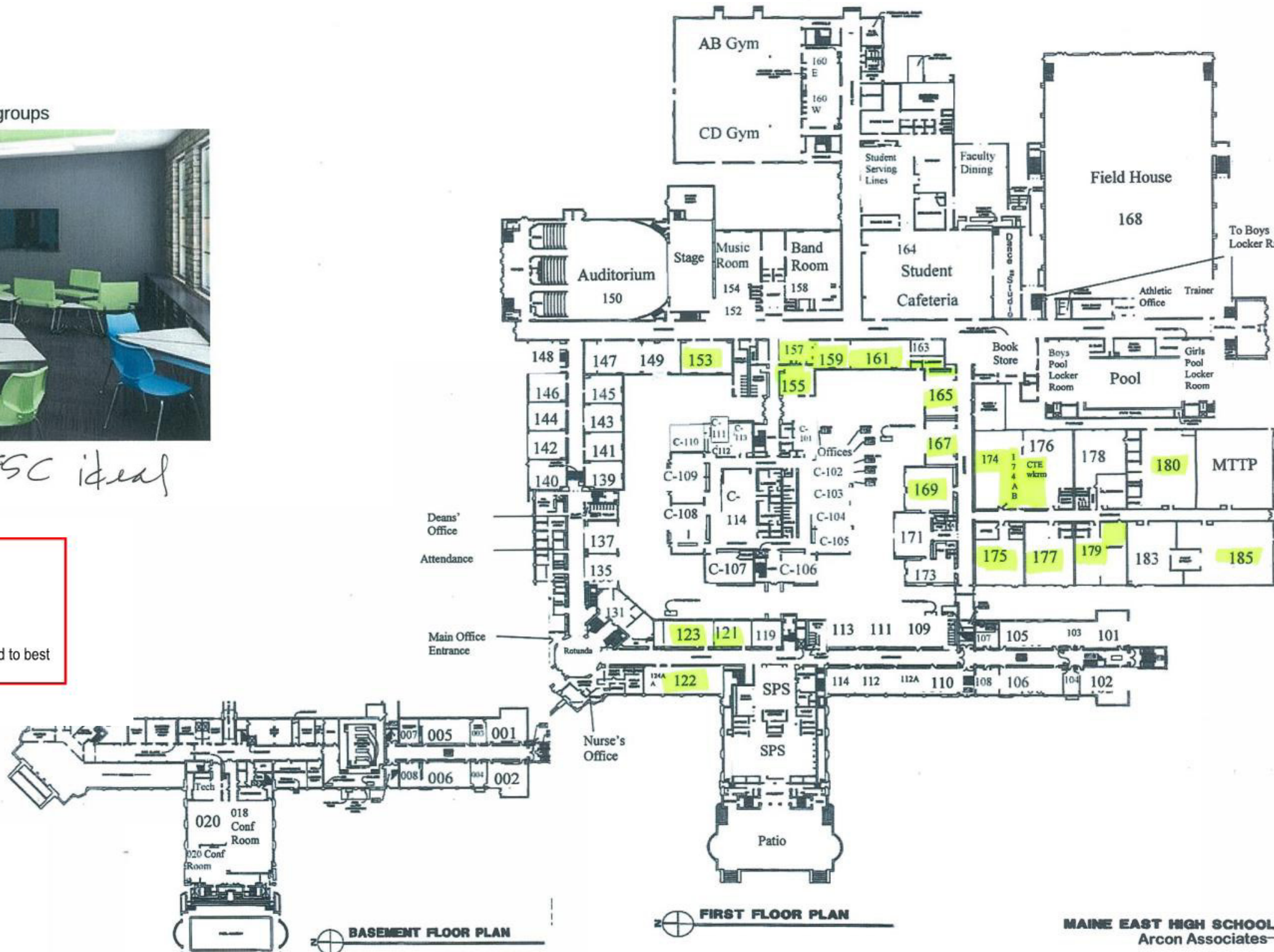
- Department Office / Tutoring
 - Reading intervention classes happen in 231 & 235. This works well as break out room of 229 is directly adjacent.
 - Students go to 220B & C for English tutoring help.
 - This room gets loud.
 - Number of students could vary from five to 45.
- Miscellaneous
 - Casement windows are not to be operated per maintenance.
- Top Priorities
 - Priority #1 – Better joined workroom space. Establish quiet zone, collaborative staff space with sink. (Remove wall between 244 & 246 / Add lunch table and sink).
 - Priority #2 – Accessibility issue as stair lift isn't operable (Dempster Wing).
 - Priority #3 – Window that can be operable.
- Handout
 - [English HO.pdf](#)

- Flexible classroom space ~~F&S~~
- General classroom space
 - Ability to move and rearrange based on needs
 - Present and share information either in large or small groups



FSC ideal

- Top Priorities
 - Priority #1 – Flexible incubator Space
 - Priority #2 – Improvements to Fab lab.
 - Site lines are not ideal.
 - Equipment layout not ideal.
 - Space for material storage is adequate but no organized to best
 - Priority #3 – Flexible FCS Classroom.
- Handout
 - [CTE HO.pdf](#)



Meeting Minutes

Date: April 19, 2017
Project: Maine East – Master Planning
Project Executive: Rick Dewar
Meeting Date/Time: April 12, 2017 – 8:30AM – 9:00AM
Meeting Location: Maine East
Subject: Fine Arts – Ed Eubank

Attendees: Wendy Watts (W&C)
Craig Siepka (W&C)
Rick Dewar (W&C)

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Goal 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 this department were identified. General Department Information: Twelve full-time staff, but including all extra curriculum program teacher department size is between 20:30.

1. Music

- Jazz Band Room directly adjacent to stage. At certain times of year (musical prep season) it will also be used for extra stage storage.
- One of goals is for room to have jazz corridor access so it could be used for performances.
- However, black box theatre could be the performance space that is needed.
- Music rehearsal spaces work well from a size and acoustics stand point.
- Want to store sheet music better – go vertical with a high-density storage system. Would be willing to combine both music libraries if it opened up new music space.
- Midi lab could evolve to become more-simple place with open table tops.

2. Actor Studio

- Currently, small 90 seat theatre/classroom.
- Used for drama class and some performances (Spring Play).
- Space is small, have removed ceiling to gain more space.
- Utilize 36" wide movable risers for seating and rows high.
- Space has a small control room
- Space is used 1x a year as Art Gallery

3. Visual Arts

- Largest AP Visual Arts enrollment in district, however lacking gallery space.
- Requested Art Gallery could be used to display AP level work for all three schools.
- Currently does not collaborate with other schools in district. Part of suburban school league (12 schools) where all three schools participate.

- Dance Studio used by Orcheaus (Dance Club).
 - 3D Art (one section) uses mostly class but some metal and glass. Ed explained that all art classes are becoming more multi-media, rather than solely 2D, 3D, photo, etc.
 - AP Art Studio is unique to Maine East. This room is a motivator for students to stay in program as they will acquire their own dedicated studio station.
 - Would like more Art Display (ideally gallery) throughout the school to promote work.
 - Current layout has Fine Arts Department centrally located, works well.
4. Department Office
- Department office is office area only for Ed & Administrative Assistant. Teachers use their classrooms as their home base. Department office used for department meetings.
5. Miscellaneous
- Two toilet rooms on 2nd floor at Art Studio are used for storage only.

6. Top Priorities

- Priority #1 – Increase size of Art Rooms
- Priority #2 – Improve music space:
 - Consolidate music libraries.
 - Consolidate ensemble space.
 - Improve Midi.

Architect Meeting Notes

A. BLACK BOX Theatre/Art Gallery - North Lawn east of Auditorium across from Tennis Courts

B. Increase Size of Art classrooms (C-200's) to increase enrollment capacity

C. Utilize C-200's bathroom-storage space

D. More Art Display in High Density Areas

E. Rotating Picture posters displays of Students in Action

F. Auditorium

- a. LED Lighting
- b. Audio to cover complete seating area
- c. Outdoor and Indoor Digital Signage

G. 154 Music Room

- a. Entrance off the hallway
- b. Multi-purpose
- c. Jazz band
- d. Modular seating
- e. Art gallery

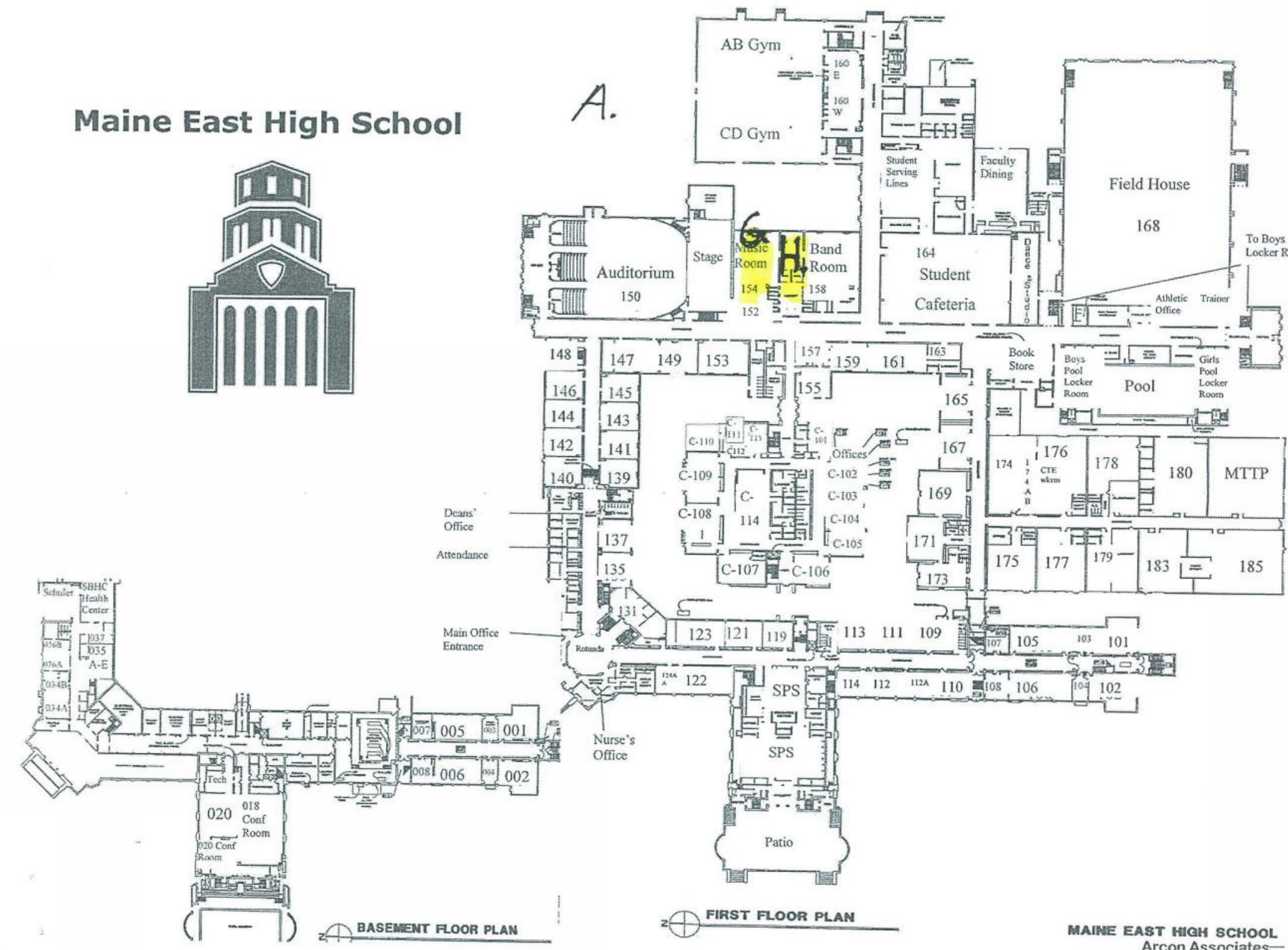
H. 1st and 2nd floor music libraries

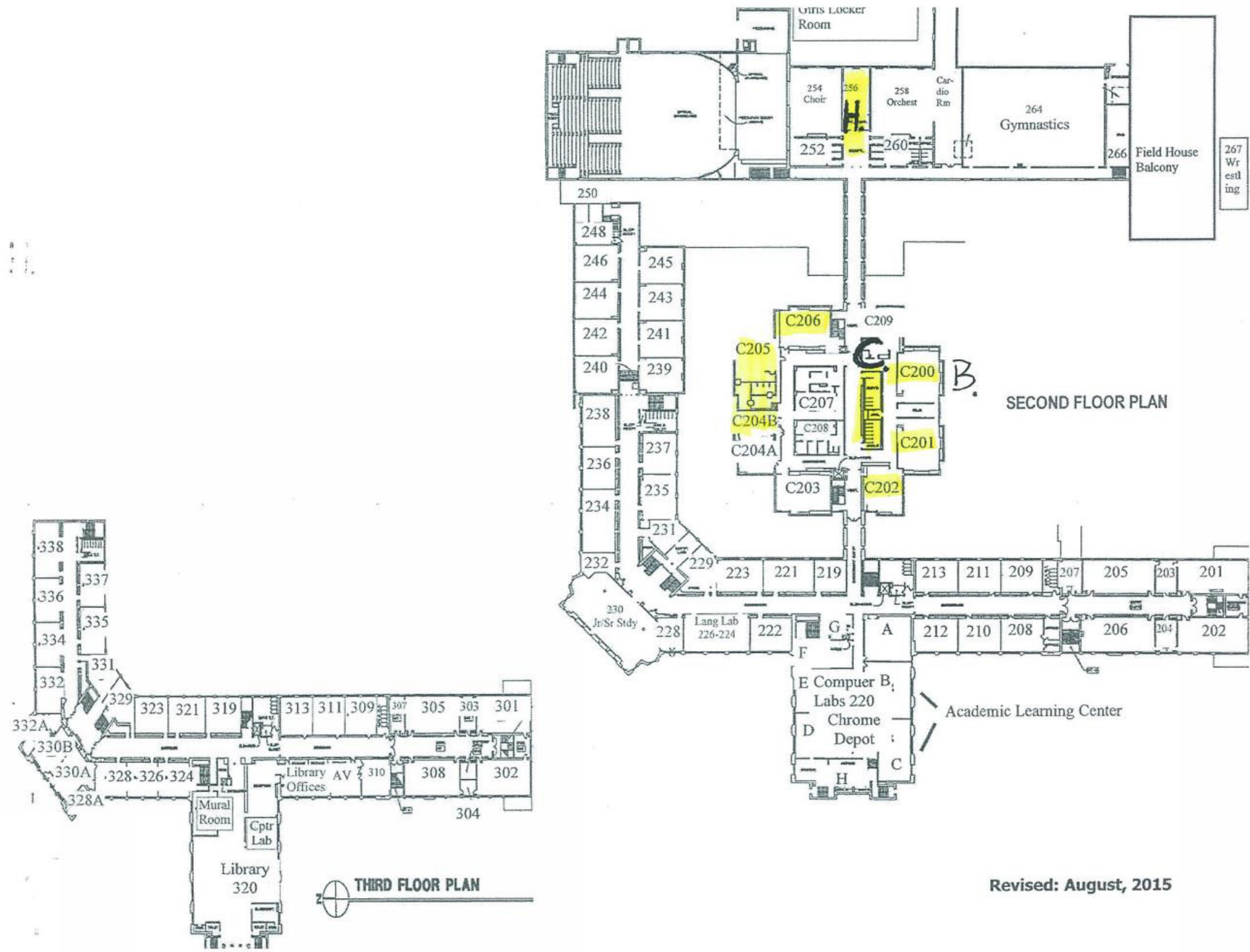
- a. Replace file cabinets with Wenger filing system
- b. Intermediate sized rehearsal room for ensembles w/ left over space

then create

I. Redesign midi lab to make more efficient use of space

Maine East High School





Meeting Minutes

Date: April 19, 2017
Project: Maine East – Master Planning
Project Executive: Rick Dewar
Meeting Date/Time: April 12, 2017 – 12:30PM – 1:00PM
Meeting Location: Maine East
Subject: Foreign Language – Shari Baima

Attendees: Wendy Watts (W&C)
Craig Siepka (W&C)
Rick Dewar (W&C)

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Goal 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 this department were identified.

