LPA Changing Lives by Design
60 South Market, Suite 150, San Jose, California 95113

FACILITIES MASTER PLAN

SUNNYVALE SCHOOL DISTRICT
LPA JOB NO. 3015510

DATE: September 21, 2021
TIME: 6:00pm – 8:00pm
PLACE: Zoom

FACILITIES MASTER PLAN COMMITTEE #02
Meeting Minutes

This report of the meeting's events, if not corrected within seven days of transmittal, shall be acknowledged as accurate and deemed as if accepted in writing by the addressee(s).

PRESENT

Michael Gallagher, SSD Superintendent
Michelle Maginot, SSD Board President
Isabel Jubes-Flamerich, SSD Board Member
Brandt Burns, SSD Director of Facilities and Operations
Alia Wilson, SSD Communications Coordinator
Nancy Hirstein Smith, Sunnyvale City Council
Chin Chin Chiu, Behavior Interventions Coordinator
Kathy Rouse, SSD Manager of Operations
Lori Van Gogh, SSD Chief Financial Officer
Linda Van Mouwerik, SSD Director of Special Education
Officer Spencer Chen, Sunnyvale Dept. of Public Safety
Rachelle Romander, SSD Fairwood ES Principal
Sandy Agbayani, SSD Citizens Bond Oversight Committee
Katie Ferrick, LinkedIn
Bruce Paton, Sunnyvale Sustainability Commission
Oscar Jauregui, SSD CSEA, SMS Custodian
Tasha Dean, SSD Asst. Superintendent of Student Services
Wendi Smith, SSD SEA President
Jane Chen, Sunnyvale MS Interim Principal

Jim Kisel, LPA
Walter Estay, LPA
Andrea Pippin, LPA

DISTRIBUTION

All Present
Mala Ahuja, SSD Asst. Supt. CI&A
Angela Chan, Columbia Neighborhood Center
Cathy Ochoa, SSD Vargas PTA
Cherise Brandell, Sunnyvale City Library
Damon Sparacino, City of Sunnyvale Recreation Services
Evvy Elwood, SSD CMS Science Teacher
Jesus Romero, SSD
Melinda Hamilton, SSD Sunnyvale Ed Foundation
Mena Elsherif, SSD CMS Resource Specialist
Narmadha Parthasarathy, SSD Cumberland PTA
Polly Bove, Superintendent, Fremont UHSD
Rocio Maldonado, SSD Parent

Attachment: 21 0921 FMPC Mtg #2 Presentation.pdf

ITEM NO.

DISCUSSION ITEMS

2.01 Welcome & Agenda Review

- Walter Estay (WE) of LPA reviews the agenda and begins the meeting with a round of introductions. Each member of the FMPC introduces themselves by stating their name and role as a member of the FMPC.

2.02 FMP Schedule & Approach to Demographics

- WE reviews the Facilities Master Plan schedule that is set to gain final Board approval in February.
- For master planning purposes, the classroom counts for each campus will be calculated using the projected demographic enrollment at the year 2025. Site plans will identify an area of campus appropriate for additional classrooms should the district experience future growth.
- Core spaces such as MPR, Library, and Administration will be sized based on the most recent peak in enrollment in 2015.

2.03 Stakeholder Survey Findings

- WE reviews the findings from the Student Survey and Parent & Community Survey. The Student Survey was administered in February 2021 to grades 4, 5, 7, and 8. 6th grade was not included in the survey because these students were in virtual learning models due to the pandemic at this point in time and had not been on their school campus.
- Student Survey results were very similar to Parent & Community Survey findings in that all groups prioritized Drinking Fountains / Water Bottle Filling Stations, Classrooms, and Blacktops / Playgrounds as being the areas with the most need.
- Slides 12-15 identify top priorities for both surveys broken out by school site.

2.04 Discussion / Q&A

- Q: These results don't seem to offer huge flashes of insight around how we might shape the educational spaces. Would you agree?
- A: Yes, these surveys ask participants to select options from a pre-existing list of space types and are used as a way of identifying what they perceive to be in the most need at each campus. What does help to shape the educational spaces is during our conversations with the Focus Groups where we get more into the nuts and bolts of educational programs and their alignment to space types.

