

Master Facility Plan  
Update

FUNCTIONAL  
TEAM  
REPORT



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# Executive Summary

## **Purpose**

The Master Facility Plan addresses the need for Student Support Services to be within close proximity, but to keep departments in their own space to allow for team members to work collaboratively and emphasize the importance of student privacy at both schools. By expanding the Deans' Office and adding the Attendance Office near the Main entrance will allow for better security and accountability of students entering and leaving the building. An additional priority is a continued need for additional meeting space in both buildings and relocating student related services programming and adding study hall classrooms to alleviate the current use of the basement and cafeteria at Hinsdale Central.

## **Priorities**

As a result of the team's input, the following have been identified as priorities based on our needs related to student services:

### **Hinsdale Central High School (Component 1 - Option 1)**

1. Increase the number of conference rooms and space to accommodate Student Support Team meetings, transition meetings, parent meetings, 504 meetings, testing accommodations, and Social Worker groups.
2. Relocate School Psychologists and Social Workers into a shared space.
3. Relocate the Health Services Offices to accommodate increased need in space.
4. Relocate the Counseling Office and provide a College Career Center to accommodate meetings with College Admission Representatives, small group counselor/student career counseling, and student based college research area.
5. Relocate the ELL Director and Student Service Coordinator.
6. Renovate the current Deans' Office space and expand the space to the Main Entrance.
7. Relocate Excel, ISS/Testing Center and provide space for 2 (100 student) Study Halls.
8. All offices should be sound proofed in order to insure student's privacy.

### **Hinsdale South High School (Component 2 - Option 1)**

1. Increase the number of conference rooms and space to accommodate Problem Solving Team meetings, transition meetings, parent meetings, 504 Meetings, testing accommodations, and Social Worker groups.
2. Expand current Health Services Offices to accommodate increased need in space.
3. Expand the Counseling Office and provide a College Career Center to accommodate meetings with College Admission Representatives, small group counseling/student college/career counseling, and student based college research area.
4. All offices should be sound proofed in order to insure student's privacy.

## **Contributors**

Dr. Mark Kolkman, HCHS Principal & Steering Committee Representative  
Ms. Stephanie Palmer, HSHS Principal & Steering Committee Representative  
Ms. Kimberly Dever, HCHS Director of Deans & Functional Team Leader  
Ms. Patricia Huebner, HCHS Director of Counseling  
Mr. Michael Holland, HSHS Director of Counseling  
Ms. Nancy Betker, HSHS Social Worker  
Ms. Kristen Bronke, HCHS Student Services Coordinator  
Ms. Jennifer Cave, HCHS Social Worker  
Ms. Deanne Doherty, HCHS School Psychologists  
Ms. Cecelia Littlefield, HCHS School Nurse  
Mr. Jeffery Huck, ARCON & Associates



# Student Support Services Team Needs and Issues List

## **Global**

The major overriding theme of Student Support Services is a need for the separate functions to be grouped in close proximity to each other around a central area dedicated to student support in the form of an enclosed "Councilors' Commons and College and Career Center. Teams should continue to be clustered with their own reception/waiting areas, emphasizing privacy, but can share some support spaces such as conference rooms and other support spaces. High priority is placed on re-planning of each team's space to support meetings of varying sizes, privacy concerns, and appropriate adjacencies.

## **CENTRAL HIGH SCHOOL**

### **A) PSYCHOLOGISTS**

1. 4 – 10x15- Offices- 3 Psych's, 1 Intern- with filing cabinets, desks and testing table in each window preferred;
2. Testing closet 4 x 6- with lock, Hold testing supplies- Protocols, test kits, records;
3. Proximity to Social Workers, Guidance, Deans and SRO- Can share waiting room space with SW;