- General Department Information
 - Room 131 for ESL administrative functions is an ideal location due to the high visibility at Tower Entry. There are many students transferring that have ESL needs.
- Classroom Elements
 - 52 different languages spoken at the school. Once 20 students of a particular language require assistance, there is a class set-up to provide support.
 - ESL classrooms are one teacher with about 15 students.
 - Standard classroom sizes are used.
 - Multiple different Language ESL Learners in ESL rooms.
 - Room 159 has achieved the best arrangements with central pods of four with individual independent stations around the room's perimeter.
 - Most students will transition out of program with 2-3 years. However, some students lack the academic English Language grasp and may remain longer than 2-3 years.
 - In ESL rooms English, Reading, Math, S.S. taught.
 - Science is taught in Science labs.
 - Paraphernalia (Math Manipulatives) as visual tools are heavily used throughout all ESL rooms and therefore the quantity of space is justified.
 - On average, ESL rooms are used six periods a day. ESL teachers "own" their classrooms.
- Use of Other Spaces
 - Room 224 on 2nd floor is their defined Language Lab with traditional cubicle partition setup for Foreign Language.
 - Average Foreign Language is 30-34 students.

- Shari's goal is to evolve this room to have the Language visual cues, green screens and ability to skype with Foreign countries to make practicing language easier. This environment would look more like a Language Commons.
- 324, 326, 328, 313, 311 & 309 Foreign Language classrooms are converted Science Labs that have built in countertops in place. These rooms feel tight on square footage. However, counters in classrooms are an ideal location for students to place their backpacks.
- Room 309 is ideal model for a Foreign Language classroom. Work pods of four and individual workstations.

4. Top Priorities
- Priority #1 – Fitting 34 students with enough circulation space for teachers to work with students. (Furniture exercise in conjunction with increased classroom size).
 - Priority #2 – Both ESL & Foreign Language all on first floor.

Meeting Minutes

Date: April 19, 2017
Project: Maine East – Master Planning
Project Executive: Rick Dewar
Meeting Date/Time: April 12, 2017 – 11:00AM – 11:30AM
Meeting Location: Maine East
Subject: Math – Jill Sweetwood

Attendees: Wendy Watts (W&C)
Craig Siepka (W&C)
Rick Dewar (W&C)

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Goal 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 this department were identified. General Department Information: 15-16 teaching staff.

- Specialized Rooms / Cross Department Instruction
 - Geometry - Construction uses Wood Shop. Has one section in this school year. Will have two sections next year. Runs for two periods (1 period math credit, 1 period CTE credit). Would ideally have a space for class size of 40. Right now max class size is 30.
 - Algebra – Manufacturing. Algebra and Manufacturing as a future class offering would also need a larger space.
- Elements of Classrooms
 - Almost all Math spaces are on 2nd floor.
 - Average class sizes are in 20’s.
 - Up to 34 students in classrooms. This impedes Cooperative Learning activities as furniture takes up so much space and difficult to move.
 - With Math classrooms there are fixed dedicated desktop computers hooked up to document camera. This currently has to occur due to difficulty quickly connecting teacher’s Chrome book laptop to document camera.
 - Students share their content in class by physically using the document camera.
 - Math has adequate marker boards in room – three walls and smaller table.
- Department Office / Tutoring
 - Math RTI in 220 B & C as well as Math Drop in Tutor. Ideally Math RTI & MRC (Math Resource Center) would be directly adjacent to department office to ease tutoring.

- Most teachers share a classroom with another teacher. Teachers will use department offices during non-teaching periods – but no desks in here.
4. Top Priorities

 - Priority #1 – Proper space for cross curricular classes (Geometry/Construction & Algebra/ Manufacturing, see above).
 - Priority #2 – Blended Learning collaborative spaces.
 - Priority #3 – Furniture & Tech.

Meeting Minutes

Date: April 19, 2017
Project: Maine East – Master Planning
Project Executive: Rick Dewar
Meeting Date/Time: April 12, 2017 – 1:30PM – 2:00PM
Meeting Location: Maine East
Subject: PE/Athletics – Theresa Bonifazi, Steve Schanz, Dino Di Legge

Attendees: Wendy Watts (W&C)
Craig Siepka (W&C)
Rick Dewar (W&C)

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Goal of Meeting:

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- Current Room Identification
 - Dance Studio is poorly sized and shaped.
 - 111 – PE General
 - 110 – Health
 - 171/173 – Drivers Ed classroom and Simulator room.
 - Two boy’s toilets off of Fieldhouse. One needs to be modified into female facility.
- Locker Rooms
 - Primary Boys locker room is in lower level, poor condition.
 - Small-sized pool locker rooms. Scheduling is challenging with swimming and water polo seasons.
 - BOYS – PE lockers quantity is ok, may be excess of Athletic lockers.
 - GIRLS – PE lockers, locker room works okay. Athletes will use toilet rooms instead. Showers never used.
 - Need functional Girls Team room, have identified potential room.
- Fitness Center
 - Goal to establish Group Fitness Area, General Studio, open wood floor, mirrored walls for Yoga, Aerobics and Step Training.
- New Program Space Requests
 - Need to join Cardio & Free Weights into Fitness Center. Enough space for 2 PE sections – total 80-100 students.
 - Request for elevated ropes course. Could be combined with climbing wall.
 - Request for Spin room. Could be in current climbing wall room.

- Pool
 - Current pool lacks a warm up pool (necessary for diving)
 - Depths for water polo.
 - Good pool examples – Highland Park & Lyons Township HS.
- Wrestling
 - Current Wrestling set-up has student practice happening on upper field house balconies and small wrestling room.
 - Mats are hoisted down to field house floor for meets.

7. Top Priorities

 - Priority #1 – Locker room reconfiguring and/or relocation (see above).
 - Priority #2 – Centralized Fitness Center.
 - Priority #3 – New or renovated space for:
 - Aquatics (see above).
 - Dance (see above).
 - Spin room.
 - Elevated ropes.
 - PE classroom.
 - Female toilets in fieldhouse.

- Handout
 - [PE Athletics.pdf](#)

Architectural Meeting “wish list”

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

- Locker Rooms
 - Boy's PE locker room area is a dungeon
 - Team room overhaul and creation of additional “Team rooms”
 - Repurpose upstairs women's Field house bathroom to Female Team Room.
 - Officials locker room - currently using staff locker room
 - Coaches locker room - needs updating

- Fitness Center - need centralized location instead of unconnected land grabs

- Additional facilities
 - New Aquatics center (repurpose current pool for wrestling or group fitness)
 - Dance Studio
 - Group Fitness area (step training, aerobics, yoga)
 - Spin Room
 - Elevated Ropes Course
 - AD/Lead teacher offices
 - PE classroom space
 - Storage for PE & Athletics
 - Female rest room by Field House main floor

- Upgrade to outdoor facilities
 - New concession stand
 - Conversion of old concession stand to laundry and storage facility
 - Re-configure Stadium gate to separate home and away crowds
 - Turf in Stadium and one practice field

80 kids or one (2 classes)

w/ropes course

currently happens in dance studio

current pool is not deep enough
• Warm up, diving pool w/ better PE seating
• PE-uses pool community uses it

consolidate spaces

access location & size

- need women's team room to help shortage of athletic lockers

Meeting Minutes

Date: April 19, 2017
Project: Maine East – Master Planning
Project Executive: Rick Dewar
Meeting Date/Time: April 12, 2017 – 9:00AM – 9:30AM
Meeting Location: Maine East
Subject: Science – Allison Gest

Attendees: Wendy Watts (W&C)
Craig Siepka (W&C)
Rick Dewar (W&C)

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- Quantity of Spaces
 - Allison feels that there is an adequate amount of teaching space for Science. This is clear as there is one space that isn't scheduled.
 - Does not prefer having department stacked vertically. It tends to separate individuals and programs.
- Lab Layout
 - Teachers in the department like and want to retain separate lecture and lab space. Except C301 is a candidate room to try a combined lab/lecture as this room feels small.
 - Science works in groups of 2's and 3's and sometimes 4's. These sizes are present in all divisions; Chemistry, Biology, Physics.
 - Science maxes out at 28 students per room.
 - The 'L' shaped labs do not function well due to site lines.
- Elements of Lab Space
 - Desire for a minimum (1) LED monitor per lab. Ideally have one monitor per student group.
 - Want more marker surfaces for students to use – writable walls, cabinet fronts, even table tops (for non-chemistry room).
 - Allison felt not all storage being used in classrooms. Through elimination of cabinets the rooms could gain more writing surfaces.
- Corridor
 - The department already utilizes corridor space for lab time, especially in lower level. Would like to find more of these opportunities – potentially under used Prep Room 203.

- Department Offices / Tutoring
 - Goal is to have teachers consolidated in one department area for collaboration and to ease students being able to find teachers.
 - Currently all teachers have their own classroom or share a room. All teachers have an office, but they are in small groups.
 - Tutoring happens in room with teacher as well as RTI dedicated space in 220, which is Academic support for Science, Math & English.
- Future Goal
 - New class in 2018 will be Urban Agriculture. This group could use the proposed Greenhouse.
 - Outdoor Science classroom example cited Deerfield High School.
 - Plan to add Anatomy class and Forensic Science classes. Will consolidate some Chemistry classes.

- Top Priorities
 - Priority #1 – Reconfigure existing labs for efficiency (mostly furniture exercise).
 - Priority #2 – Create STEM / Maker space. Reference to Niles North.
 - Priority #3 – Dedicated space for student collaboration and tutoring.

- Handout
 - [Science Wish List.pdf](#)
 - [Science Insert A.pdf](#)

Wilson East

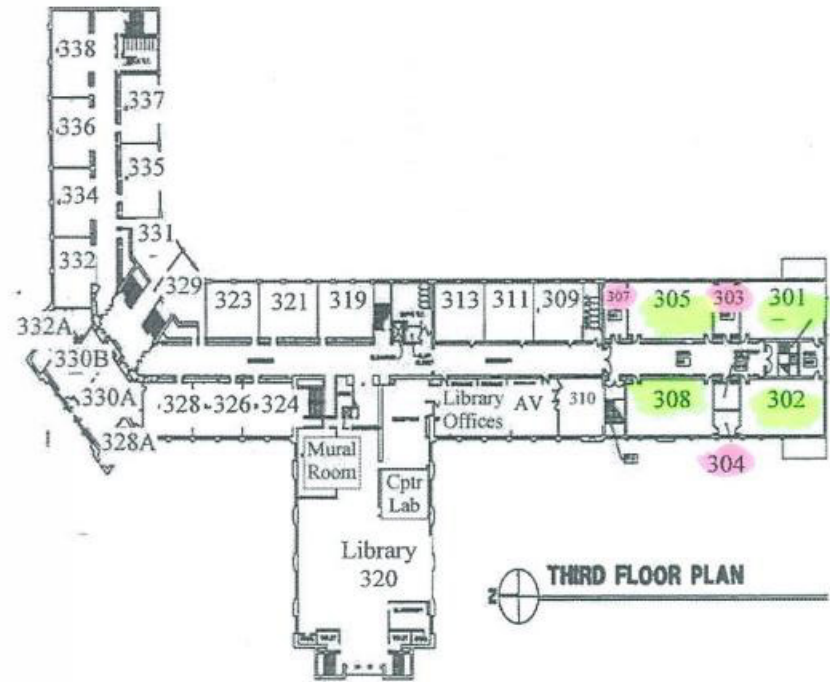
Maine East Science Wing - Wish List
4/12/17

	Wants	Rationale or ideas
1st Choice: Classroom Aesthetics or Furniture	Keep the separated lab and desk areas (Except - room 101 needs to reflect the space in 106), need better chairs for the lab benches in some rooms	Easier to separate students to work in lab or at their desks
	Redesign the chemistry space in Room 301	How we can create a better functioning space for students in the lab areas so 4 students can work with enough space at the benches
	Chairs or Tables (need to be mobile)	Needs to be mobile and able to fit with a variety of groups Get rid of the front (https://www.behance.net/gallery/8135665/Future-Classroom-Seating)
	Collaborative TVs	Students can pull up their work onto a TV in the classroom or hallway to show work and present
	Whiteboard surfaces	On the walls (in the classroom, labs, workrooms, hallways) Possibly on desks Possibly whiteboards that move over others (i.e. 3 whiteboards deep that can be moved over others for multiple classes)
	Bulletin board space (above the whiteboards) for posting signs/reminders/charts etc.	Can use the space closer to the ceiling that is above the whiteboard walls
	Overhead (pull-down) electrical extensions for student use	Easier use for materials students can use at any location in the classroom
	Basement floor (near physics classrooms)	Redo hallway in basement with distance markings in the tiles on the floor
2nd Choice: STEM Lab	Maker Space	Room 002 - what can we do with this space? Right now is used for Robotics Club → look like Niles North STEM Space?
3rd Choice	Science Office - Room 107 - have a space for students to collaborate	Can we open up the office to be a bigger space with windows and use for tutoring or at least a work space for teacher collaboration? Smaller room needs stairs that could be used as an office
4th Choice	Greenhouse	Can use it for interdisciplinary work - Math/CTE/FL/Sci
5th Choice	Storage space in Room 203	Can we use this space for something else - student workroom during class for Geology/Astronomy/Earth Systems
6th Choice	Locker consolidation	More space for students to collaborate and do work in other spaces from the classroom - do we need to use the lockers right outside 105 and 106? Can we remove them and use the walls for whiteboard use
7th Choice	Outdoor Science Classroom	Use for agricultural needs, Environmental Club Natural science courses