- Q: I thought bathrooms were a higher priority. Can you speculate to what extent the pandemic has impacted these priorities?
- A: It seems the pandemic has brought Drinking Fountains higher on everyone's priority list. Restrooms were provided as an option in the surveys as well but did not rank as high in terms of needs. However, our assessments and principal interviews involved discussion about quantity and quality of restrooms.

- Comment: One thing that has been a common topic has been the desire to update marquee signs to a digital marquee.

- Q: Why would blacktop areas be preferred over grassy/green space or gardens?
- A: This may be a reflection of where the students prefer to play. The survey item does list "Blacktops and Playgrounds" in the same selection, so really it means all play spaces.
- Comment: It may be a reflection of open space in general.

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- Comment: Cherry Chase students often congregate at the blacktops for their recess, so this priority makes sense. Students also have a variety of offerings at the blacktop thanks to Playworks.

2.05 School Site Opportunities Workshop

- Andrea Pippin (AP) begins the workshop with an overview of the school site findings based on the assessments done by Bureau Veritas, and categorized the school in terms of work done to-date. AP also reviews a list of District-wide facility needs that will be addressed at every campus.
- These sites have been identified for tonight's workshop discussion:
    - Cherry Chase Elementary
    - Fairwood Elementary
    - Vargas Elementary
    - Columbia Middle
    - Sunnyvale Middle
- The following is a summary of the conversation surrounding each school site identified.
- Cherry Chase Elementary
    - The following updates have been added to Cherry Chase since the surveys were administered:
        - New digital marquee
        - Fencing along the school frontage
        - Painting
        - Landscaping
    - Is the goal of modular/portable classrooms to refurbish them when they are set at-grade? Or is the goal to replace them with permanent construction?
        - As operations manager, would love to see these replaced and upgraded into a new building. A teacher concurs.
    - Administration: redesign for a single-point-of-entry where visitors enter from the exterior of the fencing into Admin and flow through to an entry point into campus. Students would enter Admin from the campus side through that door within the campus security fencing.
        - This Admin and Faculty Room are among the newer additions to the campus.
        - The open office was designed for two staff members and currently holds three. At all sites, we need to be cognizant of the support services such as social workers, CHAC counselors, etc. and provide space for it. They don't all necessarily need to be at the office.
            - Support services should be in close proximity to all classrooms. At Cherry Chase specifically, locating support services with Admin creates a long travel distance from the Kinder classrooms. Sizing of support service spaces should be equitable to the amount of students utilizing the room.
            - OT mainly serves 1st grade and SDC, so having those facilities within close proximity would be most conducive to their therapy time.
            - There could be space within the SDC and K/1st grade classrooms for Speech.
    - The building to the left of the Library, known as 'The Tunnel'.

ITEM NO.

        - The central hallway is used as storage which is nice to have. It's also used as pull-out space. Mainly used by teachers only.
        - These classrooms have poor air flow.
        - This is the only interior hallway within the district.
        - CHAC room within this space is small.
            - Should be a place that is discreet yet comfortable.
        - This building has been recently modernized with HVAC, ceilings, windows.
    - General Ed Classrooms: need windows and doorways primarily.
    - Drinking fountain need: as well as water bottle filling stations for students and staff.
    - Blacktop:
        - Some areas need to be smoothed out.
        - Heat-gain is a concern for this group, so the master plan should explore or suggest blacktop materials/color that would not be as hot.
        - PE/other storage shed takes up blacktop area. Would be nice to have storage elsewhere.
    - Playfield/Baseball Diamond: has fine sand that spills onto the blacktop.
- Fairwood Elementary
    - Outdoor picnic tables have been purchased and placed recently in between tree planter areas that run alongside the classroom wings. Outdoor dining and work areas will be addressed in large part by these improvements.
    - Day Care portables: this area is an opportunity as the district would like to continue offering this program.
        - These are very old and very heavily-used portables that serve a great need to the area's low-income students. The playground is also dated.
        - They serve infants through school-age students.
        - The office space is not appropriate to support their program.
    - The main classroom wing had roofing issues in the past. Repairs were applied last winter, however at some point the whole roof needs to be redone.
    - Kindergarten play structures should be replaced.
    - The newest classrooms (non-temporary modulars) received red dots because they can get very hot, possibly due to their solar orientation.
    - Admin/Office Space: overall it's functional. A conference room was given up to make room for the assistant principal, so space is a bit constrained but overall it's functional.
    - Fencing is very tight around the campus. Playfield is outside of the fence line, requiring additional supervision. It would be nice to have turf area within the school's fence line.
        - Could a modified fence line be negotiated with the City? Open space is very important to the City, but it greatly constrains the school sites. This would require negotiations between the City and SSD.
- Vargas Elementary
    - The site should have a stronger science program linked to outdoor areas (applied sciences) and gardens.
        - The Science room and garden are located far from one another.
    - The underutilized Computer Lab could become a maker space supportive of the site's program.