### **B) DEANS**

1. 4 - 12x14 Offices with a small closet – 3 Deans, 1 Director of Deans – with desks, tables and windows preferred;
2. 1 - 10X12 Security Office – Storage for student supervisors personal belongings and school supplies, small desk and table;
3. 1 - 10X15 SRO Office with a small closet – Desk, window preferred and located near the Deans with access from the hallway;
4. 1 - 10X12 conference room - used for DCFS interviews, outside police interviews, room for students removed from class, etc.;
5. Large reception area with 15 -20 chairs for students waiting to see Deans;
6. General Office space large enough for the current 3 admin assistants and an additional attendance clerk;
7. Attendance station to process students in the building and arriving to school late;
8. Storage closet for all office supplies;
9. Small area for aides that work in the office to work (not behind the admin assistants);

### **C) STUDENT SERVICES COORDINATOR**

1. 1 12X14 office – with a desk and table to meet with students and parents;
2. Located near Counseling, Deans, SW, School Psychologists;

### **D) SOCIAL WORKERS**

1. 8 sound-proofed offices (one for each social worker & 2 for interns), size 10 X 15 each;
2. Waiting space for students, size 15 X 25;
  - A. Waiting space arranged in the center, with social worker's offices on the outside, with all doors facing the waiting space (like room 128);
  - B. Separate entrance for waiting space (for instance not the same entrance/waiting space as guidance);
  - C. Bigger area for administrative assistant, (room for copier, printer, fax, book shelf, storage cabinet for supplies);
3. 1 conference rooms, size 15 X 25;
4. 1 room to run group, size 20 X 30;
5. That we are attached to guidance, but clustered by social workers (not by team);

E) STUDENT SUPPORT - TESTING CENTER / ISS / STUDY HALLS / EXCEL

1. Need 2 classrooms to hold 30 students each located near the Cafeteria (Excel and Testing Center/ ISS);
2. Need 2 Study Hall rooms for 100 students each;

F) COUNSELING

1. 13 12'x16" offices;
2. 1 DOC Office 12'x16';
3. 2 offices for Guidance interns;
4. A separate Registrar's Office with enough space to register families (table in the area);
5. Large conference room for 20;
6. Small conference room for 10;
7. Space for copier, shredder, appropriate storage;
8. A 300 square foot testing vault (the size of 124G);
9. A College/Career Center -multi-purpose for small group career counseling, admission rep meetings, testing;

G) HEALTH SERVICES CLINIC

1. 2 16'x10' resting areas with bed, ceiling hung curtain, storage cab with counter space, sink, and HC accessible;
2. 2 16'x14' Nurse's offices including a desk, table and chairs for small group conference, HC accessible;
3. A 24'x16' Large Treatment room with storage cabs, sink, wheelchair storage, a work station, blood pressure monitor stand, single bed, locking refrigerator, EPI-Pen storage, large locking med cabinet, Otoscope strip, HC accessible;
4. 2 HC accessible washrooms with counter and storage cabs;
5. Assistant area with workstation, file cabs, storage cabs, desk for 2 (nurse and assistant, table and chairs for student aides);
6. Reception area with seating for 10, sink and counter, locked cabs for diabetic supplies, sign in table with chair and student phone;
7. 12'x9' storage room with counter for hearing and vision supplies, outlets, and storage of 5 years of files, supplies;

**SOUTH HIGH SCHOOL**

A) DEANS

1. HS Deans;
2. Extended thru RM 245;
3. 5 Offices;
4. 1 Conference Room;
5. 2 Waiting Rooms;
6. Storage;
7. ISS Near/Adjacent Bathroom;
8. Student Supervisor Office;

B) COUNSELING / SOCIAL WORKERS

1. 13 Offices;
2. 1 Director Office;
3. 2 Waiting Areas;
4. 1 Conference Rm;
5. 1 Storage;
6. 1 Closet;
7. Larger Conference Room for 20;
8. Second conference room for 10-12 (for testing and smaller meetings, small group therapy);
9. Natural Light is strongly preferred;
10. Records and Registrar in same area;
11. Kitchenette with sink;
12. Large Storage area (testing supplies);
13. Intern Office(s);

14. College/career center;

C) HEALTH SERVICES

1. Current location is good near SpecEd and PE;
2. An additional triage room is needed;
3. An eye wash station is needed;
4. A reception area is needed;
5. WiFi does not work consistently in this area of the building;
6. A HC elevator that does not require a key;
7. Windows are desired;
8. Private offices for interviewing parents/students;
9. Private rest areas;
10. File cabs, office furn and chair replacement, IT support, computer in reception, treadmill, suitable lighting.