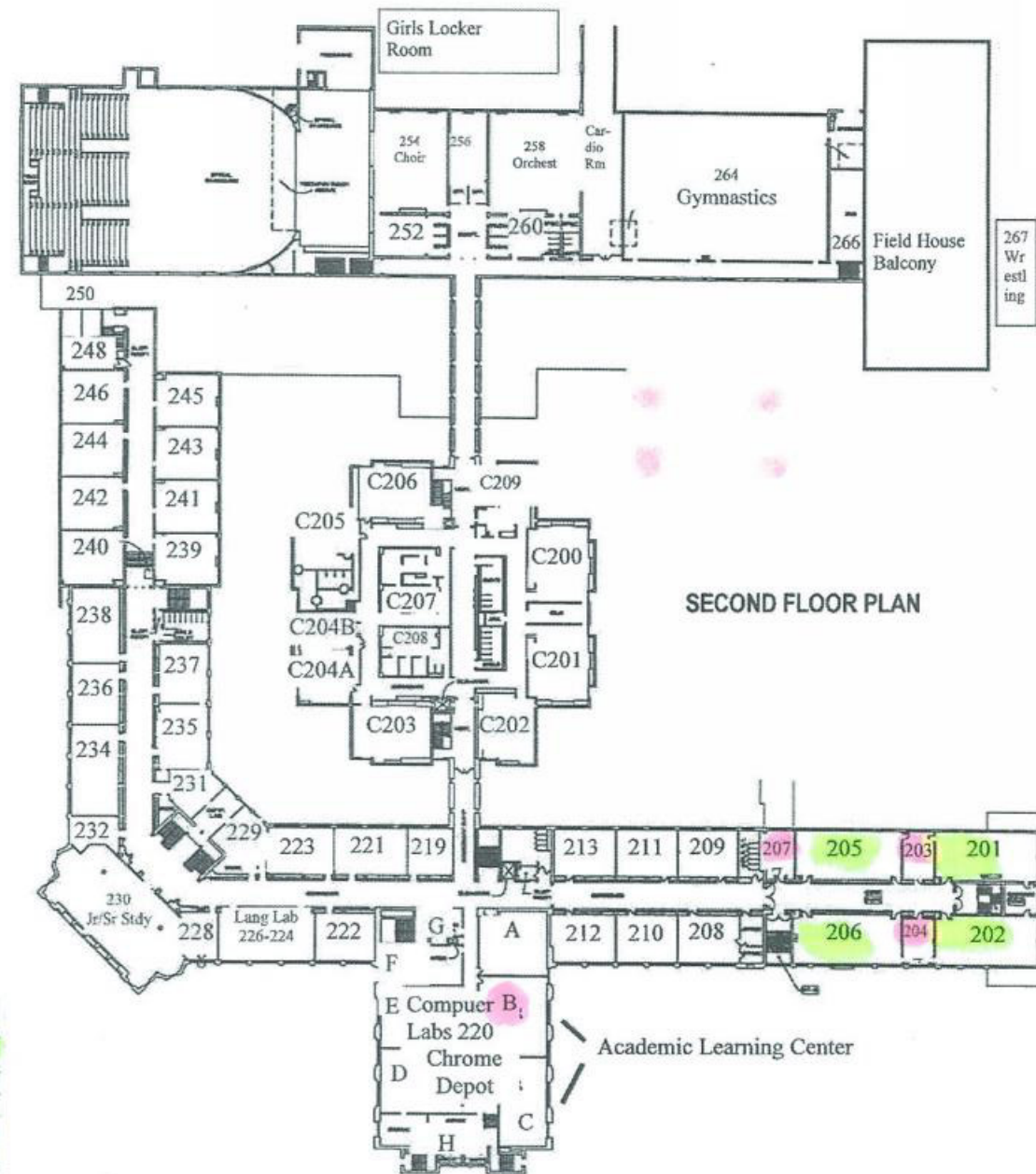
Wants	Rationale or ideas	Links if available
Keep the separated lab and desk areas (Except - room 101 needs to reflect the space in 106), need better chairs for the lab benches in some rooms	Easier to separate students to work in lab or at their desks	
Redesign the chemistry space in Room 301	How we can create a better functioning space for students in the lab areas so 4 students can work with enough space at the benches	
Chairs or Tables (need to be mobile)	Needs to be mobile and able to fit with a variety of groups <i>see insert A</i>	https://www.behance.net/gallery/8135665/Future-Classroom-Seating
Collaborative TVs	Students can pull up their work onto a TV in the classroom or hallway to show work and present	
Whiteboard surfaces <i>more writing surfaces</i>	On the walls (in the classroom, labs, workrooms, hallways) Possibly on desks Possibly whiteboards that move over others (i.e. 3 whiteboards deep that can be moved over others for multiple classes)	
Bulletin board space (above the whiteboards) for posting signs/reminders/charts etc.	Can use the space closer to the ceiling that is above the whiteboard walls	
Overhead (pull-down) electrical extensions for student use	Easier use for materials students can use at any location in the classroom <i>in physics room all labs</i>	
Storage spaces	Can we use these spaces for something else? I.e. Room 203	
Maker Space or STEM room	Room 002 - what can we do with this space? Right now is used for Robotics Club	
Science Office - Room 107	Can we open up the office to be a bigger space with windows and use for tutoring? Smaller room needs stairs that could be used as an office	

Wants	Rationale or ideas	Links if available
Basement floor (near physics classrooms)	Redo hallway in basement with distance markings in tiles on the floor	
Greenhouse	Can use it for interdisciplinary work	- Have geo con. build it - AUBURN NARI. CR / marketing / For. Lang.
Outdoor Science Classroom	Use for agricultural needs, Environmental Club Natural science courses	similar to Deerfield
Locker consolidation - do we need to use the lockers right outside 105 and 106? Can we remove them and the use the walls for whiteboarding?	More space for students to collaborate and do work in other spaces from the classroom	

would be nice to have one office space for dept. / would prefer big horiz. reorganized / add: - Anatomy
- Forensic sci
- Astronomy



THIRD FLOOR PLAN



SECOND FLOOR PLAN

Revised: August, 2015

MAINE EAST HIGH SCHOOL

Date: April 19, 2017
Project: Maine East – Master Planning
Project Executive: Rick Dewar
Meeting Date/Time: April 12, 2017 – 10:30AM – 11:00 AM
Meeting Location: Maine East
Subject: Social Science – Carl Brownell

Attendees: Wendy Watts (W&C)
Craig Siepka (W&C)
Rick Dewar (W&C)

The summary below constitutes the writer's understanding of the meeting topics, basic matters discussed, and the conclusions reached. Participants are requested to review these minutes and notify the architect in writing within five (5) days of receipt as to any exceptions. In the absence of such notice, these minutes will be considered accurate.

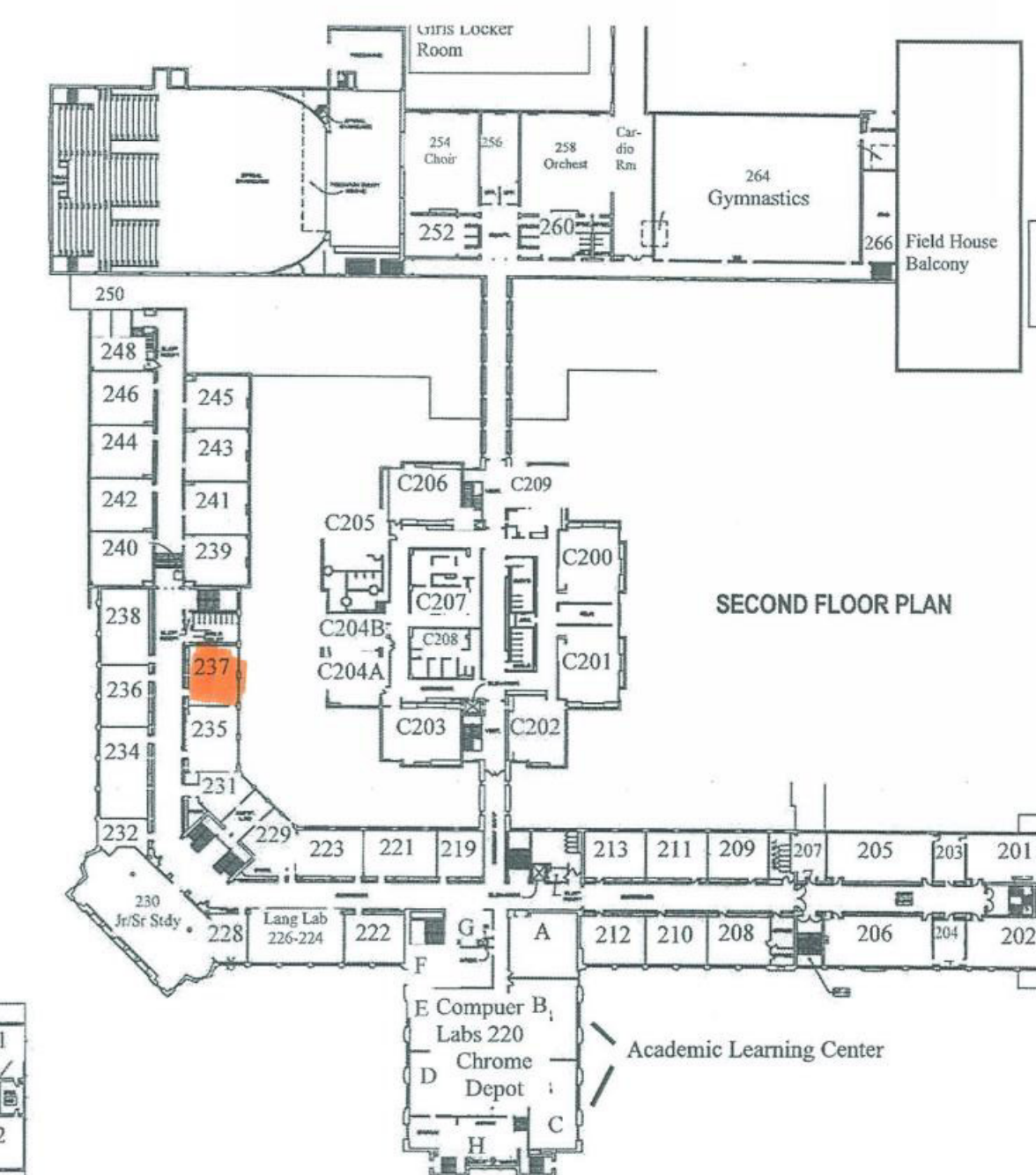
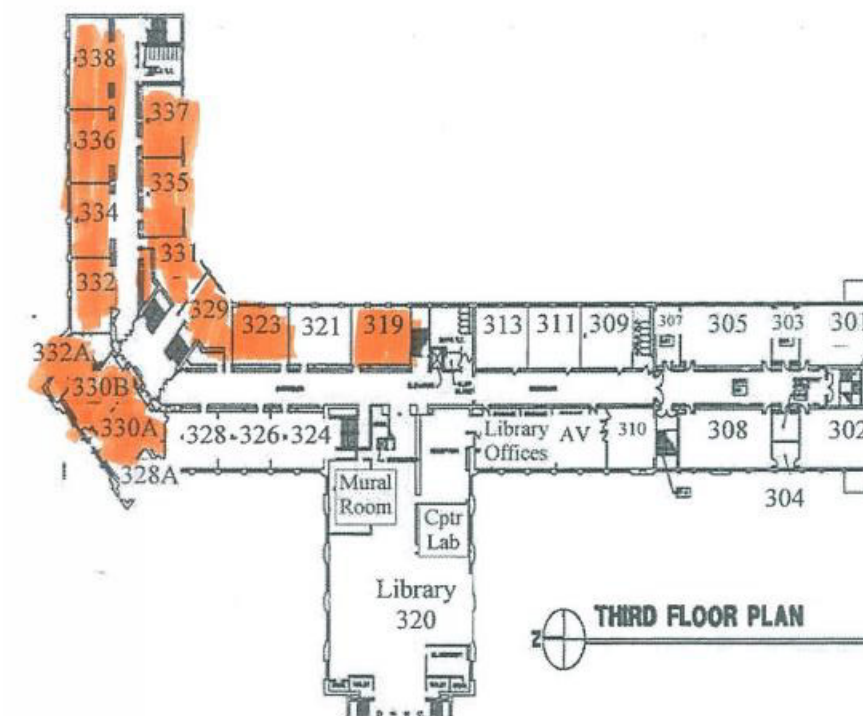
Goal of Meeting:

To determine and understand each department's physical space challenges and top priority needs. Additionally, all spaces in the building used primarily by this department were identified. General Department Information: fourteen teachers in department, each with "own" classroom.

1. Classroom Use
 - There isn't a strong desire to completely re-think the classrooms. Biggest issue is classrooms lack electrical devices.
 - Do want to preserve historic character of classrooms.
 - As a single scheduled classroom, 330A/B are too large.
2. Corridor Use
 - Some interest in using corridor space (particularly unused lockers) for small group academic use.
3. Department Office / Tutoring
 - Department embraces their workspace as being fully accessible to students for tutoring.
 - Never use movable wall in closed position in 330A&B. Would be interested in re-thinking these rooms and the rooms adjacent. Potentially get a Resource Tutoring Center.
4. Top Priorities
 - Priority #1 – 332 could turn back into a classroom and create department office, drop in tutoring help in 330A&B. Potentially move Carl as department leader to more central location with staff.
 - Priority #2 – Classrooms lack electrical devices.
5. Handout
 - [Social Science HO.pdf](#)

Social Sciences

- more power
- location is fine
- mums + nativity (hallway)
- comb used ~~under~~ all the lockers)
- 14 staff w/ own classroom



Revised: August, 2015

Meeting Minutes

Date: April 19, 2017
Project: Maine East – Master Planning
Project Executive: Rick Dewar
Meeting Date/Time: April 12, 2017 – 2:00PM – 2:30PM
Meeting Location: Maine East
Subject: Special Education/Transition Program – Julie Deka, Clair Empfield

Attendees: Wendy Watts (W&C)
Craig Siepka (W&C)
Rick Dewar (W&C)

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Goal 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 this department were identified.