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- The site has a large amount of hardscape, additional softscape/green areas would be desired.
- The school kitchen is very small and the site has one of the highest volumes of meals to serve. The MPR is also small for the population served.
- The MPR/Library building serves as an area of opportunity to expand the MPR and create a Learning Center for Student Services and potential Child Care services. The challenge is the location since it is not the most centrally-located place for a Student Services hub.
    - The Computer Lab could open up and become a collaborative area with the classrooms surrounding opening onto it as student support spaces.

- Columbia Middle
    - Boys locker room is used out of the CNC Gym.
    - The Music room is an old portable modular building. The Choir room was converted from a Wood Shop.
    - There is question about the Principal's priority for Science and Maker Space because the current Science Labs are high quality with high school-grade capabilities. The Home Economics room was converted into a Maker Space/Robotics as well but is currently being used for storage after the Maker Space teacher retired.
        - The discrepancy in Science could be a reaction to Sunnyvale Middle's new science wing with the large, central work room.
    - OT and AS spaces used to be Preschool spaces, so are large rooms. This whole area is an area for opportunity.
    - An outdoor area at the end of a classroom wing has been turned into an archaeological dig area – an area to be maintained.
    - Centralize the student services to include a student center that is currently their 'chill room'.
- Sunnyvale Middle
    - 20 portables currently sit on this campus.
    - Athletics is located at the main driveway into the campus, which is a concern for this committee.
    - The Gym has a loft that is not used because it is not ADA accessible and difficult to access. The Gym itself is a nice space, but bleachers need to be replaced.
    - The MPR has low ceilings and feels small.
    - Overall, this campus is very old and 'tired' looking and needs to be brought into today's eras for learning.
    - The new Science wing has doors that exit outside of the campus fencing.
    - Library has been used for voting, which becomes problematic potentially since it brings visitors within the center of campus. It is nice, however that the Library is central to campus. This site is under obligation to provide voting. Space requirements required for voting means a large space must be utilized.
- All Sites
    - Storage: for furniture, PE equipment, custodial supplies, other equipment.
    - Outdoor learning areas for programs like applied sciences.
    - Safety & Security:
        - Secondary locking devices on all spaces

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- Full-height fencing and creating the single-point-of-entry
  - In a previous meeting with the Steering Committee, the approach to fencing is to provide a dual-security with decorative metal fencing to secure the building core and a secondary, chainlink fencing at the fields.
- Security cameras
- Note: Officer Chen to have additional conversations with the district regarding security measures.

2.06 <u>Open Discussion & Next Steps</u>

- Time was taken to discuss the remainder of sites that weren't workshopped.
  - Technology: modernize and upgrade across all areas. Removing projector carts to save space.
    - Classroom technology packages will be part of the Learning Space Design Standards documentation.
- Next FMPC meeting on October 19th will include a 'sneak peek' at the draft master plan diagrams, a review of the Learning Space Design Standards document, and an activity to explore what Sustainability looks like on the campuses and how it can be integrated into learning at each campus.
  - When asked, the group opted for a Virtual meeting for FMPC #3 on October 19th.

Submitted by: Andrea Pippin, LPA

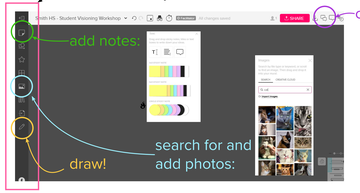
CHERRY CHASE ELEMENTARY SCHOOL

WELCOME

Mural 101: Learn

Hello from Koala

This is your Dashboard



Yay! School!

Mural 101: Play

Test out these new tools!

you can type as much as you want into the sticky note and the text will resize.