# Student Support Services Team Component List

## **CENTRAL HIGH SCHOOL COMPONENT 1**

Grows Student Support Services from +/- 6,900 square feet to 12,500 square feet providing a clustering of services around a Counselors' Commons. plus provides dedicated Study Halls, an Excel Classroom, and a Testing Center/ISS classroom.

### OPTION 1 - Re-plans Existing Space and Expands into the Courtyard

Includes:

- A) 2,900 square feet of medium renovation to re-plan and expand Deans, Attendance, and SRO;
- B) 3,300 square feet of medium renovation to re-plan and expand Social Workers, Psychologists, and the Health Clinic;
- C) 2,300 square feet of medium renovation of Classrooms 126 and 130, and offices 128 along with a 4,000 square foot addition into the courtyard, to provide a Counseling suite including Guidance, Student Services Coordinator, the copy center, ESL coordinator, displaced Training Center 124B, a College and Career Center, and a Counselors' Commons;
- D) A 2,300 square foot addition to replace classrooms 126 and 130, and appropriate circulation;
- E) A +/- 9,300 square foot addition (location TBD) to provide Excel and Testing Center/ISS classrooms, and two dedicated 100 student Study Halls.

### OPTION 2 - Re-plans Existing Space and Expands into the Math Wing

Includes:

- A) 3,300 square foot medium renovation relocating, re-planning, and expanding Deans, Attendance, and SRO;
- B) 2,900 square feet of medium renovation of office space to 4 general classrooms;
- C) 8,800 square feet of medium renovation of the Math Wing and part of FACS Lab 110 to Student Services;
- D) An 800 square foot addition as part of FACS lab 110;
- E) A 500 square foot heavy renovation of part of FACS Lab 110.

## **SOUTH HIGH SCHOOL COMPONENT 2**

Grows Student Support Services from +/- 5,700 square feet to +/- 10,000 square feet providing a clustering of services around a Counselors' Commons (Option 1 only.)

### OPTION 1 - Relocates Student Services to a Central Second Floor Classroom Wing

Includes:

- A) A 3,000 square foot medium renovation to the administration suite, re-planning the existing space and expanding it north to the Black and Gold conference room;
- B) A 5,000 square foot medium renovation converting Student Services spaces into general classrooms;
- C) An 8,700 square foot medium renovation converting classroom space into Student Services;
- D) A 3,200 square foot heavy renovation converting a classroom, storage, stair, and corridor into 2 Speaker/Collaboration areas connecting 2 floors;
- E) A heavy renovation to create an enclosed, fire-rated, exit stair connecting 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> floors;
- F) A 13,000 square foot 2<sup>nd</sup> floor addition to replace classrooms converted to Student Services;
- G) A 500 square foot in-fill addition immediately north of Office 221, to create a corridor connection to the main N/S corridor from the new Counselors' Commons;
- H) A 650 square foot medium renovation to re-plan the existing Health Clinic;

- I) A 600 square foot heavy renovation of existing team showers and storage for an expansion of the Health Clinic and to convert group showers into single use showers;
- J) A 1,000 square foot heavy renovation of one of the Tech office areas to a Speaker/Collaboration area connecting the 1<sup>st</sup> floor to the 2<sup>nd</sup> floor;
- K) A 1,200 square foot heavy renovation converting classroom and corridor space to a Speaker/Collaboration area connecting the 3<sup>rd</sup> floor to the 2<sup>nd</sup> floor.

OPTION 2 - Expands Student Services Along Existing Corridors

Includes:

- A) An 11,800 square foot medium renovation of existing Admin., Student Services, and classroom spaces to accommodate an expansion of Admin and Student Services;
- B) A 7,500 square foot 2<sup>nd</sup> floor addition of classroom and circulation space to replace 4 general classrooms and office space;
- C) A 650 square foot medium renovation to re-plan the existing Health Clinic;
- I) A 600 square foot heavy renovation of existing team showers and storage for an expansion of the Health Clinic and to convert group showers into single use showers.