- 1. Room Identification
 - o Jump Start program in 148 assists students with Vocational training & placement.
 - o C108 - Life Skills needs kitchen & laundry functions improved
 - o C107 – Woods class
- 2. Center Court Location
 - o Positives and negatives to having Special Ed located in Center Court.
 - While it’s ideal to be in close proximity for all programs, having the program isolated from rest of building is a negative.
 - Severe and profound student spaces are in Center Court.
 - The Special Education students that have learning disabilities and are higher functioning already have classrooms distributed out to Pott & Dempster Wings of buildings.
- 3. Multi-Needs
 - o Multi-Needs – Low functioning
 - Five adults
 - Nine students
 - In C110 & C109 Operable partition is never used.
 - Will not transition to Transition 18-21 programs.
- 4. Life Skills
 - o Life Skills C111 & C106 – working on functioning academic. Thirteen students, three adults in each room. Both are too small in size for these programs. (Will transition to 18-21 program)

- 5. Cross Categorical
 - o Cross Categorical Students, C104 & C105 will transition to LD programs and then onto Transition 18-21 program.
- 6. Support Spaces
 - o Have Speech, Vocational Rooms, (Travelers) OT, PT, Psych within first floor of Center Court.
 - o Special Ed, IEP meetings occur in 124, Student Services or Center court. Maximum IEP meetings are twenty individuals.
 - o Location of special Ed locker rooms within Special Ed gym.
 - o C114 is Adaptive PE and Physical Therapist room for Special Education.
- 7. Department Offices
 - o Special Education Director Suite
 - File
 - Two Administrative Assistants
 - Copy Room
 - Director Office
- 8. Transition Program
 - o Transition Program 18-21. Serves entire 207 District.
 - Four Classrooms
 - Two Kitchens
 - Offices (OT/PT offices / Relocate all offices to Center Court)
 - Laundry Area
 - Conference Room (20 people)
 - o Space works well now, but anticipate program will be growing based upon up to 50 Life Skills. Students at East right now, which does not take entire district needs into account.
 - o Transition program space can accommodate up to 45 students today.
- 9. New Program Requests
 - o Request for a sensory room. Ideally swing, trampoline, physical activity space.
- 10. Top Priorities
 - o Priority #1 – Sensory Space
 - o Priority #2 – Renovate Kitchen C108
 - o Priority #3 – 3rd Life Skills Classroom
 - o Priority #4 – Consolidation of offices
 - o Priority #5 – Additional classroom for future needs

Meeting Minutes

Date: April 19, 2017
Project: Maine East – Master Planning
Project Executive: Rick Dewar
Meeting Date/Time: April 12, 2017 -- 9:30AM – 10:00AM
Meeting Location: Maine East
Subject: Student Services – Michael Wartick

Attendees: Wendy Watts (W&C)
Craig Siepka (W&C)
Rick Dewar (W&C)

The summary below constitutes the writer’s understanding of the meeting topics, basic matters discussed, and the conclusions reached. Participants are requested to review these minutes and notify the architect in writing within five (5) days of receipt as to any exceptions. 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 top priority needs. Additionally, all spaces in the building used primarily by this department were identified.

- Student Services Suite
 - o Feels that current location isn’t bad but ideal to be in Center Court. Current location is not directly adjacent to Deans. Current location is low traffic area. Want to be near Dean’s and parents and guest.
 - o Most important location criteria is for ease of access to parent/guests in proximity to Deans. (1/3 student access, 2/3 parent access).
 - o Students drop in to see counselors as well as pre-arranged appointed.

▪ Interns	3
▪ College & Career Counselors	8
▪ School Psych	3
▪ Social Worker	2
▪ Nurses	2
▪ Administrative Assistant	4
▪ Director	1
 - o Will occasionally use Principal’s conference room on lower level.
 - o Nurse’s office falls in Student Service realm.
 - o Current office suite works okay. Assigned offices have counselors grouped together. Ideally everyone would be grouped directly adjacent (but within enclosed offices) to rest of student team. The three Deans that lead teams would be part of this.
 - o Conference Rooms need to accommodate mostly 10-12 individuals.
 - o Will hold Therapy groups in Conference Rooms too but want a non-conference room feeling.

- o Within the Student Services suite the back area near doors labeled as ‘Gallery’ is under-utilized.
- o No natural daylight at all in Student Services suite.
- o Career Resource Center is remote from Student Service office, which works well.
- Top Priorities
 - o Priority #1 - Will have I.E. (Individual Enrichment) sessions. To facilitate this, need seating for 100 students (individual enrichment time) for presentation and group work. Therefore, the auditorium does not work well. An environment/set-up like Room 230 (Study Hall) with tables would work if properly sized. This large room for 100 will be used for other purposes, parent presentations, etc.
 - o Priority #2 – Proximity to Deans
 - o Priority #3 – Flexible Conference Rooms (10-12 people at a time)

Meeting Minutes

Date: April 19, 2017
Project: Maine East – Master Planning
Project Executive: Rick Dewar
Meeting Date/Time: April 12, 2017 – 2:30PM – 3:00PM
Meeting Location: Maine East
Subject: Technology – Mike Cannizzo (Tech Support Manager)

Attendees: Wendy Watts (W&C)
Craig Siepka (W&C)
Rick Dewar (W&C)

The summary below constitutes the writer’s understanding of the meeting topics, basic matters discussed, and the conclusions reached. Participants are requested to review these minutes and notify the architect in writing within five (5) days of receipt as to any exceptions. 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 top priority needs. Additionally, all spaces in the building used primarily by this department were identified.

- 1. Chrome Depot
 - o Tech Manager – Mike Cannizzo manages all 3D Chrome Depot
 - o Chrome Depot at East works well.
- 2. Classroom Solution
 - o District Solution per Classroom
 - Desktop
 - Document Camera
 - Projectors & Screen
 - o Projectors & Screens are at end of life cycle.
 - o Would like to standardize on a best solution that takes artificial natural lighting, speakers into account.
 - o The current standard lighting control changes to occupancy sensors often works against best lighting environment for projection.
 - o Audio is problematic in classrooms. Only amplification is coming from teacher’s desktop computer. This solution is often weak.
 - o Goal is to get better audio coverage within room.
 - o Goal is to get better lighting and control in conjunction with improved projectors, screens and document cameras.
 - o Projectors all HDMI (mostly) but only using mostly VGX input in classrooms. Standard for now.
 - o Not a clear path to what the classroom Tech solution is yet. Discussed potential for Trial/prototyping different Tech solution in classrooms. This could happen through prototype classrooms.

Meeting Minutes

Date: April 19, 2017
Project: Maine South – Master Planning
Project Executive: Rick Dewar
Meeting Date/Time: April 19, 2017 – 8:30AM – 9:30AM
Meeting Location: Maine South
Subject: Administrative – Jill, George, Dave, Kevin, Ben

Attendees: Wendy Watts (W&C)
Craig Siepka (W&C)
Rick Dewar (W&C)

The summary below constitutes the writer’s understanding of the meeting topics, basic matters discussed, and the conclusions reached. Participants are requested to review these minutes and notify the architect in writing within five (5) days of receipt as to any exceptions. 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 top priority needs. Additionally, all spaces in the building used primarily by this department were identified.

- 1. Campus Challenges
 - o Fine Arts & Athletics program with least amount of green space.
 - o Parking at this campus is an issue. Lacking in general for students and visitors.
 - o District Technology Group in current location occurred to be in close proximity to District Administration. (now in separate building). However, the server is also located here.
 - o School has the data that indicates where visitors are headed to.
 - o Special Education also uses entrance 3.
- 2. Administrative Offices
 - o Current administration area has multiple users including: Building Administration, District Technology Group, and Non-District Services (ED-Red, MCYAF, Enserve).
 - o Deans split into the three student groups, teams ‘pods’ that they serve, distributed throughout building.
 - o Parents/Visitors do not necessarily need ease of access to administrator. Visitors need access to bookstore, nurse, etc., which are already located at main entrance.
 - o Desire to improve main office to provide clear distinction between these groups.
 - o Desire for main entrance to be able to showcase student achievements, school spirit, history and military alumni.
 - o The admin suite has some odd acoustical issues with sound carrying.
- 3. Student Lounge/Commons
 - o Desire for two story space. This could be an addition to become a lounge.
 - o Common space could be used by students during hybrid schedule, after school for athletes (before practice) Fine Arts students (before after school activities).
 - o Small groups embedded in front hallway (as long as it doesn’t impede circulation).

- 4. Building Appearance
 - o Lack of continuity of finishes throughout building. (Cited: Wheaton Warrenville North as example).
 - o Desire for walk along main entrance to visually look better. (Cited: dated library, views into toilet room).
 - o Main conference room used for staff development, lacks natural daylight. Not a great experience for all day sessions.
- 5. Connection to A Wing
 - o 80% academic located to south with social unscheduled being to the North.
 - o Need social gathering space near the South where students are and where students park.
 - o New, additional connection from Academic wing to main building should be opportunities for commons functions.
- 6. Cafeteria
 - o 600 maximum students in unscheduled work space for students that include quiet study, a more active work environment but all supervised by minimal staff. Potential for snack bar.
 - o Space on site to expand dining to East and/or South.
 - o Cafeteria is used both for dining and seniors scheduled in for open periods. Diners have to compete with studiers for seating.
 - o Cafeteria needs more height and physical space. Ideally capacity for 700-900 students. Space used all day beyond dining, after school for dance.
 - o Cafeteria should be multipurpose for dance, poms, flags, and even some sport training. Could be used for awards events too.
 - o Potential for students to have a work/charging counter in back hallway.
 - o Student Council, Hawk Pride (160 students), Class Council all meet on different days before school.
- 7. Outdoor Space
 - o Art court is planters and concrete, not well maintained. Art students will use it for class (minimally). This space is underutilized. Could be circulation space or another day lite commons, or Black Box Theatre.
 - o Students do walk outside daily due to traffic flow. Undecided if this needs to be restricted. Biggest problem is students disruptive to classes near A Wing entry.
- 8. Top Priorities
 - o Priority #1 – Cafeteria improvement.
 - o Priority #2 – Student commons.
 - o Priority #3 – Front entry/Student identity.

Meeting Minutes

Date: April 19, 2017
Project: Maine South – Master Planning
Project Executive: Rick Dewar
Meeting Date/Time: April 19, 2017 – 2:45PM – 3:30PM
Meeting Location: Maine South
Subject: CTE – Becky Stewart

Attendees: Wendy Watts (W&C)
Craig Siepka (W&C)
Rick Dewar (W&C)

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Goal 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 this department were identified.

- Business Classes
 - Business classes are split, with 3 located very remotely.
 - Business Classroom C100B near Office C100C is required for Internship Coordinator.
- PLTW – V123
 - Doesn’t have enough space for equipment.
 - Equipment has crept into V123C.
 - Class area works well, but fabrication portion does not.
 - PLTW and CAD Lab near Maker and Graphic Design Lab would benefit all programs.
- CAD – V122
 - Doesn’t work well.
 - Room divided into desktop computer area and very small area for work bench.
- Maker – C115 & C116
 - Has duplicated equipment to PLTW Space.
 - Idea of this room occurring within library to be more accessible to students.
 - Uses room for entrepreneurship.
 - Equipment here is vinyl cutter and 3D printer.
 - Scheduled 2 periods per day – intension for students in library to drop in.
 - Challenge in using Maker Lab in best possible way.
- Graphic Design – C114 & C114A
 - Scheduled by CTE and other departments
 - Adjacency to Maker Lab with expansive floor area is ideal.
 - Graphics Lab near Maker Lab is ideal for sharing of equipment.

- Autos – V121
 - Used 4.5 periods / 9.
 - Considered underutilized.
 - Large space that could be used differently.
 - Geoconstruction, Algebra / Math could occur here.
 - Potentially keep 1 lift.
 - Good opportunity for co-department teaching.
- Culinary – V118 & V119
 - Updated residential foods labs.
 - Some updates to cabinetry needed to improve pest issues.
 - Doesn’t have commercial cooking currently, but may become that in the future.
- Early Childhood – V113
 - Is separated from teacher’s office and student’s prep/planning space.
 - Young children toilet room is outside of classroom and sized for adults.
 - This room is too small for functions.
 - This room provides access to snack storage and prep room.
- Fashion – V114
 - Doesn’t have a studio feeling.
 - Space is crowded.
 - There could be benefit to a synergy with Fine Art Design & Material.
- Goals for Future
 - For both Clothing, Childcare, and Design & Materials there is a lack of non-equipment focused learning space.
 - Opening up of walls between spaces to improve circulation and communication between individuals.
 - Goal for business incubator space to support student businesses as well as to offer a better business class environment.
- Department Office – V116
 - Used by Career Coordinator.
 - New CRC could absorb this private office function.
- Top Priorities
 - Priority #1 – PLTW / CAD strongest connection to Math / Science
 - Priority #2 – Maker / Graphic Design connection to Fine Arts / English
 - Priority #3 – C100A – FSC, Business general classes
- Handout
 - [CTE HO.pdf](#)

CTE South Goal:

A space that allows discovery, interpretation, ideation, experimentation, and allowing students to evolve at their own learning to become the best they can be and dream big.

General Requests

- Adaptable and flexible learning space easily integrated with other departments
- Storage
- Spaces for online and blended learning
- Allow students to “play” and discover when they’re in a CTE class and when they aren’t.
- Collaborative spaces for teachers in the department, workroom or optional spaces to work together and innovate

Creative thinking space

- Allow for small teams to meet with outside professionals/ mentors
- Share out/ brainstorming for small and large groups
- Ability to display and explain thought process
- Versatile
- Maybe small conference room that would double for internship meetings
- Whitespace, ability to plug in and display student chromebooks
- Blended learning spaces where teacher is available, students can work collaboratively or independently to grow as learners.

Internship/ coordinators

- Flexible space to meet students and outside community
- Small conference room
- Ability to make phone calls to outside constituents
- Relaxed and inviting for formal and informal discussions

Fab Lab/ Applied Tech

- Storage space for projects
- Tables that are adjustable to fit needs
- “Centers or Areas” for machines (3d, laser, cnc, etc.) that allow the students to use and keep organized
- Accessible to computers and viewing from all angles for the teacher
- Space for students to brainstorm and create
- Flexibility for lecture, computer drawings, and hands-on
- Space to use tools, display, critique and play/ test
- Storage for materials and equipment
- Ventilation

- Ability for instructor to demonstrate
- Space for projects
- Storage for machines and materials
- Specific for Child Development: Storage for babies and plugs for charging

Culinary

- Storage
- Ability to cook
- Flexible classroom space for non cooking day
- Possible staff dining area that could possibly double as classroom space, proximity to general culinary labs
- Ability and space to critique, present, and host

Preschool

- Ability to observe preschool students
- Need a sink and refrigerator for snack preparation
- Need washroom facilities appropriate for 3 - 4 year olds
- A place for students to lesson plan and work together in small and large groups
- Connected classroom space for high school students
- Ability for instructor to see all areas of the lab and classroom

Automotives/Geo Construction/ Algebra

- Storage
- Flexible classroom space
- Ability for instructor to see all areas of the lab

CNA/Health Science

- Storage and flexibility

Pictures:

Workspace flexibility, movable whiteboards for brainstorming.