RECENT IMPROVEMENTS

- HVAC systems modernization
- Play structure (2010) and surfacing (2020)
- New Kindergarten wing (2020)
- New Multi-Use Room (2011)
- 8 New classrooms (2006-07)

STAKEHOLDER PRIORITIES

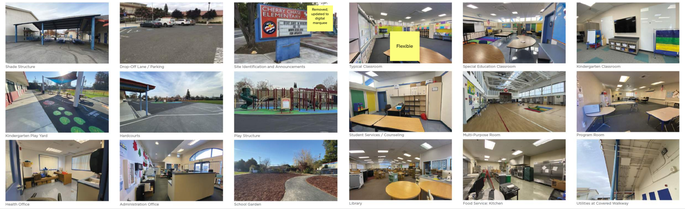
Principal
- Windows and doors
- Utility infrastructure
- Classroom modernization with technology upgrade

Teachers & Staff
- Modernization of existing buildings / classrooms
- Safety & security
- Curb appeal / exterior appearance
- Replace portables with new construction

Students
- Drinking fountains
- MPR / cafeteria
- Areas for students to collaborate / work together during class

Parents & Community
- Drinking fountains / water bottle filling stations
- Outdoor areas to gather and visit with friends
- Classrooms

REPRESENTATIVE PHOTOS



PROCESS | PLANNING | VISION | SITES

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SUNNYVALE SCHOOL DISTRICT
LEARN TODAY LEAD TOMORROW

FACILITIES MASTER PLAN

existing site plan | CHERRY CHASE ELEMENTARY SCHOOL

Classrooms
- # Indicates Grade Level
- PS Preschool
- TK Transitional Kindergarten
- K Kindergarten
- SDC Special Education
- M/M Mild/Moderate
- M/S Moderate/Severe

Electives / Labs
- CL Computer Lab
- PR Program Room

Student Services
- APE Assistive PE
- CHAC Counseling & Mental Health Services
- CO Counselor
- INT Intervention
- IS Independent Study
- OT Occupational Therapy
- PSY Psychologist
- RSP Resource Specialist
- RP Reading Partners
- SP Speech
- TLC Therapeutic Learning Center

Shared Spaces
- MULTI Multi-Purpose Room
- LIB Library
- ST Stage

Admin / Faculty
- CO Conference
- FL Faculty Lounge
- FW Faculty Workroom
- H Health Room
- KIT Kitchen
- M Main Office / Front Desk
- O Office
- PD Professional Development
- WR Satellite Faculty Workroom

Leased Spaces / Other
- AS After School Care
- DC Day Care

Support Spaces
- E Elevator
- K Kiln
- S Storage
- R Restroom
- U Utility
- C Custodian

Main Entry
Drop-Off
LS - Lunch Shelter
Portable Classrooms

Teaching Stations:	
PS (Preschool)	0
TK (Transitional Kinder)	0
Kindergarten	4
Grades 1-3	14
Grades 4-5	10
SDC mild/mod	2
SDC mod/sev	0
Sub-Total:	**30**
Additional Spaces:	
Enrichment Space (PR, CL)	2
Day Care	3
Total:	**35**

ACTIVITY

Identify areas to maintain (use green dots)

Identify areas needing attention (use red dots)

Identify campus zones and adjacencies:
draw shapes over the map to identify zones and mark them with text or icon

for New Classrooms to Replace Portables

for Electives (Music, Art)

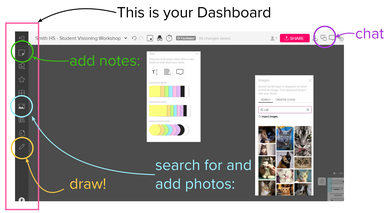
for Student Services

Other Notes:

FAIRWOOD EXPLORER ELEMENTARY SCHOOL

WELCOME

Mural 101: Learn



Mural 101: Play

Test out these new tools!