- Ability for instructor to see all areas of the lab

CNA/Health Science

- Storage and flexibility

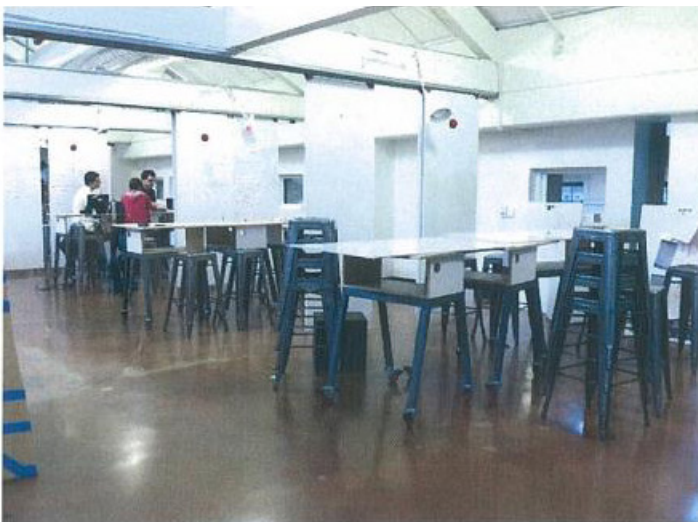
DEPARTMENT NOTES

CTE

MAINE SOUTH HIGH SCHOOL



Blended, internship space with different seating options and conference rooms



Flexible workspace for small and large group discussions

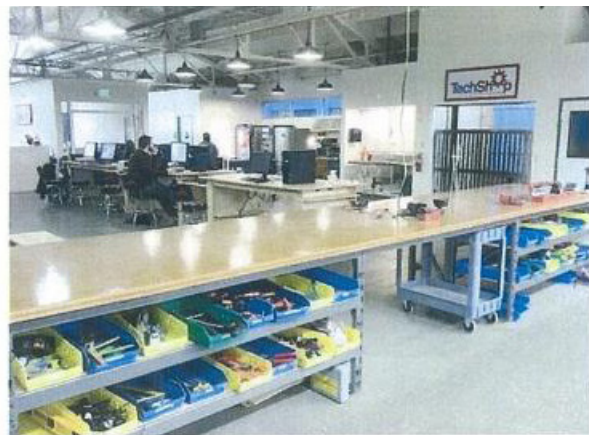


Ability for students to connect chromebooks and share ideas as a group

DEPARTMENT NOTES

CTE

MAINE SOUTH HIGH SCHOOL



- Ability to observe preschool students
- Need a sink and refrigerator for snack preparation
- Need washroom facilities appropriate for 3 - 4 year olds
- A place for students to lesson plan and work together in small and large groups
- Connected classroom space for high school students
- Ability for instructor to see all areas of the lab and classroom

Automotives

- Storage
- Flexible classroom space



Meeting Minutes

Date: April 19, 2017
Project: Maine South – Master Planning
Project Executive: Rick Dewar
Meeting Date/Time: April 19, 2017 – 11:15AM – 11:45AM
Meeting Location: Maine South
Subject: English – Matt Parrilli

Attendees: Wendy Watts (W&C)
Craig Siepka (W&C)
Rick Dewar (W&C)

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Goal 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 this department were identified.

- Department Location
 - Mostly occurs in C Wing.
 - The study halls in the C Wing do not work well and hamper the access to C Wing classrooms.
- Classroom Elements
 - 26-28 class size.
 - Use of document camera shifting out of use.
 - Interest in furniture that facilitates student collaboration.
 - Works in groups of 3, 4, and 6.
 - Fishbowl discussions and small group discussions.
 - Interest in diamond and triangle desks for this purpose.
- Department Office/Tutoring
 - 21 teachers
 - Singular department office
 - Works well as teachers’ main home base.
 - Would like to eliminate SIS stations and teacher workstations completely.
- Goals for Future
 - In future, could be near foreign language or social sciences.
 - Interest in physical connection to library for inquiry and focused reading. English Department likely has strongest relationship to library.
 - Interior Classroom C as not ideal learning environment due to no ability to dim or adjust lighting.

- Consistent, modern interior that is updated throughout entire building.
- Top Priorities
 - Priority #1 – Furniture for collaboration and discussion.
 - Priority #2 – Lighting controls and natural lighting.
 - Priority #3 – Improvements to “vault classrooms” in C Wing.

Meeting Minutes

Date: April 19, 2017
Project: Maine South – Master Planning
Project Executive: Rick Dewar
Meeting Date/Time: April 19, 2017 – 10:15AM – 11:15AM
Meeting Location: Maine South
Subject: Fine Arts – Teralyn Keith

Attendees: Wendy Watts (W&C)
Craig Siepka (W&C)
Rick Dewar (W&C)

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Goal 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 this department were identified.

- Visual Arts
 - Room V112
 - Band, clay, sewing machine, enameling, printmaking
 - 6/7 out of 9 periods
 - May have students working in all media at once
 - Rooms V110 & V111
 - 2D drawing and painting
 - AP Art occurs in these two rooms.
 - Photo Lab class area divided into class area and processing.
 - Usage of courtyard is minimal for art students.
 - Art sections are limited to max 24 students.
 - Larger classroom space is needed, minimal space for class area.
 - Desire for studio lighting.
 - Art commons space desired.
- Music
 - Music Rooms have space issues (especially for size of band), amount of instrument storage, and music library.
 - Marching band is 185 students.
 - Largest band (non-marching) is 55 students.
 - Storage for marching band is especially problematic.
 - Orchestra has no separate storage room. All instruments occur within room.
 - Music library occurs in Music Office within stacked vertical files.
 - Midi Lab occurs over 2 rooms, can’t instruct entire class at once.

- Music lacks ensemble space for medium size groups.
- Choir room has fixed risers which don’t work well for vocal jazz microphone set-up.
- Vocal jazz has 20-32 students.
- Concert choir has 70 students.

- Theatre
 - No scene shop, use back stage behind stage.
 - Program lacks proper dressing room. No one uses it.
 - Auditorium seats 800 individuals. Ideally, 1500 individuals.
 - Drama Classroom
 - Has built in stage with curtain.
 - Chalkboards around room.
 - No control room.
 - Not a goal to make this a full fledge black box theatre.
 - Main purpose of room is Drama Classroom.
 - Desire for recital / lecture room sized for 200-300 people.
 - Auditorium lobby needs updates.
 - Terrazzo building crest occurs here, where most visitors will not see it.
 - Stage size is too shallow (width is good). Wing space is minimal.
 - Dance club occurs within Fine Arts space. Ventilation issues within room.
- Broadcasting
 - PA102 & PA103 – Broadcast Lab
 - Ideally should be one big space for program.
 - Lots of small office and storage rooms do not support program well.
 - Broadcast uses equipment that needs to be used in Auditorium.
 - Program lacks recording studio. This function could be used by many different programs.
- Department Office
 - Fine Arts Office
 - Currently, a conference room with music library.
 - Each division of Fine Arts should have department offices for supervision of learning spaces (heavily used during non-class periods).

- Top Priorities
 - Priority #1 – Lecture/Recital
 - Priority #2 – Photo improvements
 - Priority #3 – Music reconfigurations. Auditorium storage needs, not far behind.

- Handout
 - [Fine Arts HO.pdf](#)

Teralyn Keith

V-WING	PA-WING	COMMUNITY SPACE/ AUDITORIUM
V108 expansion - knock-out office walls (V107 and V106 and possibly SST) to expand classroom and darkroom spaces, add studio lighting areas to classroom space, increase computer and counter work spaces, new shelving, cabinetry, and storage (for supplies and projects) is needed. New furniture needed to better suit instructional space.	Overhaul PA 101 - expand out toward front circle drive and create more of a small black box space. Needs new flooring, remove chalkboards, flexible furniture (i.e.platform risers of various sizes, chairs will fold-away desktops, and theatre furniture. Remove stage and curtains. Need floor leveled and larger flat floor space with stage lighting. Knock out wall and add prop room to classroom space.	Overhaul Auditorium - increase size to accommodate student body (frosh/soph - jun/sen), need new seats, new lobby configuration (remove walls by each door entrance to make lobby more open), larger concession and ticket spaces, larger upstairs space (lighting booth), new configuration for sound booth, interior paneling, side stage rebuild, new stage floor, hydraulic pit.
New built-in spaces for displaying artwork, music accolades, drama and broadcasting information and accolades	Increase storage areas for Fine Arts - new music library for band, orchestra, and choir; costume shop, scene shop, prop storage room, functional dressing rooms backstage; second floor above music rooms	Rebuild functional dressing rooms backstage and expand size.

New flooring, doors, and ceiling throughout areas	Build costume shop, scene shop, prop storage rooms. Possibly relocate Auto shop and FA take over that space. functional dressing rooms backstage; second floor above music rooms	Build exterior pole barn warehouse for large theatre prop storage.
Redesign teacher office area. Is this in the	Add second floor above music rooms for instrument storage.	New built-in spaces for displaying artwork,
appropriate location to maximize space?		music accolades, drama and broadcasting information and accolades
	Reconfigure band, orchestra, practice rooms, on north side to expand out to retention wall.	Addition of a recital hall (small speaker space). This is greatly needed due to the demands of building needs and the Auditorium being overbooked.
	Redesign and reallocate costume shop for instrument storage.	new flooring, doors, and ceiling throughout areas; Auditorium lobby floor in particular is in great need of replacement.

	Redesign FA Office to add space for FA Rtl, community meetings, and expand out to retention wall.	Remove small teacher offices off hallways and utilize space back into classrooms or for practice rooms. Add group teacher office.
	Allocate space for additional practice rooms. Large ensemble rooms in particular are needed.	Add recording studio for new courses in Music Business, Broadcasting internships, and for District PR.
	Instrument storage space is needed for Band and Orchestra. Reconfigure room design. Hallways between classrooms and practice rooms is wasted space.	
	New built-in spaces for displaying artwork, music accolades, drama and broadcasting information and accolades	
	Increase Broadcasting areas expanding out toward front circle drive and into Choral library, include studio lighting for filming.	
	New flooring, doors, and ceiling throughout areas; ceiling tiles in particular in the PA wing fall out unexpectedly (water issue?) and nearly hit people.	

	Redesign teacher office area; remove small offices off hallways to make classrooms larger; build offices within classroom spaces for supervisory purposes.	
	PA 102-103: Knock walls out and combine studio and classroom into one large space with polished concrete floors (laser cut seams); paint studio space black; Higher ceilings (20'-25'), larger lighting grid that can support two different set spaces (dedicated physical set and green screen areas); Green screen space with 90 degree sweep to floor	
	Create separate Radio broadcasting booth and separate sound recording booth (possibly stack control room for studio and radio broadcasting booths on top of each other).	
	Pair Midilab and and new Recording Studio adjacent to each other for multi-purpose use. Midi lab needs expansion. Build out exterior walls toward front circle. Knock-out division wall.	

Meeting Minutes

Date: April 19, 2017
Project: Maine South – Master Planning
Project Executive: Rick Dewar
Meeting Date/Time: April 19, 2017 – 11:45AM – 12:45PM
Meeting Location: Maine South
Subject: **Math – Kevin Wiland**
Foreign Language – Susan Kramer
Social Science – Brendan Gaughan

Attendees: Wendy Watts (W&C)
Craig Siepka (W&C)
Rick Dewar (W&C)

The summary below constitutes the writer's understanding of the meeting topics, basic matters discussed, and the conclusions reached. Participants are requested to review these minutes and notify the architect in writing within five (5) days of receipt as to any exceptions. 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 top priority needs. Additionally, all spaces in the building used primarily by this department were identified.

- Math Tutoring
 - Student drop in for tutoring.
 - Math would want RTI scheduled support and drop in tutoring help to be grouped with open collaborative area and quiet one-on-one assistance. Comfortable furniture space should be centrally located, and easy to find perhaps with glass walls.
 - The closer this resource is to classroom for teachers, the better.
- Math Department Office
 - 20 teachers, almost all 'own' classroom.
 - Uses C114 for programming in library.
- Math Classroom
 - Average 24 students.
 - Works in groups of 4
 - Larger 2'x4' table more difficult for students to move.
 - Goal for both students and teachers to be able to share content wirelessly from Chromebook.
 - Math desires additional writing surfaces in the room with movable partition.
 - Math confirms desire to be in close proximity to Science and CTE. Would be interested in teachers being in one department office rather than owning classrooms for collaboration.
- Math Priorities
 - Priority #1 – Math lab resource reconfiguration and making it different than classroom.
 - Priority #2 – Create teacher department office.
 - Priority #3 – Wireless—Sharing content anywhere in room.

- Foreign Language – Department Office
 - A217 Foreign Language Department leader office.
 - Shared tutor drop in area with Social Science.
- Foreign Language – Language Labs
 - Foreign Language Lab in Library.
 - Foreign Language desires keeping Language Lab function for quality of sound recording but would like room in close proximity to all Foreign Language classrooms.
- Foreign Language Classroom
 - 14 teachers, most share classrooms.
 - Max 32 students.
 - Average 26 students.
 - 5 languages taught, no ESL.
 - Foreign Language desires to have all adjacencies, however second floor location works fine for department. Some collaboration with other academia is minimal.
 - Old audio systems in existing Foreign Language rooms could be improved to be more functional.
 - Foreign Language does vocab skills in corridor as they need more space.
- Foreign Language Priorities
 - Priority #1 – Move language lab towards classrooms.
 - Priority #2 – Technology in classroom, sharing content wirelessly and improvement to audio.
 - Priority #3 – Better esthetics for 217 to encourage students, more welcoming.
- Social Science – Department Office
 -
- Social Science Classroom
 - Shared double classrooms 229 and 231—Shared with English.
 - Room size is adequate for Social Science.
 - 10 teachers, most 'own' classrooms.
 - Mostly 3-5 student group sizes.
 - Could be half class.
 - Social Sciences room location is good, but desire for collaborative furniture.
 - Social Science would want an additional double classroom.
 - Would benefit other departments.
- Top Priorities
 - Priority #1 – Same as Foreign Language Priority #3. Display active students working with teachers.
 - Priority #2 – Gain double classroom.
- Handout
 - [FL HO.pdf](#)

Meeting Minutes

Date: April 19, 2017
Project: Maine South – Master Planning
Project Executive: Rick Dewar
Meeting Date/Time: April 19, 2017 – 1:45PM – 2:45PM
Meeting Location: Maine South
Subject: **Physical Education – Don Lee, Andy Turner, and Dave Berendt**

Attendees: Wendy Watts (W&C)
Craig Siepka (W&C)
Rick Dewar (W&C)

The summary below constitutes the writer's understanding of the meeting topics, basic matters discussed, and the conclusions reached. Participants are requested to review these minutes and notify the architect in writing within five (5) days of receipt as to any exceptions. 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 top priority needs. Additionally, all spaces in the building used primarily by this department were identified.

- Sports Offered
 - Multiple sports added since building built in 1964.
 - Boys
 - 1964
 - 10 sports at 23 levels
 - 2017
 - 29 sports at 80 levels
 - Girls
 - 1964
 - 0 sports
 - 2017
 - 29 sports at 80 levels
- Gymnasium Use
 - The spectator gym is used for competition, but does not function well for 2 simultaneous competitions.
 - Has bleacher seating for 1 event for 2200 individuals.
- Field House Use
 - December – February half of the field house is occupied by gymnastics equipment.
 - Gymnastics program for girls is strong.
- Small Gym
 - Goal for fitness center weight room to hold 100 students minimum.
 - Climbing wall in small gym can remain.

- Storage
 - Overall storage throughout P.E. / Athletics is tight, especially in field house.
- Locker Rooms
 - Due to location of offices being outside of locker rooms, there is a lack of supervision to locker rooms during P.E. class time.
- Pool
 - Pool ventilation improvements have helped.
 - The size of the pool becomes tight for P.E. classes of 45 students.
 - Depth of pool is 2" too short for diving.
 - 25-meter pool.
 - Schaumburg High School new pool facility cited as an example.
- Site Issues
 - Desire for soccer field and adjacent field West to Dee Road to be turf to be used for longer periods of time (by soccer, lacrosse, football practice).
 - If this occurred, additional lighting from existing pole at stadium towards west to illuminate is desired.
 - Desire for parking along Dee Road specifically for athletics.
 - Interest in north lot gaining parking spots by changing grading and parallel parking spots along play fields.
 - No restroom facilities in play field areas.
 - Concession stand cannot drain water legally at this time.
 - South end of stadium entrance needs improvements including ADA access to visitor bleachers. The path is a gravel, unpaved path.
 - Improvements to stadium sound system to direct sound away from neighbors desired.
 - Stadium field turf is 10 years old.
- Future Goals
 - A second competition gymnasium large enough to host events.
 - 500-1000 seats recommended.
 - Dance doesn't have to be embedded in P.E. / Athletics.
 - Trainer location isn't ideal for serving outdoor sports.
 - Discussed upper level of field house to gain additional teaching stations, wrestling, etc. for events that don't require height.
- Top Priorities
 - Priority #1 – A second competition gymnasium. Large enough to host evens 500-1000 seating.
 - Priority #2 – Fitness center weight room to hold 100 students minimum.
 - Priority #3 – 2 classrooms of space for instruction.

Meeting Minutes

Date: April 19, 2017
Project: Maine South – Master Planning
Project Executive: Rick Dewar
Meeting Date/Time: April 19, 2017 – 9:30AM – 10:15AM
Meeting Location: Maine South
Subject: Science – Daun Biewenga

Attendees: Wendy Watts (W&C)
Craig Siepka (W&C)
Rick Dewar (W&C)

The summary below constitutes the writer's understanding of the meeting topics, basic matters discussed, and the conclusions reached. Participants are requested to review these minutes and notify the architect in writing within five (5) days of receipt as to any exceptions. 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 top priority needs. Additionally, all spaces in the building used primarily by this department were identified.

1. Department Info
 - o 28 teachers, teachers do not 'own' labs
2. Course Offerings
 - o Science Support Center
 - i. For students to be assigned who needs assistance.
3. Lab Space Issues
 - o All labs have 28 students in 7 lab groups of 4.
 - o Very tight on storage in labs.
 - o Chem Room A309 is particularly problematic.
 - o
4. Lab Technology
 - o District standard desktop computer station and document camera take up space in labs, but are also in inconvenient locations (called SIS computer area).
5. Future Goals
 - o Goal is to move prep space into labs for West labs
 - o Research Lab
 - i. Independent research space is goal, but needs supervision.
 - ii. This could be adjacent to Science Support Center and tutoring to provide supervision.
 - iii. Research Lab would allow all science disciplines to have work space.
 - iv. Lab make-ups could occur here.
 - v. Research space for 24 students, but project space for up to 100 students.
 - vi. Research Lab would need to be a dedicated space, could not use one of the current labs for this purpose due to room utilization already being tight.

6. Use of Non-Lab Spaces
 - o Earth Science
 - o Geology
 - o AP Environmental Science
 - o Biology
 - o Chemistry
 - o Physics
 - o Human Body Science
 - o Space Science
 - o Separate Lab stations from student lecture seating is a goal of Department, especially for Chemistry.
 - o Have used rolling lab tables provided—They can dock into perimeter lab stations.
 - o Demonstration tables take up space and are a barrier to students.
 - o Student display to be maximized in corridor.
 - o Cited Oakton Community College "pockets" near labs with comfortable furniture and white boards. These are considered brainstorming or innovation areas.
 - o
7. Collaboration with Other Departments
 - o Natural collaboration across other departments is with Math and CTE.
 - o
8. Department Office
 - o Science Olympiads store items in department office and use a lab.
 - i. Program occurs October – April.
 - o Administration goal is for 2 departments to share space, common space for gathering, plus quiet area.
9. Tutoring
10. Top Priorities
 - o Priority #1 – Updating Room 309.
 - o Priority #2 – Updating Room 315.
 - o Priority #3 – Research Lab with Science Support Center.
11. Handout
 - o [Science HO.pdf](#)

Daun Daun Biewenga

**Maine South Science Room Remodeling Suggestions 2017****General Concerns and Needs:**

- Updated to the look of the facilities
- Classroom size of classrooms in the original part of the building (west of center stairs)
- Storage space within rooms and prep areas
- Flexible seating arrangements in classrooms with a separate perimeter lab area
 - o [Node Chair-desks](#) or rolling lab tables
- Redesigned wall space for whiteboarding/student displays

**Highest Priorities for Immediate Renovations:**

- A309
- A315
- A301/A303
- A314
- A305

Ideas 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 room where the projects could be left to sit for long periods of time undisturbed would be ideal (like the Niles STEM lab).

- *Outdoor garden space/rooftop garden or greenhouse:* The mini-greenhouse spaces we have in some of the biology storage rooms are not large enough or light enough to work.

- *Student collaborative 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 adjoined 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 "open" so no supervision is needed?



- *Science Olympiad/Engineering Project space:* Science Olympiad has to build a lot of physical equipment such as trebuchets, bridges, etc. Currently every time that they meet to practice, they have to gather their projects from a closet and then start up again. It would be great to have a duplicate space in A-wing to V123 (PLTW lab) to support engineering projects in A-wing.

DEPARTMENT NOTES

SCIENCE

MAINE SOUTH HIGH SCHOOL

DEPARTMENT NOTES

SCIENCE

MAINE SOUTH HIGH SCHOOL

Ideas for Reconfiguring Spaces:

- Move SPED science out of A300, perhaps to A313. Use A300 for physics storage and teacher desk areas.
- Eliminate prep spaces between rooms A301/A303 to make 2 larger physics rooms
- Eliminate prep spaces between rooms A308/A310. Put a glass half-wall between the rooms so there is visibility between them. Incorporate the greenhouse into A308 and it becomes a student research center/collaborative space and A310 becomes the Science Support Center. To accommodate this, two additional biology labs would be needed on the second floor to replace these.
- Reconfigure A312 into open collaborative space for students coming out of the stairwell; move chemical storage to a different location

Specifics by Room Number

Room #	Primary Use	Issues/Suggestions/Wants/Needs	Priority
A300 (A302 on map)	SPED Science	Very small awkward lab area - could be reconfigured to be used as combination teacher prep and storage instead if another space could be used for SPED	
A301	Physics Lab	Ideally, would like to see the prep/office area space re-allocated to classroom space so that each room would have 7 usable mini-lab stations at the perimeter for computer stations with rolling tables that can be sidled up to the stations to allow for more space and flexibility with the room arrangement. Minimally, updated cabinetry and storage facilities with the existing layout is needed.	High
A301a	Physics Prep Office area (3 teachers)		
A303	Physics Lab		
A304	Geology Lab	OK as is, but there are some space limitations, especially when stream table is used for some units	
A304a/b	Office area (3 teachers) with separate storage room	Updating/painting	
A306	General Science (Earth and Physics)	Would like tables replaced with rolling tables that are easier to move around.	

A305	Physics Lab	Would like lab stations replaced with mini-stations just large enough for a desktop computer and more wall cabinetry installed. Would like to replace individual student desks with rolling tables that could be moved in place to create stations around the computers or in other configurations.	
A307	Chemical Prep/Office Area (3 teachers)	Cabinetry very outdated like the room it adjoins.	
A309	Chemistry Lab	Very small classroom with an awkward lab arrangement and little student seating. Would like to see the storage room and part of A311 incorporated into the classroom space to reconfigure into 7 lab stations with a student seating area. Additional fume hoods are needed in this lab (used for AP chemistry).	Highest
A308	Biology Lab	A308 and A310 are small classrooms that could be combined with the office space to make larger rooms if additional office and storage space was available elsewhere. Would like to see wall space reconfigured (especially around the whiteboard and demo-desk area more mobile.	
A308a/b	Office area (3 teachers) with separate storage room		
A310	Biology lab		
A311	Science Department Office	Space could be reconfigured to be more efficient and potentially accommodate a meeting room with a projector for teacher teams to use	
A312	Chemical Storage Room	Cabinetry very outdated but functional	
A313	Science Support Center	Could be a good space for storage/office space if support center was moved elsewhere.	
A313a	Chemistry Prep/Office Area (3 teachers)	Cabinetry in this prep room is very outdated like the classroom it adjoins.	

A315	Chemistry Lab	General layout is good, but the room is badly in need of new cabinetry and countertops. Should add a safety shower. Would like the demo desk area reconfigured to accommodate the SIS computer. Some of the storage cabinets would be replaced with cabinets with bins instead.	Highest
A314	Chemistry Lab	General layout is good, but the room is badly in need of new cabinetry and countertops. Should add a safety shower. Would like the demo desk area reconfigured to be more flexible and accommodate the SIS computer. Some of the storage cabinets would be replaced with cabinets with bins instead.	High
A314a/b	Office area (4 teachers) with separate storage	Greenhouse is underutilized - not enough space to really make it useful for multiple classes but perhaps could be repurposed?	
A316	Biology Lab	Room layout and space is good. Cabinetry needs updating potentially. The teachers would love more space to display student work in the room if there was a way to reclaim wall-space without losing storage areas?	
A317	Chemistry Lab	Renovated in the early 90's. No changes except for furniture (would like rolling desk chairs)	
A317a	Chemistry Prep/	No changes	
A319	Chemistry Prep/Office Area (3 teachers)	Renovated in the early 90's. No changes except for furniture (would like rolling desk chairs) and more flexible demo desk area/SIS computer area	
A318	Biology Lab	Renovated in the early 90's. No changes except for furniture (would like rolling desk chairs) and more flexible demo desk area/SIS computer area	
A318a/b	Office area (2 teachers) with separate storage area (1 teacher)	No changes	

A320	Biology Lab	Renovated in the early 90's.No changes except for furniture (would like rolling desk chairs) and more flexible demo desk area/SIS computer area	
A321	Open office	Currently used	
A228	Chemistry Lab	Renovated in 2008. No changes except for furniture (would like rolling desk chairs) and more flexible demo desk area/SIS computer area	
A228a	Chemistry Prep/Office area (3 teachers)	No changes	
A230	Physics Lab	Renovated in 2008. No changes except for furniture (would like rolling desk chairs) and more flexible demo desk area/SIS computer area	

Meeting Minutes

Date: April 19, 2017
Project: Maine South – Master Planning
Project Executive: Rick Dewar
Meeting Date/Time: April 19, 2017 – 1:15PM – 1:45PM
Meeting Location: Maine South
Subject: Special Education – Laurel Grogger and Karina Shimkos

Attendees: Wendy Watts (W&C)
Craig Siepka (W&C)
Rick Dewar (W&C)

The summary below constitutes the writer’s understanding of the meeting topics, basic matters discussed, and the conclusions reached. Participants are requested to review these minutes and notify the architect in writing within five (5) days of receipt as to any exceptions. 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 top priority needs. Additionally, all spaces in the building used primarily by this department were identified.

- 1. Life Skill Suite in V Wing.
 - o Very specialized.
- 2. Self-contained academic classrooms embedded in academic areas.
- 3. All transition students attend Maine East.
- 4. Top Priority
 - o Priority #1 – Require space for department leadership with conference room, office space for teachers.

Meeting Minutes

Date: April 19, 2017
Project: Maine South – Master Planning
Project Executive: Rick Dewar
Meeting Date/Time: April 19, 2017 – 12:45PM – 1:15PM
Meeting Location: Maine South
Subject: SPS – Kevin Scotellaro and Deans

Attendees: Wendy Watts (W&C)
Craig Siepka (W&C)
Rick Dewar (W&C)

The summary below constitutes the writer’s understanding of the meeting topics, basic matters discussed, and the conclusions reached. Participants are requested to review these minutes and notify the architect in writing within five (5) days of receipt as to any exceptions. 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 top priority needs. Additionally, all spaces in the building used primarily by this department were identified.

- 1. Service Entry
 - o Secure Entry Includes
 - i. Bookstore
 - ii. Nurse Suite
 - o Security person monitoring front door needs to remain in direct adjacency to front door.
- 2. Nurse
 - o Goal to enlarge Nurse Suite.
 - o Dean and Teams benefit from adjacency to Nurse’s Office.
- 3. Deans & Teams
 - o Currently have achieved a team grouping.
 - i. 3 teams comprised of 1 Dean, 3 Counselors, 1 Social Worker, 1 Psychologist, 2 Sect. Support
 - o Want to enhance the suites so that all 3 teams are groups together.
 - o A further improvement would be for the teams to be near each other.
 - o Location of Deans and Teams is ideal for access by students.
 - o One psych is separated from team, should be moved to team.
 - o Entire plan of SPS area is not accurate per plan.

- 4. College & Career Resource Center
 - o College and Career Resource Center could be relocated to be close to student cafeteria, maybe near an exterior door for family afterhours access. Dean and Teams do not have to be adjacent to College and Career.
- 5. Top Priorities
 - o Priority #1 – Improvements to Nurse’s Office.
 - o Priority #2 – Fix satellite location for some team members.
 - o Priority #3 – Better location for College and Career Resource Center.

Meeting Minutes

Date: April 19, 2017
Project: Maine West – Master Planning
Project Executive: Rick Dewar
Meeting Date/Time: April 5, 2017 – 11:30AM – 12:00PM
Meeting Location: Maine West – L102
Subject: Administrative – Audrey, Dave, Ben & John

Attendees: Wendy Watts (W&C)
Craig Siepka (W&C)
Rick Dewar (W&C)

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Goal 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 this department were identified.

- Administrative
 - A210 is currently drop in Computer Lab. Soon will phase out. Many opportunities for future:
 - Think Tank
 - New Chrome Zone
- H Wing
 - Entire H Wing Testing Center is underutilized.
 - The space is still needed for test makeup function in future.
- Administrator Space
 - Administrator spaces are mainly centrally located with exception of Ben's office & one counselor.
 - Administrators being together is ideal for communication.
 - More dedicated space for AP in M.O. and larger conference room (executive committee meetings, 8 people, weekly).
- Principal Office
 - This Principal Office cannot accommodate.
 - Executive Council (8 people) weekly meetings.
 - Administrative Council (25 people) meet weekly.
- Student Club
 - Student Club support space is not dedicated anywhere.
 - Currently part of AP office space.
- Faculty Dining
 - Faculty Dining is under-utilized.

- Dean's Office
 - Dean's Office consolidated and centrally located. Three Deans will likely remain constant.
 - Thought of organizing Dean's with their team – i.e. the three Counselors & Dean assigned to a student Team.
 - Meeting space for these teams would be ideal.
- Potential Late Spring - Summer Tour
 - Student Service Suite Examples to view
 - Niles West HS
 - Highland Park
 - Naperville Central
 - Addison Trail
 - Batavia
 - Steven
 - Huntley HS
- Blended Learning
 - Some teachers use visual clues to visually communicate students where to move furniture.
- Technology
 - Technology in room works
 - Could use more marker surface (white boards) in classroom. Always having a second writing wall is desired.
- Top Priorities for Admin Space
 - Priority #1 – Ideally common area with Study Hall, Clubs, Dean/Counselors & LRC (Library), Dining & Student Services achieving this adjacency. (Cited Wheeling H.S. and Addison Trail as an example).
 - Priority #2 – Update Administration Offices
- Top Priorities for School
 - Priority #1 – Size of classroom and furniture being small and more mobile.
 - Priority #2 – More Classrooms

Meeting Minutes

Date: April 19, 2017
Project: Maine West – Master Planning
Project Executive: Rick Dewar
Meeting Date/Time: April 5, 2017 – 9:00AM – 9:30AM
Meeting Location: Maine West – L102
Subject: CTE – Kim Jablonski

Attendees: Wendy Watts (W&C)
Craig Siepka (W&C)
Rick Dewar (W&C)

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Goal 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 this department were identified. Kim to provide data on room usage.