RECENT IMPROVEMENTS

- New, slab-on-grade portable classrooms (2012)
- Lower and upper primary play structures
- New construction/renovation for Library and Administration (2009)
- Multi-Use Room modernization (2010) and flooring (2014)

STAKEHOLDER PRIORITIES

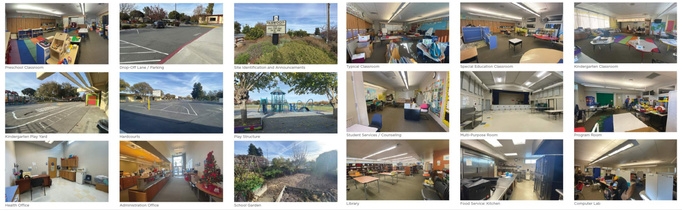
Principal
- Lunch / cafeteria flexibility - tables outside
- Program room spaces
- Additional classroom space

Teachers & Staff
- Outdoor learning spaces
- Interior areas for gathering and social interaction (cafeteria / assembly)
- Modernization of buildings / classrooms
- Parent volunteer spaces

Students
- Drinking fountains
- Blacktop and playgrounds
- Classroom technology
- Classrooms
- MPR / cafeteria

Parents & Community
- Classrooms
- Areas for students to collaborate / work together during class
- Outdoor areas to gather and visit with friends

REPRESENTATIVE PHOTOS



PROCESS PLANNING VISION SITES

existing site plan | FAIRWOOD EXPLORER ELEMENTARY SCHOOL

LPA SUNNYVALE SCHOOL DISTRICT LEARN TODAY LEAD TOMORROW

FACILITIES MASTER PLAN

Classrooms
- # Indicates Grade Level
- PS Preschool
- TK Transitional Kindergarten
- K Kindergarten
- SDC Special Education
- M/M Mild/Moderate
- M/S Moderate/Severe

Electives / Labs
- CL Computer Lab
- PR Program Room

Student Services
- APE Assistive PE
- CHAC Counseling & Mental Health Services
- CO Counselor
- INT Intervention
- IS Independent Study
- OT Occupational Therapy
- PSY Psychologist
- RSP Resource Specialist
- RP Reading Partners
- SP Speech
- TLC Therapeutic Learning Center

In general, Behavior Services is not noted on theses lists, but is a student service that needs a space at all schools

Shared Spaces
- MULTI Multi-Purpose Room
- LIB Library
- ST Stage

Admin / Faculty
- CO Conference
- FL Faculty Lounge
- FW Faculty Workroom
- H Health Room
- KIT Kitchen
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Leased Spaces / Other
- AS After School Care
- DC Day Care

Support Spaces
- E Elevator
- K Kiln
- S Storage
- R Restroom
- U Utility
- C Custodian

Main Entry | LS - Lunch Shelter | Drop-Off | Portable Classrooms

Teaching Stations:	
PS (Preschool)	1
TK (Transitional Kinder)	0
Kindergarten	3
Grades 1-3	9
Grades 4-5	4
SDC mild/mod	0
SDC mod/sev	1
Sub-Total:	**18**
Additional Spaces:	
Enrichment Space (PR, CL)	2
Day Care	9
Total:	**29**

ACTIVITY

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for New Classrooms to Replace Portables

for Electives (Music, Art)

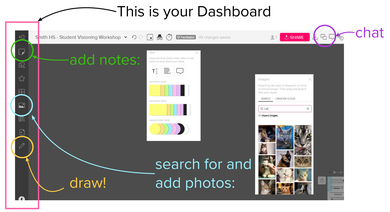
for Student Services

Other Notes:

VARGAS ELEMENTARY SCHOOL

WELCOME

Mural 101: Learn



Mural 101: Play

Test out these new tools!

RECENT IMPROVEMENTS

- (5) New Kindergarten Classrooms
- (7) New General Ed Classrooms

STAKEHOLDER PRIORITIES

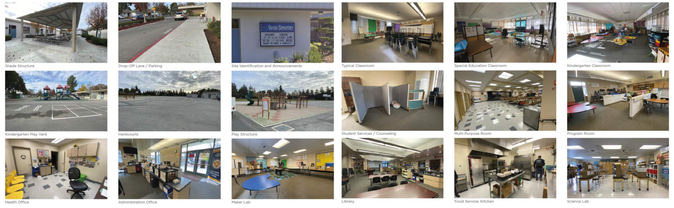
Principal
- Update play structure to be age-appropriate and ADA-accessible
- Address drop-off / pick-up congestion

Teachers & Staff
- Safety & security
- Student / staff restrooms
- Interior areas for gathering and social interaction (cafeteria / assembly)