- Entrepreneurial Lab
 - There is interest in changing C109 into an enhanced entrepreneurial lab. (Today only 2 periods a day for business classes).
 - The location of C109 being remote is not necessarily a bad thing.
- Culinary
 - Culinary runs nine periods – 100% utilization. Ideally would like an additional lab but for a commercial-style kitchen.
 - Rivers Casino has funded three of five payments to fund this space. Would teach Hospitality Management skills.
 - Culinary Program will sometimes run skillets in cafeteria to have stir fry stations to serve students. Can't fit students into Commercial Kitchen at all.
 - Would like greater interface with Quest Services.
- CNA Program
 - Desire to add CNA program which would need classroom instruction and some specialized area 4/5 bays.
 - CNA program run through Oakton Community College.
 - Currently 10 West students travel to East and South to take this class.
 - Kim to provide data on room usage.
- Computer Networking – D116
 - D116 used for teaching Computer Networking.
 - Very small space, least functional room, 23 computers, wrong furniture.
 - Would want it larger to accommodate 27-30 students.
 - Would want students to have more non-computer workstation area.

- Renovated Learning Environment
 - Priority is for more collaborative learning environments – could be simple furniture, changes like D106.
- Manufacturing – D104
 - Potential new program would be Manufacturing and would require more equipment than currently exists in D104.
- Carpeted Spaces
 - Lots of carpet in D104, D106, D112 & D114. Doesn't function well for robotic room function.
- Construction
 - Potential new program would be Construction. (Could be building chairs or house).
 - Dedicated space for this program with a lot of storage would be nice.
 - May tie into Manufacturing.
- Cross Department Class Offerings
 - Haven't teamed up with other departments for cross-department class offerings. May do this with Construction/Geometry or Technical Reading.
- Fashion Program
 - Fashion program is used to a lower utilization.
 - Lately just four out of nine periods.
 - Could evolve it into Design Merchandising, cross-disciplinary program with Business.
- Pre-School Program
 - Pre-School program doesn't have out-door space.
 - Lacks space for large motor skills.
 - Three days a week 9:30AM-11:55AM / 4-year-olds.
 - Early Childhood instruction classes occur in storage C105B.
 - Classes meet three out of nine periods.
 - Uncertain if daycare for staff is a necessity.
- Staff Department
 - Keeping Staff Department office is a priority.
 - These spaces (2) have desks and small printer.
 - No toilet, meeting space or copier/support.
 - Closest connection to Science & Math Departments due to similar mind sets.
 - Department functions as career group, not siloed in thinking, due to Department Office.
 - Space is not ideal for students to access help, but will visit teachers.
 - No tutoring space, lost table in hallway.
- Corridor D101E is tight due to the added lockers. Log jammed area.
- (2) student/staff shared toilet rooms in 'D' wing.
- Auto Mechanics
 - 100% efficiency – 5 sections, but could potentially handle one more section.
- Top Priorities
 - Priority #1 – Commercial Kitchen
 - Priority #2 – Business Incubator
- Handout
 - CTE.pdf

Meeting Minutes

Date: April 19, 2017
Project: Maine West – Master Planning
Project Executive: Rick Dewar
Meeting Date/Time: April 5, 2017 – 1:00PM – 1:30PM
Meeting Location: Maine West – L102
Subject: **ELL/Foreign Language – Al Matan**

Attendees: Wendy Watts (W&C)
Craig Siepka (W&C)
Rick Dewar (W&C)

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Goal 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 this department were identified.
General Department Information: 12 teachers, 2 TA, 1 Dept. Head, Typically rooms are used 4/5 periods out of nine, ESL classroom “own” their classroom, Department teaches four languages, 32 students max per classroom, 24-25 students average per classroom.

1. Tutoring
 - Students have space for dropping in for tutoring help in the department offices, although space is limited and ideally could be larger.
2. Classroom Instruction
 - Want to minimize time teacher lecturing.
 - Currently 50% direct instruction.
 - Currently 50% other informal activities such as small group, gallery walk, one on one discussion.
 - Administrator observations are disruptive to classes, due to entering at front of room.
 - Interest in full wall writing surface.
 - Interest in lighter weight, easily configured furniture.
 - Making classrooms more comfortable, soft furniture is desired.
 - Need larger classrooms for collaborative activities.
 - Thinking about a more robust World Languages Lab (with green screen capabilities).
 - Location of classroom doors is an issue.
3. Language Lab
 - Used by each foreign language class once weekly or every two weeks.
 - Use digital system by Sony
 - Feel this is best for preparing students for achievement testing.

4. Blended Learning
 - With Blended Learning, some students will leave classroom and need location to go to. Realize the Library will not be able to accommodate.
5. Top Priorities
 - Priority #1 – Getting better tutoring space
 - Priority #2 – Larger Classrooms – desired for 24 average class size with more agile furniture
6. Handout
 - [World Lang HQ.pdf](#)

Notes for architect

- 2-story Atrium-type for court between B wing and Ling (outdoor eating area)
- Student commons areas throughout the school
 - Convert A-201 into a commons area for tutoring as well
 - Vibrant-colored comfortable furniture, vending machines, charging stations, shelves for foreign language resources for students
- bigger classrooms
 - With 30-32 students per class, the current class size is not conducive to optimal group work experiences
- Furniture
 - Classroom: (student desks that are brightly colored, light, sturdy, large surface space for laptop/notebook that move easily)
 - Different furniture options for classrooms (tall desks for standing, tables with chairs)
 - Smaller teacher desk/station
- Fabric chairs (softer material) in commons areas
- options for different, rich paint colors for classroom walls
- entire wall that is a white board and one on which I would display the LCD and write on the board without having to use the screen. The screen cuts off viewing angles for many kids
- items such as lamps, area rugs, and plants (could be fake) to make things more comfortable
- areas in the hallway to sit - chairs, tables, etc.
- TRC converted to classroom space
- More outlets in classrooms charging stations throughout the building
- get rid of the ledges by the windows - it is wasted space, unless there are mechanicals in there
- Green screen multi-media room for project creation

Meeting Minutes

Date: April 19, 2017
Project: Maine West – Master Planning
Project Executive: Rick Dewar
Meeting Date/Time: April 5, 2017 – 12:30PM – 1:00PM
Meeting Location: Maine West – L102
Subject: **English – Tim Pappageorge**

Attendees: Wendy Watts (W&C)
Craig Siepka (W&C)
Rick Dewar (W&C)

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Goal 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 this department were identified.

1. Department Locations
 - Currently the department is spread over three floors and multiple wings.
2. Department Office
 - Department Office is cramped, no space for student interaction.
 - Goal to expand Department Office.
 - Make access to teachers visually open to students and add corridor glass to department office.
3. Blended Learning
 - Approach to blended learning could involve online learning environment.
 - Ideally, clustered near Library Work Room and into C202, and/or B201A & adjacent.
 - Informal learning environment.
 - Groups 5-6 students.
 - Studying & hanging out (Observed at Huntley HS).
 - Glass into space.
 - This type of environment could also be happening in Library.
4. Building Entry
 - Main entrance is a high use student hangout space after school. More crowded than Library after school. This type of environment could be happening in Library and Blended Learning.
5. Classroom Improvements
 - English classrooms generally setup in double ‘U’ but desire other group configurations like groups of four.
 - Addition of round table.

- Need furniture that is lighter weight and easy to move.
6. Top Priorities
 - Priority #1 – Department Office with tutoring space for students.
 - Priority #2 – Dispersed classrooms for more cohesive department.
 - Priority #3 – Create common space for Blended Learning.

Meeting Minutes

Date: April 19, 2017
Project: Maine West – Master Planning
Project Executive: Rick Dewar
Meeting Date/Time: April 5, 2017 – 10:30AM – 11:00AM
Meeting Location: Maine West – L102
Subject: Fine Arts – Pat Barnett

Attendees: Wendy Watts (W&C)
Craig Siepka (W&C)
Rick Dewar (W&C)

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Goal 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 this department were identified.

1. Fine Arts
 - o East Wing Art Studios have not been touched since originally built.
 - o Rooms feel too small and proportions are not ideal.
 - o Moving towards more industrial design influenced curriculum (preparing students for careers).
 - o D110 is approaching ideally laid out studio.
 - o Art Studios capped at 24 students due to room size.
2. Basement Storage
 - o While storage in basement, dumb waiter broken, teachers tend to store everything they need in rooms but not very efficient.
3. Move Digital Lab
 - o Ideally move Digital Lab from D Wing to E Wing as all Visual Arts programs would benefit.
 - o Clearer link to technology and career track.
4. Equipment Additions
 - o Would want to add some wood working, welding ability.
 - o Ideally would be closer to current CTE – clean class space adjacent for equipment/messy space.
5. Theatre Program
 - o Costume/Storage on 3rd floor difficult to get to.
 - o Strong desire for Black Box/Drama Classroom.
 - o Ragging/Lighting
 - Theatre has difficulties for use.
 - Rigging only added to stage in 1976.
 - Rigging and lighting in Center of Auditorium would make theatre far more multi-purpose.

6. Music Program
 - o Midi Lab is repurposed space and can only accommodate 18 students. Desire to vastly increase size of Midi Lab.
 - o Music Area seems to have overly generous corridor widths.
 - o Desire to move Choir Rehearsal closer to Orchestra and Band.
 - o Desire to vastly increase size of Midi Lab.

7. Top Priorities
 - o Priority# 1 – Size of Visual Arts
 - o Priority #2 – Midi Lab
 - o Priority #3 – Black Box Theatre

Meeting Minutes

Date: April 19, 2017
Project: Maine West – Master Planning
Project Executive: Rick Dewar
Meeting Date/Time: April 5, 2017 – 1:30PM – 2:00PM
Meeting Location: Maine West – L102
Subject: Math – Mike Smith

Attendees: Wendy Watts (W&C)
Craig Siepka (W&C)
Rick Dewar (W&C)

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Goal 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 this department were identified.

General Department Information: 18 teachers, 14 total classrooms, teacher’s ‘own’ classrooms with another teacher, Average class size 22.1 max out of 30 students.

1. Department Office
 - o Teachers do not have department office, rather is workroom with shared conference room with Secretary and Department Leader Office.
 - o Students will drop into this room to look for specific teacher when needed.
2. RTI
 - o RTI rooms staffed eight periods of day.
 - o Students scheduled into room.
3. Tutor U
 - o Tutor U covers any subject.
 - o Test make-up for Math is Tutor U, not testing center therefore many rooms have been staff modified to have inputs in better location.
4. Classroom Elements
 - o Teachers choose to work in cooperative style or cooperative learning groups work in groups of three with triangle tables – department is trending in this direction.
 - o Boards in triangle desks are white boards and testing dividers.
 - o Need every fast way for students to project their work.
 - o Want wireless dongle that Administrative Conference rooms have.
 - o Location of technical Input for teacher tends to be in wrong location, back of room.
 - o Desire to project directly onto white board for purpose of annotating over image. Therefore, the projection screen is often not used, but result isn’t great. However, less than ideal as white. (Board resolution is weak and there is a raised seam into middle of board).

5. Top Priorities
 - o Priority #1 – Improve Tutor U by separating testing make-up and tutor.
 - o Priority #2 – Create informal blending learning environment. Space to be student friendly, heavy access to power, comfortable furniture and spaces that appeal to students. Parts of school commons?
6. Handout
 - o [Math HO.pdf](#)

Math

Architect Discussion 4/5/2017 - Mike Smith (Math Chair and Football Coach)

Classrooms:

- More teachers are moving to cooperative learning environments with tables that easily slide together into groups of 3. Tables originally bought are too big, but I believe the district ordered better this time around.
- Tech improvements in the classroom that would include wireless way to project from Chromebooks (both students and teachers) and ports for document camera that would allow for easy moving of the camera based on the learning activity and teacher needs.

Learning Spaces:

- Inviting, lounge-like areas with charging options for students in blended learning classes on their non-classroom days. Huntley High School and Stevenson have many of these though Huntley are specifically designed for their blended learning program.
- Tutor U (math tutoring throughout the day) and Rtl (course specific and skill specific tutoring room for students based on assessment data located in upper B-wing by the math rooms. Connect Tutor U to the math office so students seeing teachers on their free periods can move into Tutor U.
- Tutor U given more space and a separated testing area that can be monitored through large glass divider. Testing area with divided desks so students can be packed in but not see others around them. Testing area sound proofed so they cannot hear the tutoring going on.

Math Office / Workroom:

- Comfortable seating around workroom table and computer stations.
- Conference room for private student-teacher, teacher-teacher, chair-teacher, chair-parent, and teacher-parent conferences. This room would also be used for pullout days, placement exams, and other small meetings.
- Chair's office is very small. No room for additional work surfaces.
- Love being able to see and hear the math workroom from my office.
- The sensor lights do not work well in the office since the sensor is blocked by our copier.

B-Wing:

- Love having a copier at the end of upper B-wing
- Want all of our Rtl rooms and Tutor U in the wing
- Would love a Math Team room with room for files of test prep materials, practice space, and math team coach areas.
- Energy efficient lighting should be installed in hallway and classrooms. Only half of our lights are turned on for cost savings and the hallway timed lighting is often off when we need it and on when we don't
- Door dampers should be installed so the doors do not make a noise when they shut.
- Hallways should have tv monitors to show rotating pictures (upbeat) and announcements similar to front office area and caf.

Coaching / Football:

- Fieldhouse - We are at a distinct disadvantage with inclement weather and in many other situations.
- Washroom and locker/halftime facilities under stands.
- Secure / powered lock box in press box and in lockerroom stadium area for technology that needs to be charged and secured.
- Permanent endzone platform for filming
- Storage shed upgrade and improvements. Raised so rain water does not ruin equipment.
- Training / Water area located just south of pullbarn for use during games and practices.
- Ways to get from the stands to the field at the south end of the stands.
- Film room(s) for players
- Coach meeting room with film watching capabilities
- Meeting rooms

Meeting Minutes

Date: April 19, 2017
Project: Maine West – Master Planning
Project Executive: Rick Dewar
Meeting Date/Time: April 5, 2017 – 11:00AM – 11:30AM
Meeting Location: Maine West – L102
Subject: **PE-Athletics – John Aldworth, Mike Godlewski, Jarett Kirshner & Erik McNeil**

Attendees: Wendy Watts (W&C)
Craig Siepka (W&C)
Rick Dewar (W&C)

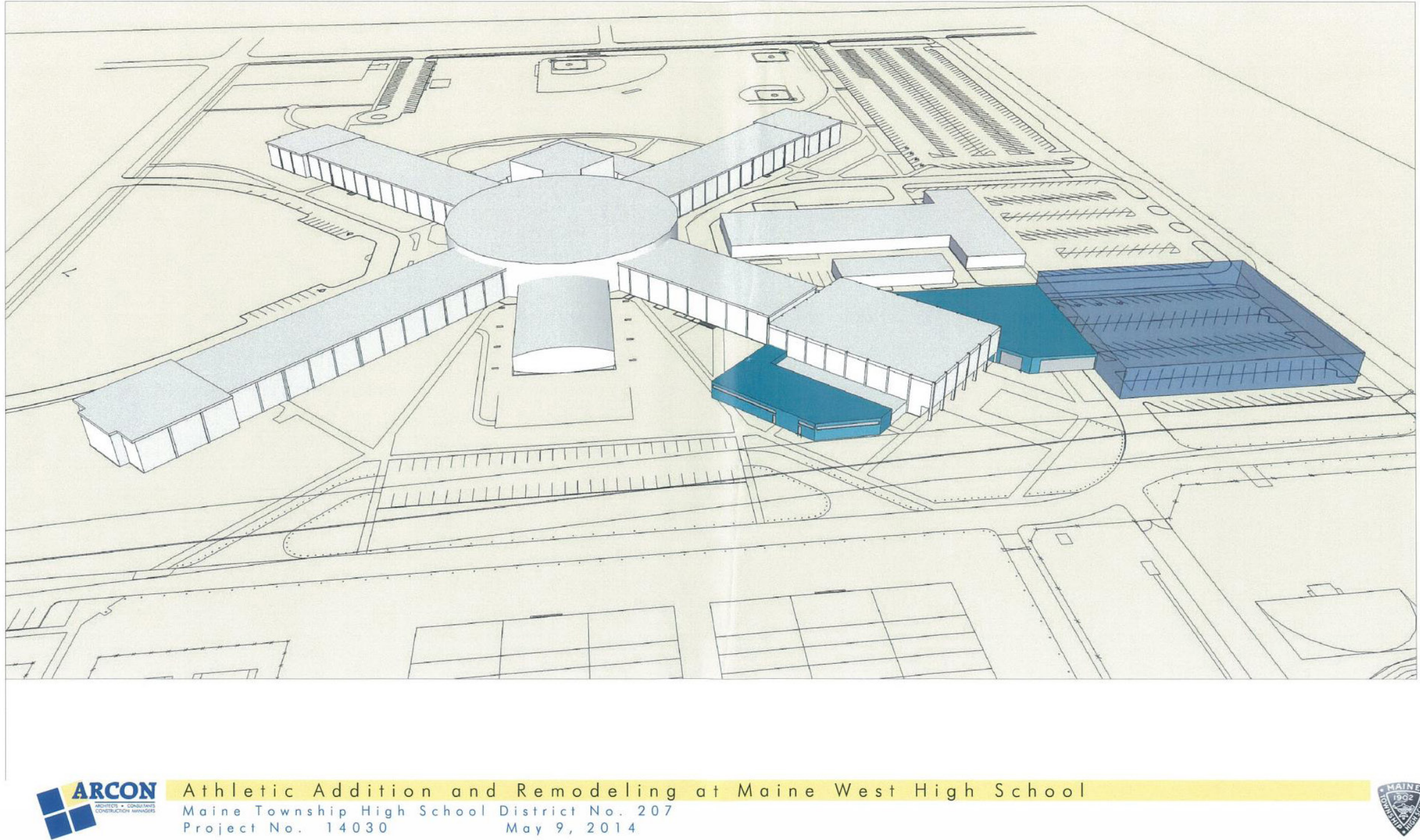
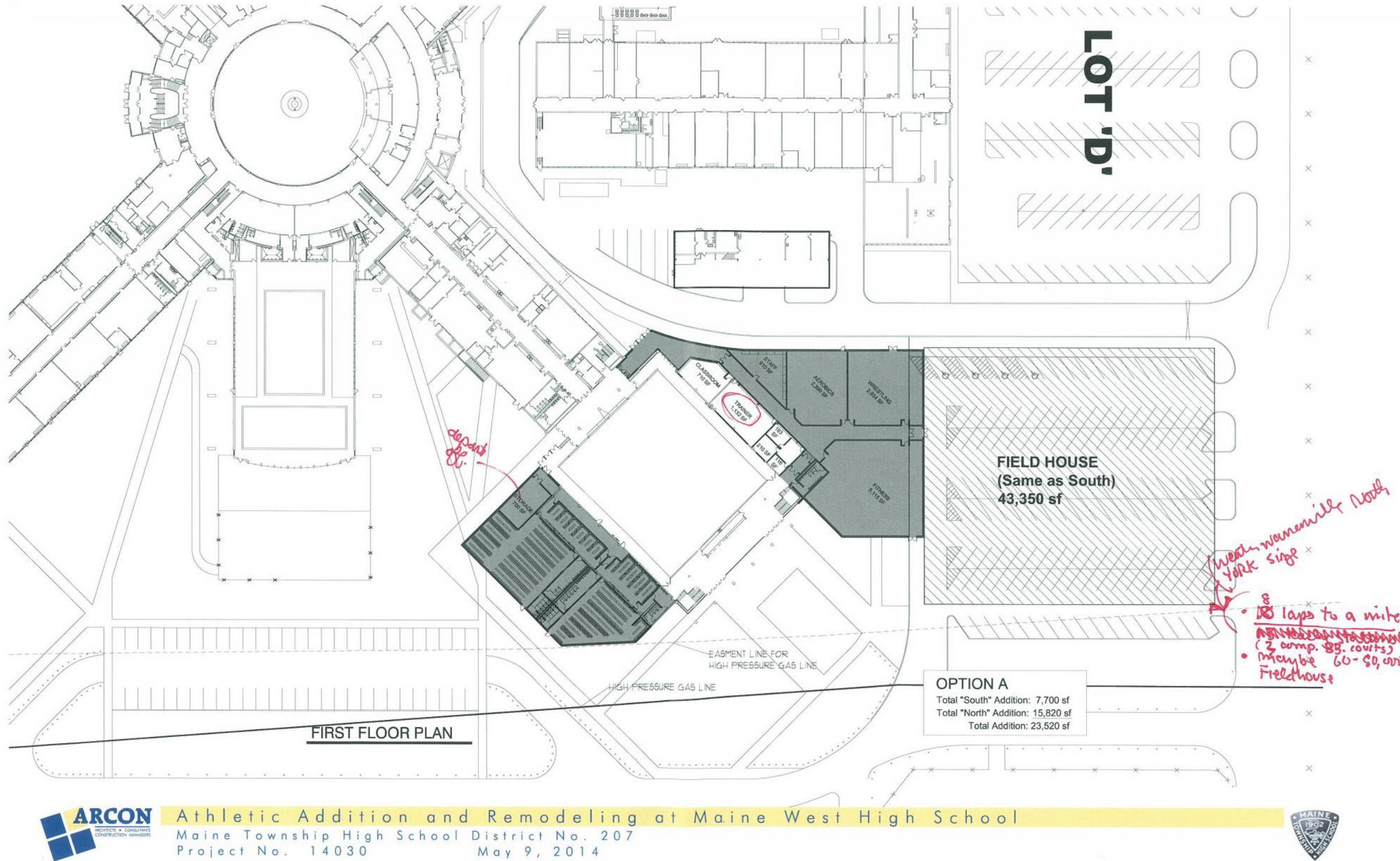
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Goal of Meeting:

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

1. Lower Level "Pit"
 - Is used during the day for PE.
 - Fencing practices in Track Tunnel. The "Pit" is the only indoor track for Track & Field team.
2. Fitness Center
 - New Fitness Center doesn't have space for speed or agility training.
 - When PE students use Fitness Centers during day, there is a big issue as locker rooms are in B & C Wing. Students have five-minute walk back and forth which reduces class time.
3. Proposed Field House
 - New Field House was in last Master Plan but has not occurred.
 - Field House proposal would need additional locker rooms.
 - If Field House is built, B Wing & C Wing small gyms would be freed up for other purposes.
 - Field House must have a minimum of two Competition Basketball courts.
 - Field House would need to accommodate two co-current competition events in space and acoustically.
 - Currently Can't Offer:
 - Intermural Sports
 - Pole Vault
 - Unable to host Track practice or Trace Meets.
 - Field House size in question
 - Ideally, (2) Volleyball courts within track and competitive-size basketball court.
 - Ideally, ¼ mile lap track

4. Athletic Evening Events
 - When evening Athletic Events occur, the competition gym does not suffice so B & C Wing Gyms are used. This means entire school needs to stay open.
5. A Wing Gym
 - This gym has climbing wall and gymnastics.
 - Room is used during day for PE.
 - Girls Gymnastics program is strong.
6. Pool
 - Cannot compete in Water Polo due to lack of depth required. This priority is secondary to the Field House.
 - There is unsupervised access to the pool through the locker room due to the need for exiting from pool. Doors can't be locked.
7. Toilet Rooms
 - Single use spectator toilet rooms do not serve the large meets. Easy for visitors to get lost.
8. Top Priorities
 - Priority #1 – Field House
 - Priority #2 – Field Turf
 - Interest in field turf for Football fields to expand hours of use, Marching Band. With visitor toilet rooms and team huddle room.
9. Handout
 - [PE Athletics HO.pdf](#)



Meeting Minutes

Date: April 19, 2017
Project: Maine West – Master Planning
Project Executive: Rick Dewar
Meeting Date/Time: April 5, 2017 – 10:00AM – 10:30AM
Meeting Location: Maine West – L102
Subject: Science – Jay Payne

Attendees: Wendy Watts (W&C)
Craig Siepka (W&C)
Rick Dewar (W&C)

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Goal 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 this department were identified.

General Department Information: Department has 24 teachers spread over five offices, one administrative; No teachers 'own' classrooms.

1. Lab Capacity
 - o Some labs can only hold 24 students. Most can accommodate 28. Ability to schedule 28 students is ideal, for scheduling and to eliminate isolating low level learners.
 - o Rooms A110, A108, A113, A109, A110 are rooms that are too small and limited to 24 students.
 - o A105 & A107 functions as one Chemistry lab, and is oversized. As a single lab space, it could be smaller. A105 has updated cabinetry.
 - o B112 has 28 students scheduled into it but is too small and dangerous.
 - o B113 Chemistry room renovated a few years ago. Ideal room due to just size, two long benches.
 - o H107 is ideal because it has seven island groupings and lots of space.
 - o Feels like school is short one Chemistry lab at this time with this schedule.
2. Chemistry Preparation/Storage
 - o Preparation/Storage is consolidated.
3. Lab/Lecture Space
 - o Chemical requires separate lab/lecture.
 - o However, rooms can benefit from smaller lecture furniture that is easily moved/reconfigured.
 - o This would improve ability to meet Science requirements.
4. Department Office Space
 - o Priority to group together all staff offices.
 - o If teaming with another department ideal choice is Math.
 - o Include meeting space for teachers.

- o No need for additional specific Science tutoring space. Does not have this function as a space now.
 - o Note: Department Secretary on 2nd floor also supports Math and Foreign Language.
5. Room Size
 - o All labs need to be bigger.
 - o Crime Science / Astronomy / Environmental Science happen in other rooms away from science area.
 6. Top Priorities
 - o Priority #1 – Priority changing B112 to be larger and safe for 28 students
 - o Priority #2 – Improving rest of smaller labs that only accommodate 24 students to be increased in size to 28.

Meeting Minutes

Date: April 19, 2017
Project: Maine West – Master Planning
Project Executive: Rick Dewar
Meeting Date/Time: April 5, 2017 – 12:00PM – 12:30PM
Meeting Location: Maine West – L102
Subject: Social Science – Sue Gahagan Mueller

Attendees: Wendy Watts (W&C)
Craig Siepka (W&C)
Rick Dewar (W&C)

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Goal 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 this department were identified.

General Department Information: 18 teachers, 13 total classrooms, some teachers have their 'own' classroom.

1. Department Office
 - o Social Science Department office at end of corridor.
 - o No strong connection to any other departments. '
 - o Need dedicated space for conferences and tutoring.
 - o No need to combine offices with Foreign Language Department.
2. Classroom Instruction
 - o Class schedule allows a maximum of 33 students (by contract).
 - o Average class size is 27.
 - o Small footprint furniture is a must.
 - Room C217 is piloting a solution that works well.
 - o Overall blandness to academic areas noted.
 - o Workroom accommodates lots of storage, but classrooms do not.
 - o Rooms are set-up with visual aids that support curriculum.
 - With teachers sharing rooms and moving, you may be teaching a subject matter with displays that are unrelated.
 - o Could use acoustically private small group rooms (see below).
 - o Locate doors at back of classroom.
3. Tutoring
 - o Tutoring happens anywhere in classrooms and corridor.
 - o Ideally, separate space for tutoring and staff desk area.

4. Classroom Activities
 - o Small group activities involve 2-3 individuals per group.
 - o Fish bowl – double size.
 - o One-to-one group lecture
 - Groups will go out to corridor for group work, but can be acoustically disruptive to other classes.
 - Idea of dedicated small group rooms would work.
 - o Some teachers use visual clues to visually communicate students where to move furniture.
 - o Technology in room works.
 - o Could use more marker surface (white boards) in classroom.
 - Always having a second writing wall is desired.

5. Top Priorities
 - o Priority #1 – Size of classroom and furniture being smaller and more mobile.
 - o Priority #2 – More classrooms.

6. Handout
 - o [Social Science HO.pdf](#)

Social Science Wish list:

- Larger classrooms
- More classrooms for Social Science teachers so each teacher could have their own room
- Easier to move/reconfigure furniture to have the ability to make groupings and still have individual student work space; small tables instead of desks
- Larger/reconfigured department workroom/office; need better individual storage/shelving, keep large conference table but add area for smaller conference tables for teachers to work with students
- Allow for more color/keep and/or add more natural light
- Commons area for Social Science with tutoring space

Meeting Minutes

Date: April 19, 2017
Project: Maine West – Master Planning
Project Executive: Rick Dewar
Meeting Date/Time: April 5, 2017 – 2:00PM – 2:30PM
Meeting Location: Maine West – L102
Subject: Student Services – Claudia Rueda-Alvarez

Attendees: Wendy Watts (W&C)
Craig Siepka (W&C)
Rick Dewar (W&C)

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Goal 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 this department were identified.

1. Challenges
 - o Psych isolated from Counselors.
 - o Access to Social Worker through Family Center is not ideal.
 - o Offices are extremely small. Cannot fit more than two guests
 - o Counselors on 1st floor will share conference rooms with Special Ed or if larger go upstairs to SPS Conference Room, or Claudia's office B102C.
 - o Currently, College/Career Center is centrally located but hidden, not visible or easily found by students.
 - o Desire to keep counselors near other counselors, psych and social workers.
2. Executive Function
 - o Executive Function (Organization, Time Management, Finals Preparation) and Behavior Redirect (in-school suspension or (1) single intervention period).
 - o Work very well individually as well as together.
3. Top Priority
 - o Priority #1 - Direct Adjacency of Counselors, Social Worker, Psych & Deans with Conference Room & College/Career.
4. Handout
 - o [Student Services Ctr.pdf](#)