Students
- Drinking fountains
- Blacktop and playgrounds
- Classrooms

Parents & Community
- Blacktop and playgrounds
- Overall exterior appearance
- Outdoor areas to gather and visit with friends

REPRESENTATIVE PHOTOS



PROCESS | PLANNING | VISION | SITES

existing site plan | VARGAS ELEMENTARY SCHOOL

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SUNNYVALE SCHOOL DISTRICT — LEARN TODAY LEAD TOMORROW

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Main Entry | LS - Lunch Shelter | Drop-Off | Portable Classrooms

Teaching Stations:	
PS (Preschool)	0
TK (Transitional Kinder)	2
Kindergarten	3
Grades 1-3	10
Grades 4-5	4
SDC mild/mod	1
SDC mod/sev	1
Sub-Total:	**21**
Additional Spaces:	
Enrichment Space (PR, CL)	5
Day Care	3
Total:	**29**

ACTIVITY

Identify areas to maintain (use green dots)

Identify areas needing attention (use red dots)

Identify campus zones and adjacencies:
draw shapes over the map to identify zones and mark them with text or icon

for New Classrooms to Replace Portables

for Electives (Music, Art)

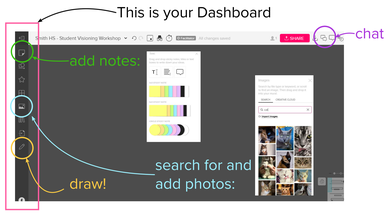
for Student Services

Other Notes:

COLUMBIA MIDDLE SCHOOL

WELCOME

Mural 101: Learn



Mural 101: Play

Test out these new tools!

RECENT IMPROVEMENTS

- Underground utilities
- Paint
- 2009: new MPR and Girls Locker Room
- 2012: Modernization

STAKEHOLDER PRIORITIES

Principal

- Classroom technology, including voice amplification / speakers
- Electives spaces: Maker Space and Science
- Boys locker rooms

Need to revisit notes; needs for Science. These Science are high-quality. Might be comparable to SMS's new Sci complex.

Teachers & Staff

- Student / staff restrooms
- HVAC systems
- Technology
- Classroom furniture

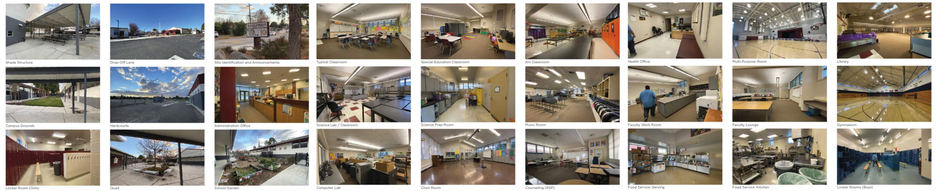
Students

- Classrooms
- Drinking fountains
- Gym / locker rooms

Parents & Community

- Drinking fountains / water bottle filling stations
- Gym / locker rooms
- Outdoor areas to gather and visit with friends

REPRESENTATIVE PHOTOS



PROCESS PLANNING VISION SITES

existing site plan | COLUMBIA MIDDLE SCHOOL

LPA

SUNNYVALE SCHOOL DISTRICT
LEARN TODAY LEAD TOMORROW

FACILITIES MASTER PLAN

Classrooms

#	Indicates Grade Level
ELA	English Language Arts
MA	Math
SS	Social Science
SDC	Special Education
M/H	Mild/Moderate
M/S	Moderate/Severe
ADL	Adaptive Daily Living

Electives / Labs

ART	Art Room (2D, 3D, Digital)
CL	Computer Lab
MU	Music
SCI	Science
WD	Wood Shop

Student Services

CO	Counselor
ELD	English Language Development
OT	Occupational Therapy
RSP	Resource Specialist
SP	Speech
TLC	Therapeutic Learning Center

Shared Spaces

ASB	Student Leadership
LIB	Library
MULTI	Multi Purpose Room
ST	Stage

Admin / Faculty

CO	Conference
O	Office
FL	Faculty Lounge
FW	Faculty Work
H	Health Office
KIT	Kitchen
M	Main Office
PD	Professional Development

Leased Spaces

AS	After School Care

Support Spaces

J	Janitor
K	Kiln
R	Restroom
S	Storage
SERV	Servery (Food Service)
U	Utility

Main Entry

Drop-Off

LS - Lunch Shelter

Portable Classrooms

Teaching Stations:	
Core Required Courses	20
Science Labs	4
Electives	3
SDC mild/mod	2
SDC mod/sev	2
SDC adaptive daily living	0
Sub-Total:	**31**
Additional Spaces:	
Computer Lab	1
Total:	**32**

ACTIVITY

Identify areas to maintain (use green dots)

Identify areas needing attention (use red dots)

Identify campus zones and adjacencies:
draw shapes over the map to identify zones and mark them with text or icon

for Science Labs

for Electives (Music, Art, Maker)

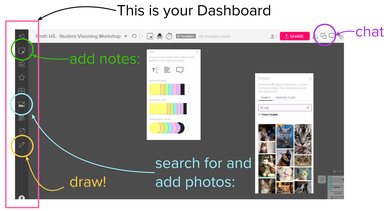
for Student Services

Other Notes:

SUNNYVALE MIDDLE SCHOOL

WELCOME

Mural 101: Learn



Mural 101: Play

Test out these new tools!

RECENT IMPROVEMENTS

- 2012: New Science Classrooms
- Gym floor is refinished annually

STAKEHOLDER PRIORITIES

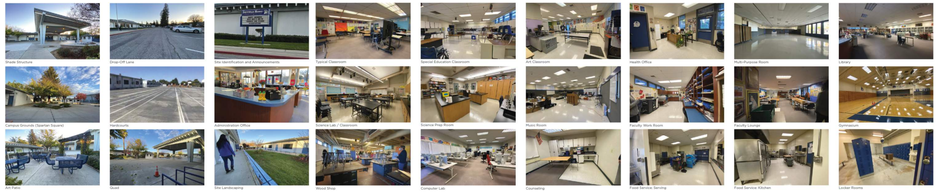
Principal
- Classroom renovation
- Expand front office (confidential offices, meeting spaces, space for all-hands meeting)
- Curb appeal / general appearance

Teachers & Staff
- HVAC systems
- Modernize existing spaces
- Replace portables with new construction

Students
- Gym / locker rooms
- Drinking fountains
- Classrooms

Parents & Community
- Classrooms
- Gym / locker rooms
- Overall exterior appearance

REPRESENTATIVE PHOTOS



PROCESS PLANNING VISION SITES

existing site plan | SUNNYVALE MIDDLE SCHOOL

LPA

SUNNYVALE SCHOOL DISTRICT
LEARN TODAY LEAD TOMORROW

FACILITIES MASTER PLAN

Classrooms
- # Indicates Grade Level
- ELA English Language Arts
- MA Math
- SS Social Science
- SDC Special Education
- M/M Mild/Moderate
- M/S Moderate/Severe
- ADL Adaptive Daily Living

Electives / Labs
- ART Art Room (2D, 3D, Digital)
- CL Computer Lab
- MU Music
- SCI Science
- WD Wood Shop

Student Services
- CO Counselor
- ELD English Language Development
- OT Occupational Therapy
- RSP Resource Specialist
- SP Speech
- TLC Therapeutic Learning Center

Shared Spaces
- ASB Student Leadership
- LIB Library
- MULTI Multi Purpose Room
- ST Stage

Admin / Faculty
- CO Conference
- O Office
- FL Faculty Lounge
- FW Faculty Work
- H Health Office
- KIT Kitchen
- M Main Office
- PD Professional Development

Leased Spaces
- AS After School Care

Support Spaces
- J Janitor
- K Kiln
- R Restroom
- S Storage
- SERV Servery (Food Service)
- U Utility

Main Entry
Drop-Off
LS - Lunch Shelter
Portable Classrooms

Teaching Stations:	
Core Required Courses	31
Science Labs	6
Electives	3
SDC mild/mod	3
SDC mod/sev	0
SDC adaptive daily living	1
Sub-Total:	**44**
Additional Spaces:	
Computer Lab	1
Total:	**45**

ACTIVITY

Identify areas to maintain (use green dots)

Identify areas needing attention (use red dots)

Identify campus zones and adjacencies:
draw shapes over the map to identify zones and mark them with text or icon

for New Classrooms to Replace Portables

for Electives (Music, Art, Maker)

for Student Services

Other Notes: