

October 29, 2025

Dr. Clay Theisinger
Superintendent
Putnam County CUSD #535
400 E. Silverspoon Avenue
Granville, IL. 61326

Dear Dr. Theisinger,

Larson & Darby Group (LDG) is committed to building trusted partnerships, through a journey of discovery and inquiry, in the creation of exceptional environments. This mission is what drives our architects, engineers, and interior designers as we work to support your organization's success. We look forward to the opportunity to work with you, and it is our pleasure to provide this proposal for your upcoming project.

I. Project Understanding

It is our understanding that Putnam County CUSD 535 has identified the need to engage in some long-term facility planning for the Putnam County Elementary School (PCES) and the Putnam County Junior High (PCJH). The long-term facility planning for PCES will look at an option relative to the future use of that specific facility and or that specific site. Three (2-3) variations on the one option will be explored. Regarding the Junior High, (PCJH) the focus of the long-term planning will be on the assessment of current facility-related teaching and learning needs and what upgrades, improvements or repurposing might be proposed.

II. Professional Services

We will provide basic professional design services for the following project phases:

A. Preliminary/Conceptual Design Phase:

LDG will work with Putnam County CUSD 535 to develop a basic program that supports the instructional delivery vision of the school district and which shall include the objectives, schedule, constraints, and criteria, including spatial requirements and relationships, flexibility, growth, special equipment and furnishings, systems, site requirements, and any specific qualities or unique features relative to the desired instructional delivery vision for PCES and PCJH.

PCES:

1. Meet with District Administration, Board, Building Leadership, and Staff to gain insight and input on desired instructional delivery, support and programs
2. Review and share current educational instructional delivery trends and direction with the district for consideration
3. Review current facility operation and usage, space allocation, and program offerings relative to how the facility is used and whether the facility does or does not support those programs and instructional delivery



4. Develop initial conceptual site and floor plans for review and discussion for a single primary option. We may explore (2-3) variations of this single option.
 - a. Single Primary Option: Demolition of the oldest two-story portion of the facility. A new addition in that area to include all necessary spaces to support desired program and instructional delivery, as well as conceptual plans to address the teaching and learning needs throughout the remaining portions of the facility through the renovation or repurposing of space.
5. Follow-up meetings to present any variations of the option for review and discussion by all stakeholder groups previously mentioned, (Administration, Board, Staff, etc.)
6. Revise option after feedback from all stakeholder groups
7. Develop rough preliminary conceptual budgets associated with final option
8. Develop exterior renderings of final conceptual option or previous variations of the single primary option - (Add Services - see below)
9. Make presentation to the board on final conceptual option
10. Make a community presentation, if so desired by the board

PCJH:

1. Meet with District Administration, Board, Building Leadership, and Staff to gain insight and input on desired instructional delivery, support and programs
 2. Review and share current educational instructional delivery trends and direction with the district for consideration
 3. Review current facility operation and usage, space allocation, and program offerings relative to how the facility is used and whether the facility does or does not support those programs and instructional delivery
 4. Develop initial conceptual floor plans for review and discussion. These would focus on the renovation or repurposing of space within the existing facility footprint
 5. Follow-up meetings to present all options for review and discussion by all stakeholder groups previously mentioned, (Administration, Board, Staff, etc.)
 6. Revise all options after feedback from all stakeholder groups
 7. Develop rough preliminary conceptual budgets associated with the proposed plan
 8. Make presentation to the board on updated conceptual option
 9. Make a community presentation, if so desired by the board
- B. Exclusions - (as these are not necessary for this project assignment)
1. Measured drawings
 2. Existing facility surveys
 3. Schematic Design phase services
 4. Design Development phase services
 5. Construction Documents phase services
 6. Procurement phase services
 7. Construction phase services
 8. Hazardous materials remediation design and engineering services
 9. Geotechnical investigations and engineering services
 10. Civil design and engineering services
 11. Landscape design services



12. Review and/or design for accessibility (ADA) compliance in adjacent spaces
13. Architectural interior design services
14. Plumbing design and engineering services
15. Fire protection design and engineering services
16. Mechanical design and engineering services
17. Electrical design and engineering services
18. Technology/low voltage design and engineering services for voice/data, security/CCTV, access control, and audiovisual systems
19. Process design and engineering services
20. Sustainable design and engineering services
21. Energy modeling services
22. Commissioning services
23. Value engineering prior to and/or following receipt of contractor proposals
24. Detailed cost estimating services
25. On-site project representation
26. Conformed documents for construction
27. As-designed record documents
28. As-constructed record documents
29. Fast-track design services
30. Multiple bid packages
31. Historic preservation
32. Furniture, furnishings, and equipment design, selection, specification, or procurement
33. Signage design, selection, specification, or procurement
34. Plan review and permit fees
35. Materials testing and inspection services fees

While the above items have been excluded from this proposal, should Putnam County CUSD #535 desire, LDG would be happy to provide a separate proposal to assist with most any of these components...if they were to apply.

C. Contract

The responsibilities and services of the architect/engineer are as defined in AIA Document B101-2017 Standard Form of Agreement Between Owner and Architect. The attached Standard Terms and Conditions will apply until such point that it is superseded by an AIA contract.

III. Compensation

A. Professional Services

Compensation for the basic professional services outlined above, excluding reimbursable expenses, is proposed to be provided on a lump sum fixed fee basis for **Twenty Six Thousand Eight Hundred Dollars \$ 26,800.00.**

Additional Services; outlined as exterior renderings of conceptual design options can be done at a cost of **Sixty Nine Hundred Dollars, \$ 6,900.00** per conceptual design option or variation of the single primary option. These would be initiated at the direction/discretion of the owner.



Requests for scope changes, additional conceptual options, additional meetings or presentations will be evaluated at the time of their request and will be invoiced in addition to the fees outlined above. The additional compensation for these items will either be negotiated or on an hourly basis.

B. Reimbursable Expenses

Costs, including those for document reproductions, document postage and handling, travel, and plan review submission are not included in the above amount and will be billed at 1.1 times the expenses incurred.

IV. Schedule

Larson & Darby Group is available to start the long-term facility planning project work immediately, upon an official notice to proceed from Putnam County CUSD 535.

We appreciate the opportunity to be of continued assistance to Putnam County CUSD #535 and are excited at the prospect of partnering with you on this project. We look forward to starting on this assignment very soon.

If you have any questions or would like additional information, please contact me at 815-484-0739 (office) or 815-601-3321 (cell) or via e-mail at snelson@larsondarby.com

Kind Regards,

Stephen Nelson AIA, LEED AP
CEO

C: Andrew Macklin, LDG
Ged Trias, LDG
Deb Dorsey, LDG

The above proposal is accepted by:

Clayton J. Theisinger _____

Printed Name

Signature _____

November 3rd, 2025 _____

Date Accepted



Putnam County Elementary School

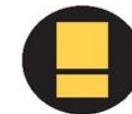
326 N. 5th St. Hennepin, IL 61327



Putnam County Junior High School

13183 N. 350th Ave, McNabb, IL 61335

Long Term Planning Conceptual Designs



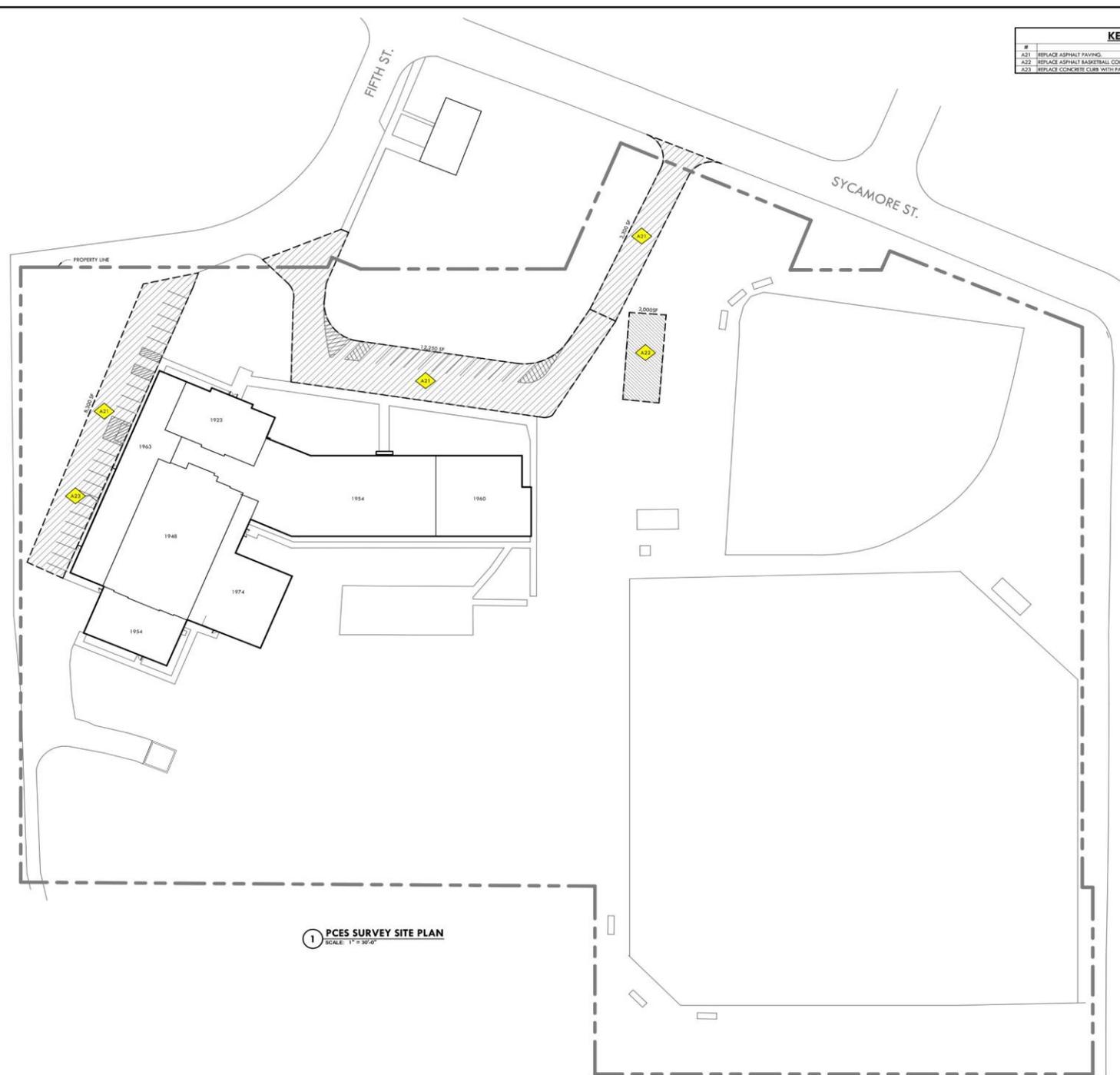
Larson & Darby Group
Architecture Engineering Interiors



Putnam County Elementary School

326 N. 5th St. Hennepin, IL 61327

PCES



KEYNOTE LEGEND	
#	KEYNOTE TEXT
A21	REPLACE ASPHALT PAVING
A22	REPLACE ASPHALT SIDEWALK/COURT
A23	REPLACE CONCRETE CURB WITH PAVEMENT WORK

1 PCES SURVEY SITE PLAN
SCALE: 1" = 30'-0"



P C E S A



P C E S A

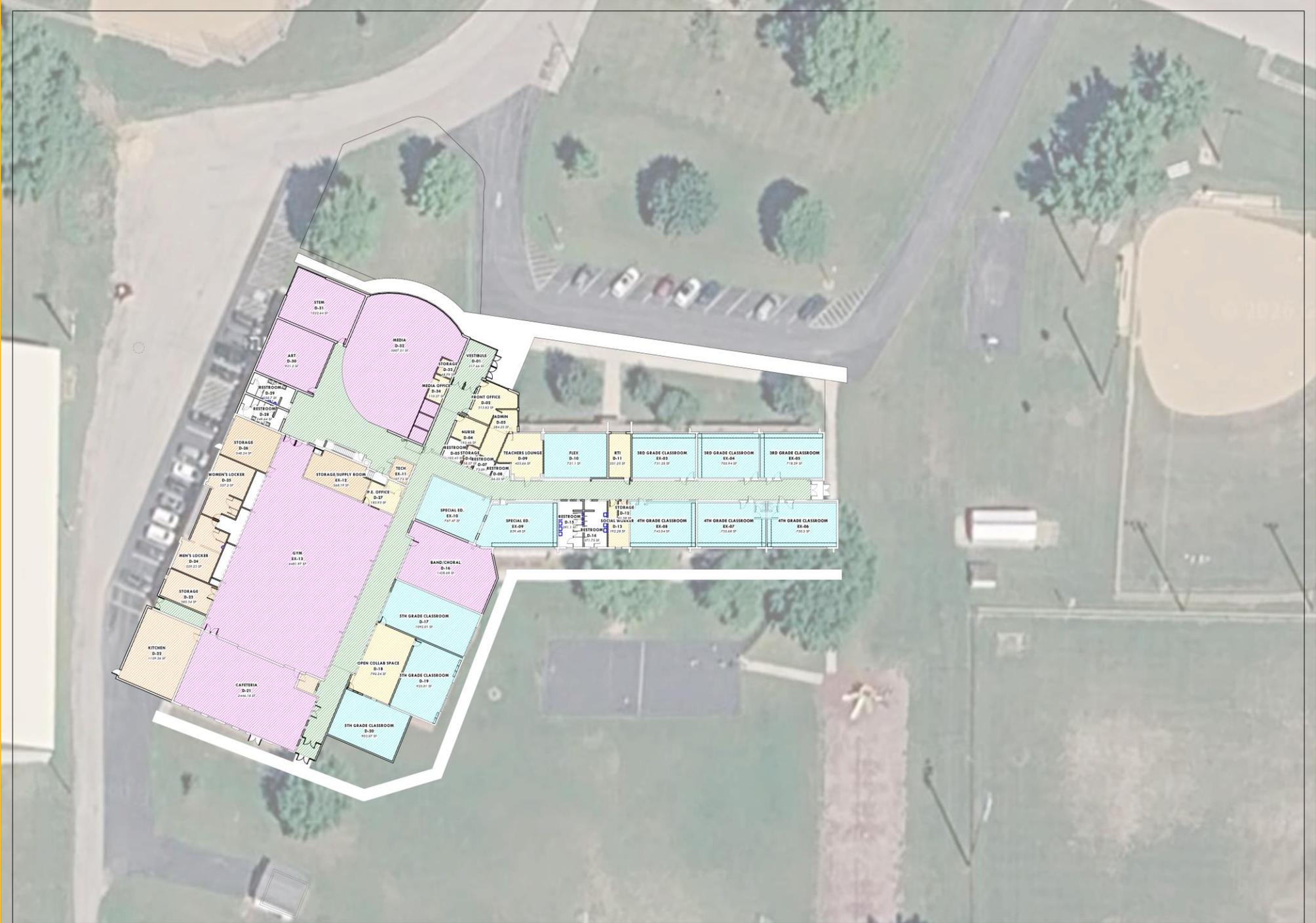


1 1ST FLOOR CONCEPT DESIGN Option A
SCALE: 1" = 10'-0"

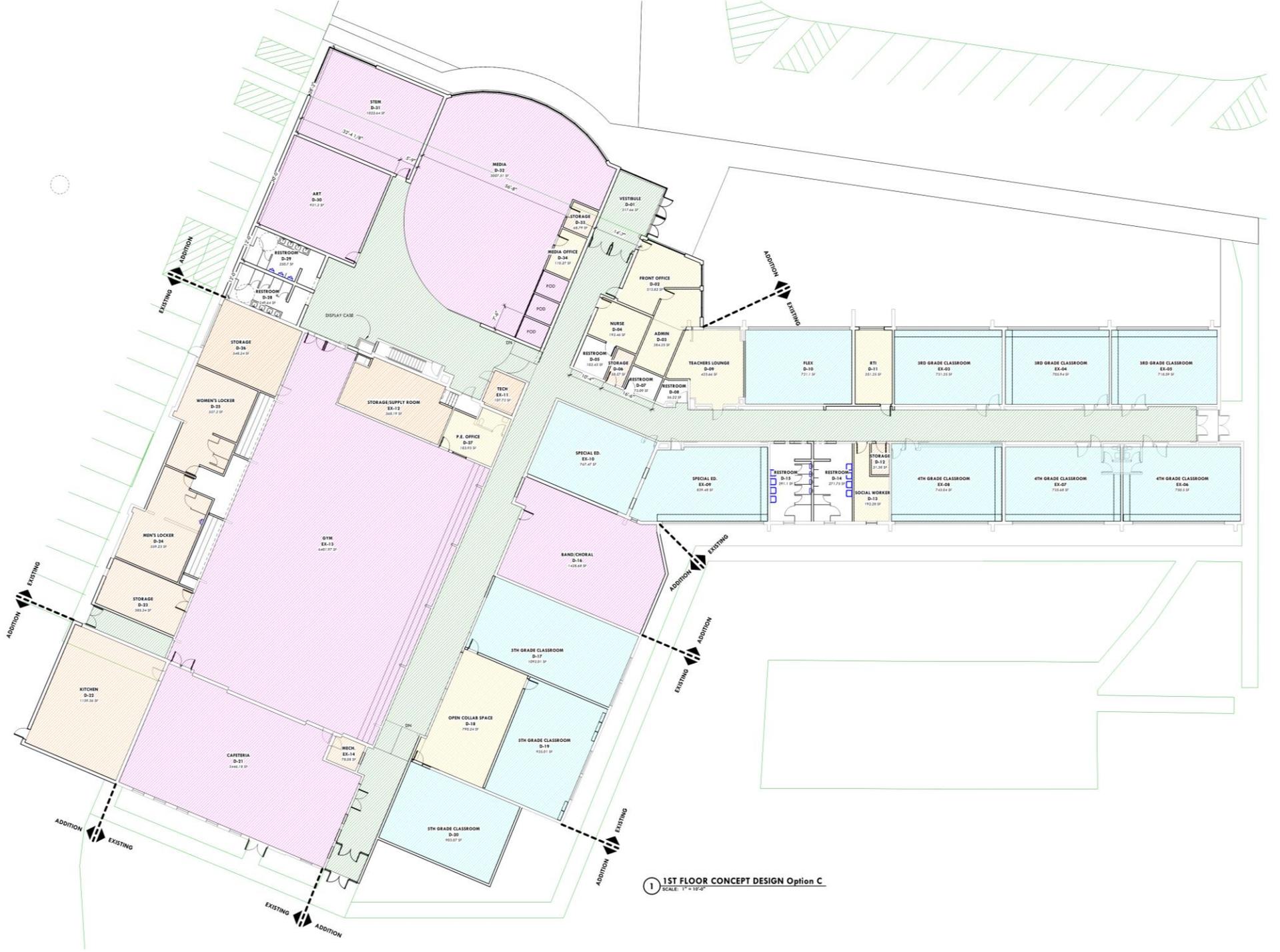
P C E S B



P C E S C



P C E S C

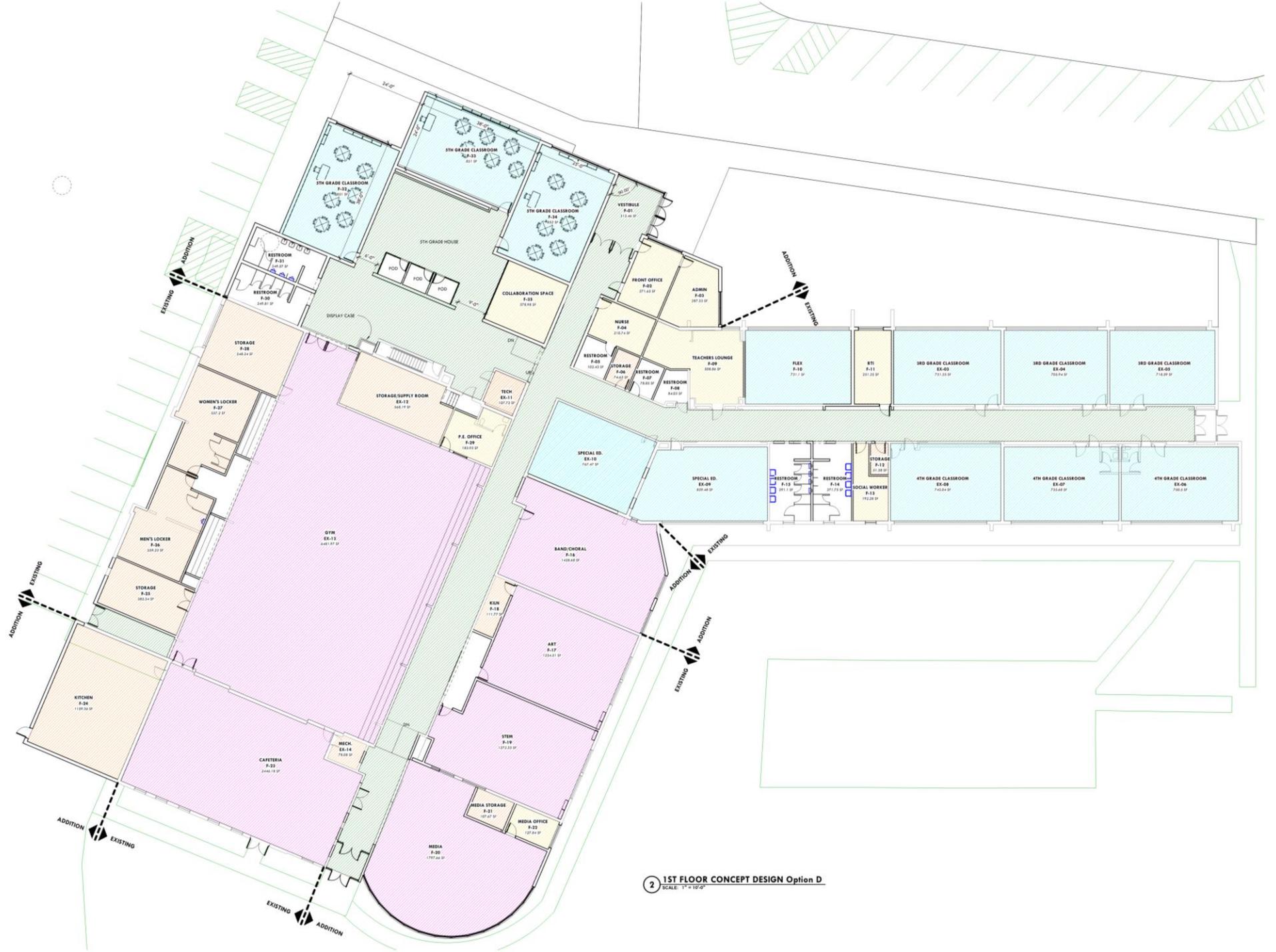


1 1ST FLOOR CONCEPT DESIGN Option C
SCALE: 1" = 12'-0"

P C E S D

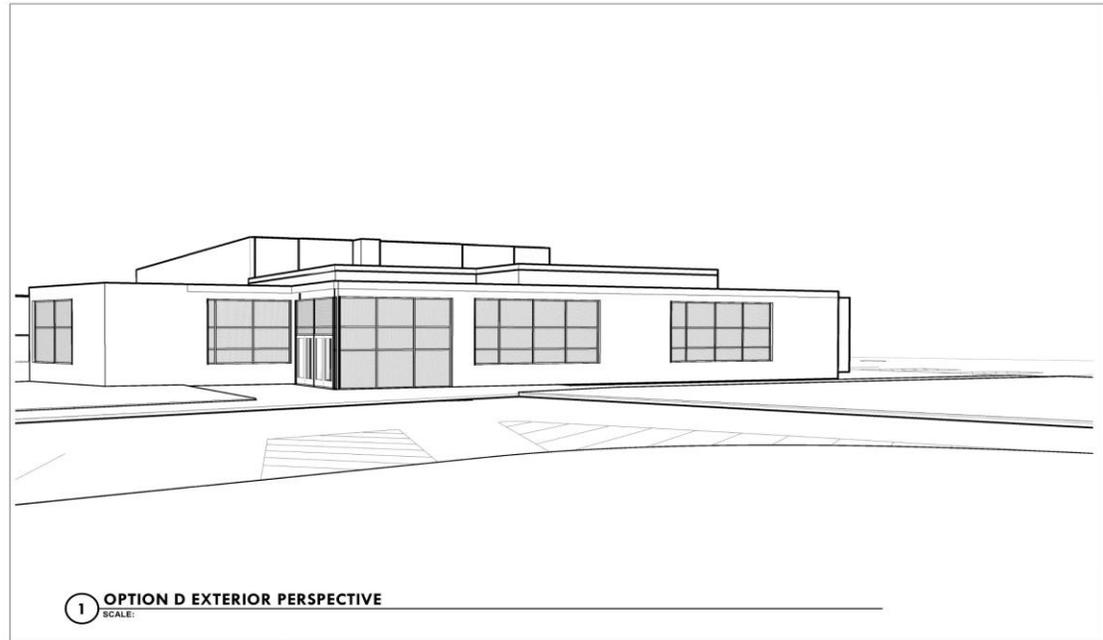
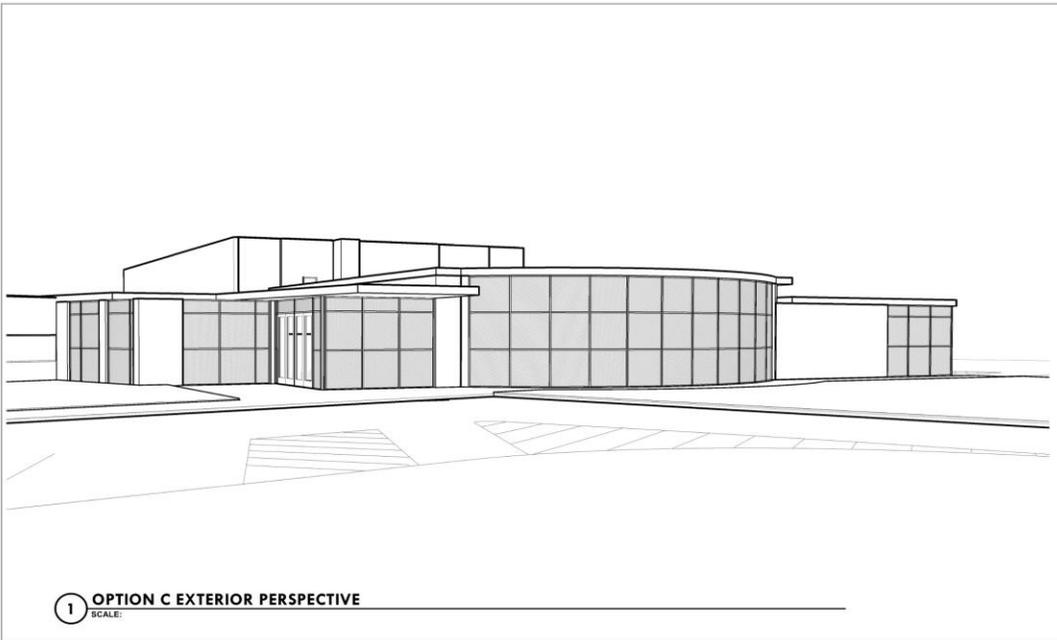
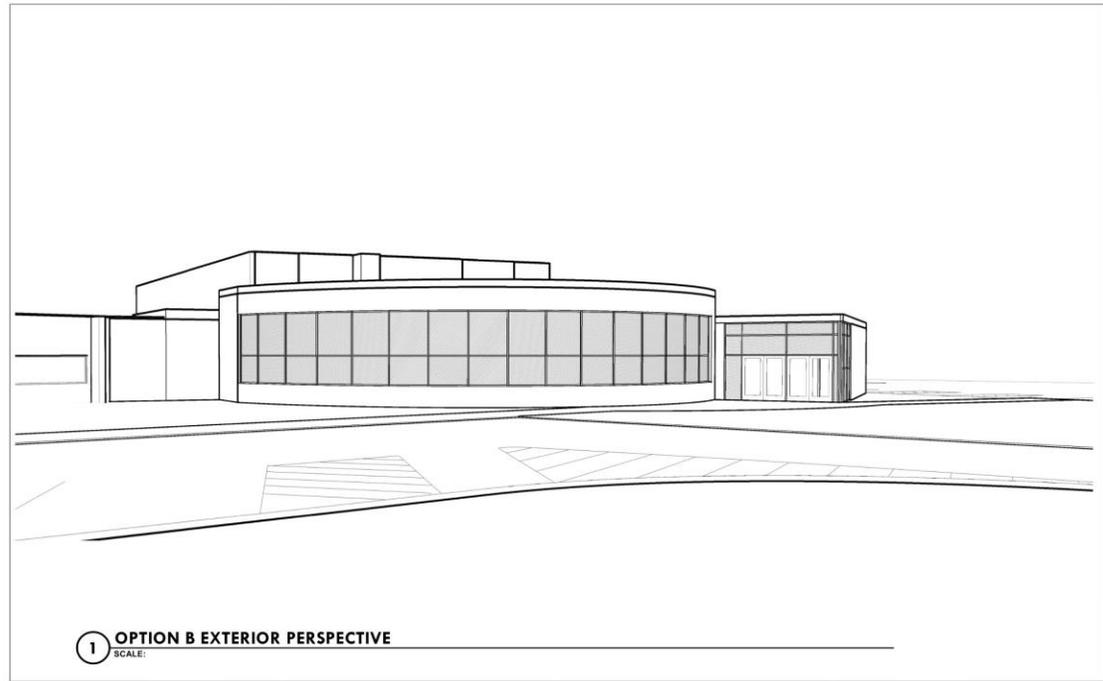
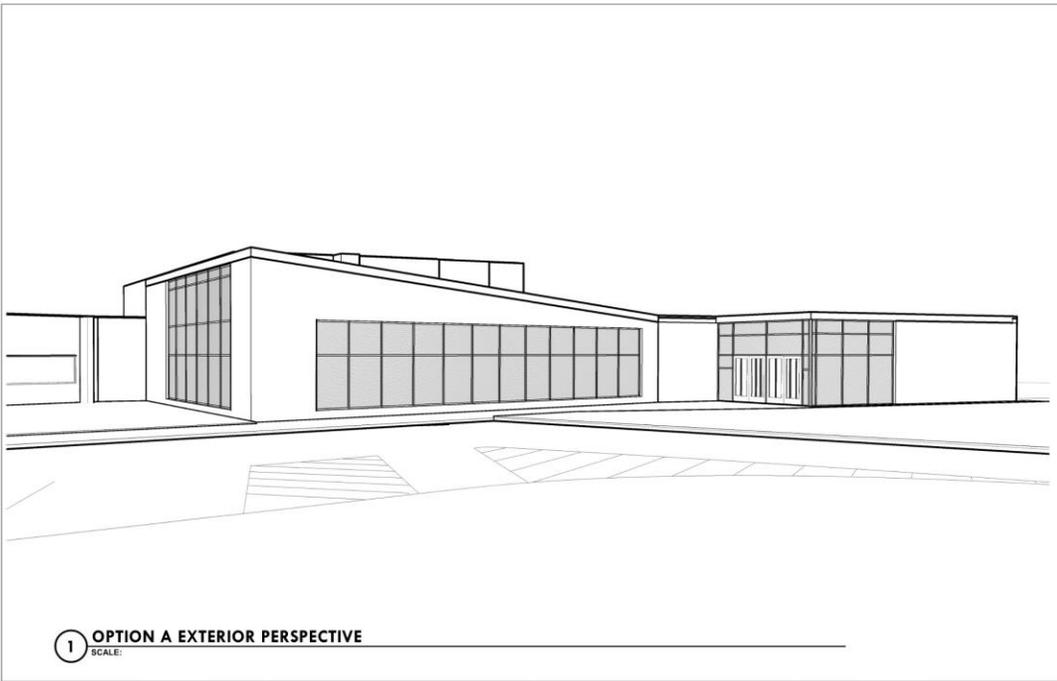


P C E S S D



2 1ST FLOOR CONCEPT DESIGN Option D

SCALE: 1/8" = 1'-0"



21st Century Educational Imagery



Graphics



Color



Texture



Collaboration Space







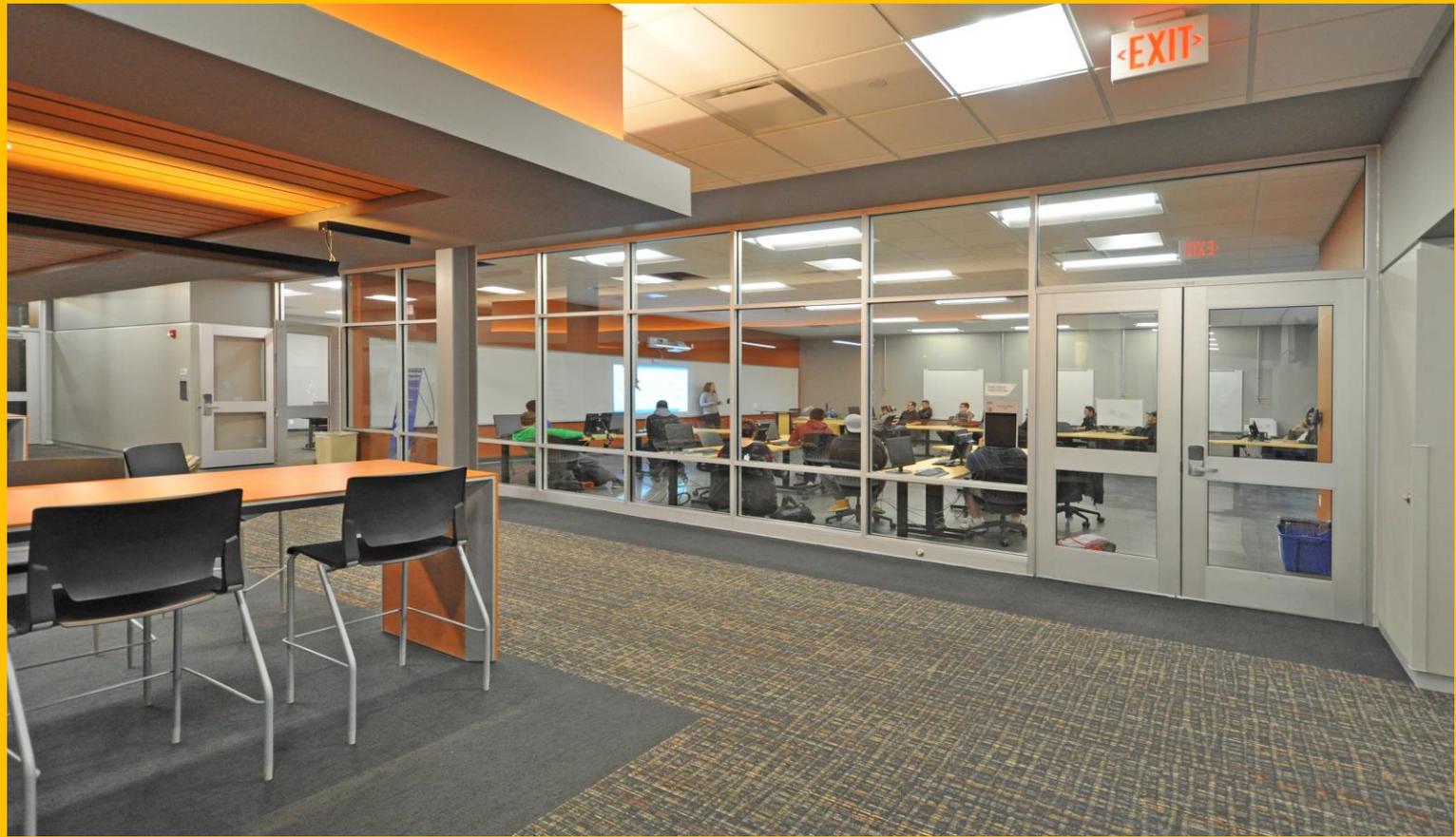
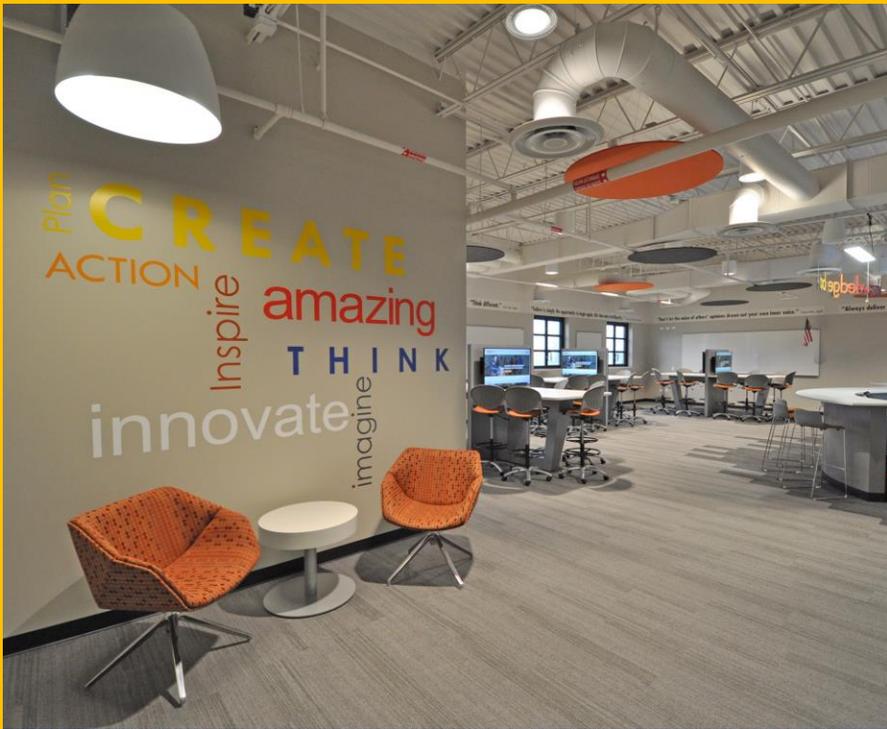


UNITY
COURAGE
PATIENCE
COMPASSION
CREATIVITY

KINDNESS
CONFIDENCE
TEAMWORK
PERSEVERANCE

HONESTY
INTELLIGENCE
EXCELLENCE
INSPIRATION

STRATEGY
FRIENDSHIP
DISCOVERY
HAPPINESS
TRUST
PRIDE



Flexibility

Lighting Options

Engaging

Fun

Inspiration

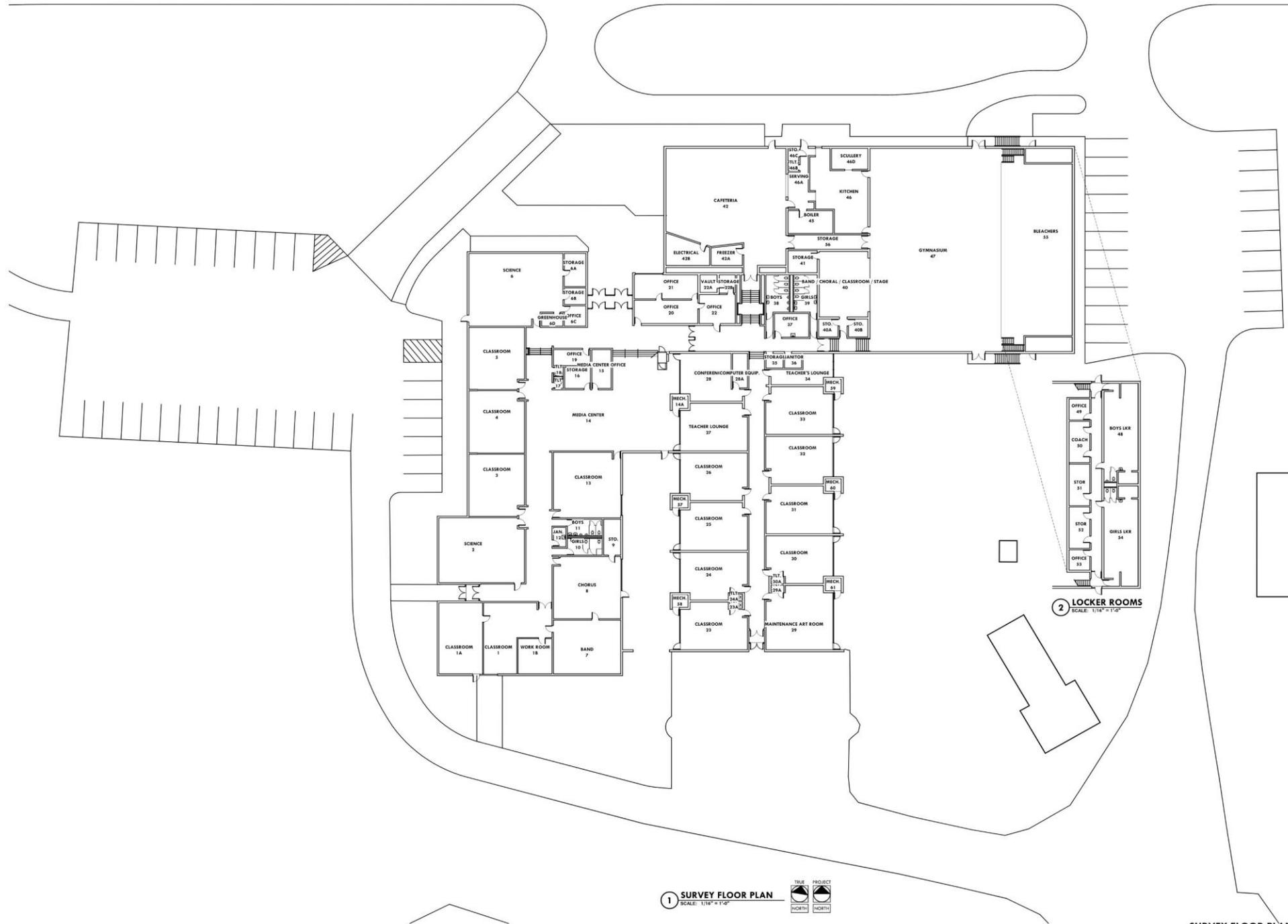
Seating & Working Options



Putnam County Junior High School

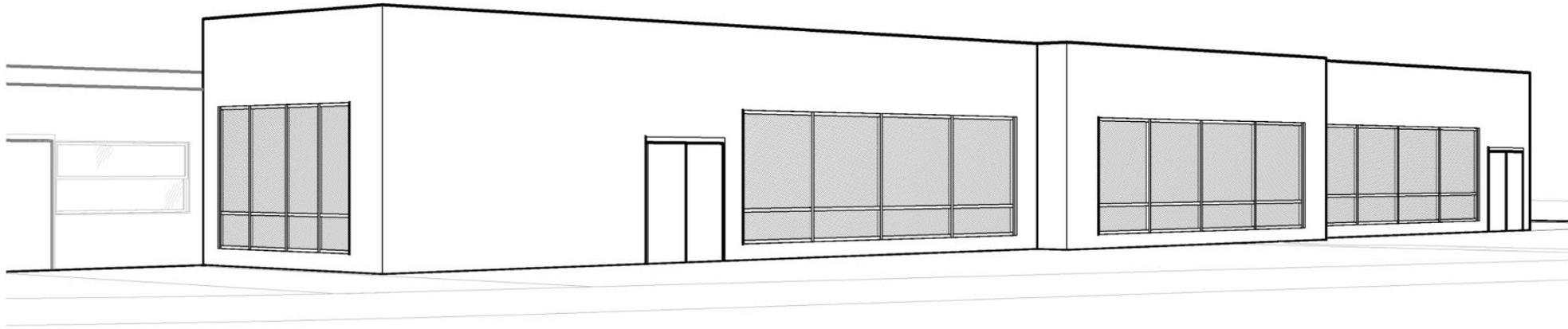
13183 N. 350th Ave, McNabb, IL 61335

P C J H S

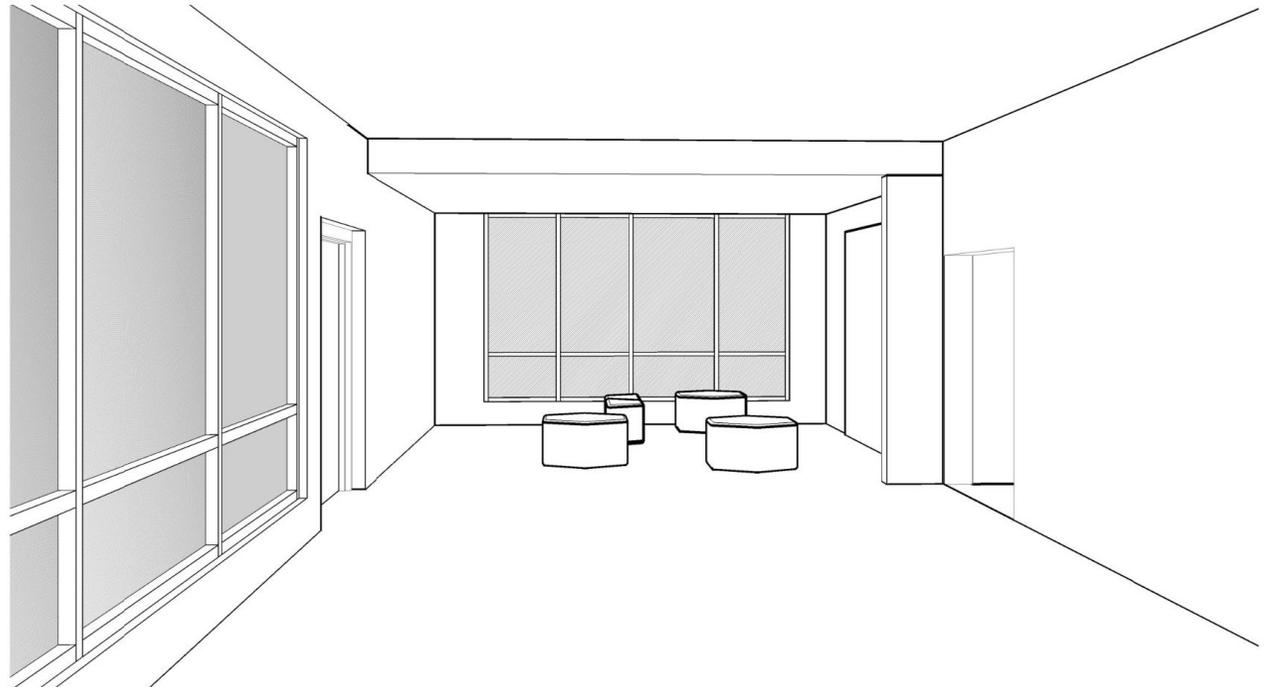


P C J H S A

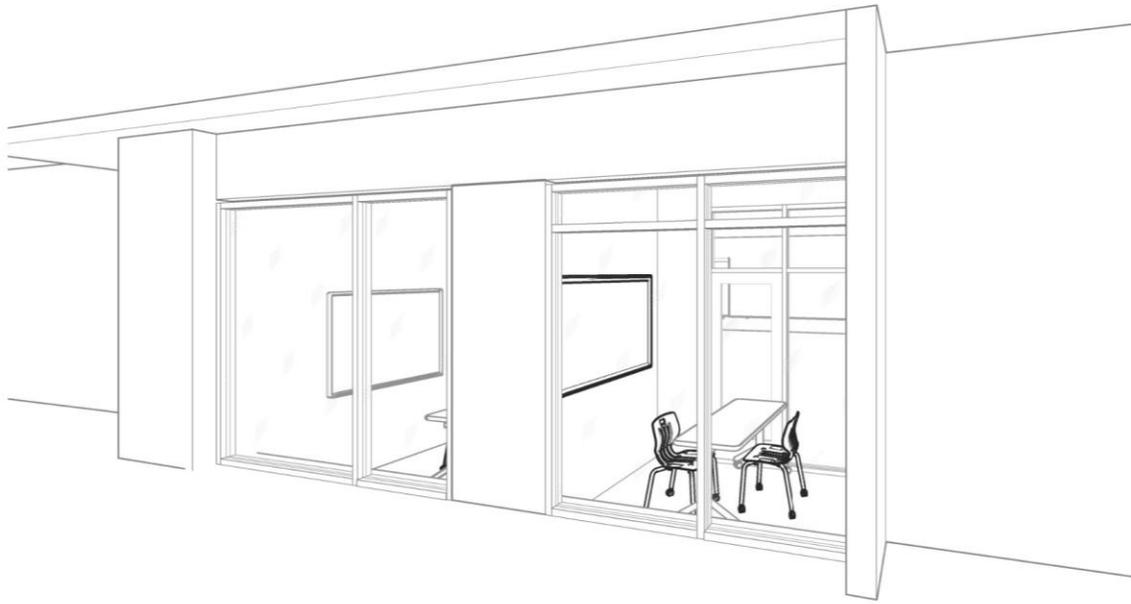




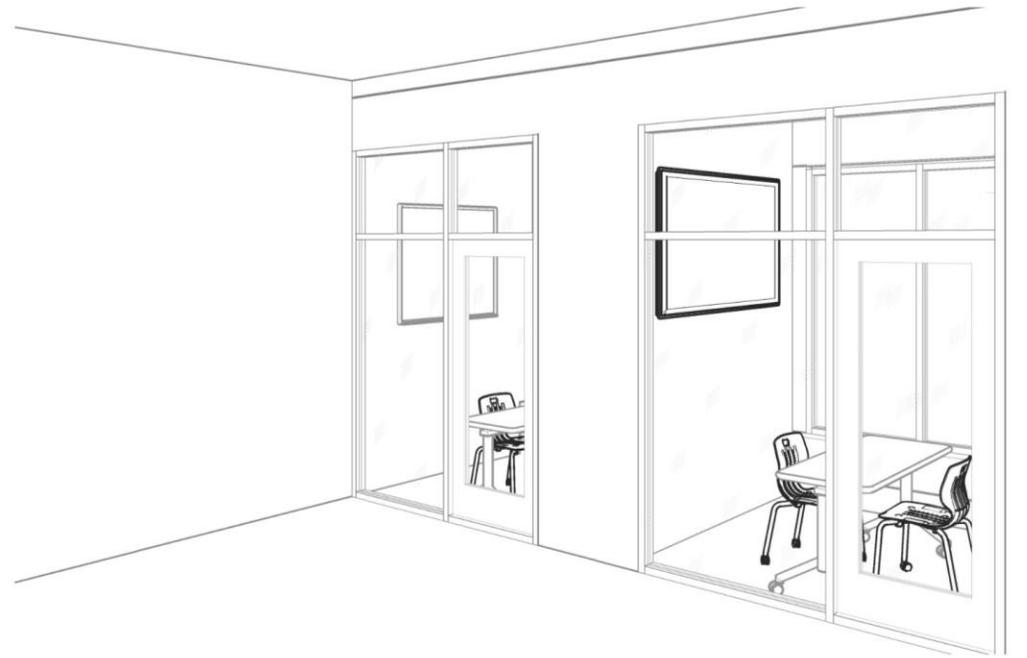
1 **OPTION B SOUTH PERSPECTIVE**
SCALE:



1 **COLLAB SPACE**
SCALE:



1 **POD ROOMS PERSPECTIVE 2 - FROM ENTRY**
SCALE:



1 **PODS ROOM PERSPECTIVE 3 - FROM MEDIA CENTER**
SCALE:



1 **POD ROOMS PERSPECTIVE 1 - FROM HALL**
SCALE:

General Building Renovation Work

- Electrical System Upgrades.
- Mechanical System Replacement or Upgrades.
- Communication System Upgrades.
- Roofing Replacement or Recoating.
- Lighting Upgrades if they have not already been done.
- Restroom Renovations & Upgrades.
- Life Skills Classroom at Jr. High.
- Science Lab Renovations.
- Potentially Window Upgrades.
- Proper Art Classroom Facilities in the same space (Kiln, Water, etc...)
- ADA Accessibility Issues to be Addressed to the extent possible.
- Locker Room Renovations & Upgrades.
- Additional Seating in Elem. Gym.
- Flooring Upgrades.
- Ceiling Upgrades.
- Painting.
- Additional Hardcourt Play Area.
- Fencing Around Elementary Playground Area.
- Site Circulation Revisions.
- Targeted Acoustical Treatments.

Preliminary ROM Construction Cost Ranges

Preliminary ROM Construction Cost Ranges

Elementary School (PCES):

- Elementary School Renovations = \$5.2 to \$6.8 million
- Elementary School Additions - (all options) = \$6.3 to \$8.0 million

Jr High School (PCJH):

- Jr. High School Renovations = \$6.8 to \$7.9 million
 - Jr. High Addition - (Option A) = \$850K to \$1.1 million
 - Jr. High Addition - (Option B) = \$3.9 to \$4.8 million
- Total = \$23.0 to \$28.6 million

Other Cost Considerations

- Abatement Work needed at each Building.
- Partial Elementary Building Demolition.
- Potential Utility Fees or Costs.
- FF&E (Furniture, Fixtures & Equipment).
- Potential Operational Considerations & Costs
 - Temporary Facilities or Spaces
 - Programs Temporarily on a Cart
 - Lunch Service at the Elementary School
 - Temporary Traffic Adjustments on Sites
- Owners Contingency Allowance
- A/E Fees and CM fees

Questions



MEETING MINUTES

CLIENT NAME: Putnam County CUSD 535
PROJECT: Long Term Conceptual Design Study for PCES ad PCJH
PROJECT# : 2025-202
DATE: 12/10/25

LOCATION: Putnam County Elementary School Hennepin, IL
PURPOSE: Administration, Staff and Students Listening Session
CC:

ATTENDEES:

Participants	Representing	<input checked="" type="checkbox"/>	Participants	Representing	<input checked="" type="checkbox"/>
Hadley Fudge	ROE3S Student Mentor		Cory Staley	Paraprofessional	
Laura Soens-Lunn	Paraprofessional		Ashley Ellena	Paraprofessional	
Michelle Yepsen	Paraprofessional		Gina Urnikis	Social Worker	
Amy Olson	4 th Grade Teacher		Amy Mock	4 th Grade Teacher	
Hanna Hundley	4 th Grade Teacher		Mary Henderson	3 rd Grade Teacher	
Meagan Lule	3 rd Grade Teacher		Vickie Peterson	Cook	
Monica Frund	5 th Grade Teacher		Eric Masini	5 th Grade Teacher	
Amy Simpson	5 th Grade Teacher		Garrett Allen	P.E.	
Lori Mertel	Media/Tech		Kevin Alleman	Music/Band	
Katie Bagley	Special Ed Teacher		Jennifer Lasik	Title Teacher	
Kristen Grubich	Special Ed Teacher		Jessica Harmon	RN	
Brenda Schmidt	Secretary		Jeffery Butler	Custodian	
Courtney Balestri	Principal				

- I. Introductions
Introductions were made for each session.

Paraprofessionals

- Heat Regulation issues - Old HVAC - no A/C
- Larger Classrooms
- Dedicated space to pull students into, they have to use cafeteria or conference room for testing.
- Need a sensory type testing room
- Flex space (one that can hold at least 5-6 students)
- Bus and Parent drop off, needs to be more efficient and more defined
- Nurses office
 - It is too small,
 - Stretcher cannot fit into office
 - There is no natural lighting
 - Poor ventilation
- Replace Ceiling tiles from water damage (fix the leak)
- ADA/ Accessibility Issues
- Mold concerns in the building - walls, ceilings, etc.
- Bathrooms in poor condition
- Electrical infrastructure needs to be upgrades, not enough outlets
- Better entrance to the gym.
- There is a side entrance no one uses
- In the new design, create a better procession into the gym from entrance
- Way finding issues, hard to tell where the front Entrance is

Specific Concerns



- Dedicated space to pull students into, they have to use cafeteria or conference room for testing - needs a dedicated space
- Special education is separate from the rest of the students. They would like to be centrally located.
- social worker is not close to special ed
- Other services like speech also feel very far away.
- Better entrance to the gym.
 - There is a side entrance no one uses - very underutilized area
 - In the new design, create a better procession into the gym from entrance
- Way finding issues, hard to tell where the front Entrance is. It could be more welcoming and have some impact.

4th Grade Teachers

Dedicated rooms for Specials

- Art shares room with tech/media
 - Need a dedicated art room
- Not enough storage space for art

Not enough room in the building, for growth or for existing program.

General Concerns

- Roof Leaks
- ADA/ Accessibility Issues
- Mold concerns in building - what is above the many ceiling layers or in the walls
- Bathrooms in poor condition - poor plumbing infrastructure
 - Constantly out of order
- Electrical infrastructure needs to be upgraded, not enough outlets
- Better shelving/cabinetry
 - Closed shelving
 - Adjustable shelves
 - Wardrobe cabinet

New Spaces

- Collaborative spaces
- Large white boards in halls for drawings and group projects - like extended learning areas
- Furniture that can facilitate collaboration

3rd Grade Teachers

Things to keep

- Sinks in classroom
 - Just not have brown water - very poor water conditions

General Concerns

- Roof leaks often - several locations
- ADA/ Accessibility Issues
- Bathrooms in poor condition
 - Constantly out of order
 - Needs new finishes
- Electrical infrastructure needs to be upgraded, not enough outlets
- Better shelving/cabinetry
 - Closed shelving
 - Adjustable shelves
 - Wardrobe cabinet
- Commons Area
- More security - cameras, etc.
- Remove all Carpeting
- Keep lockers in the hallways no student storage in the classroom



- More lockers
- Students are sharing 2 per locker
- Wider hallways
 - Hallway of current Special ed. is very narrow and creates congestion

Cooks

- Has below the bare necessities - new kitchen is needed, better equipped space
- Serving counter is falling apart
- Poor prep and cooking surfaces
 - Only 1 stainless steel
 - 1 "gross" epoxy/laminate
- Bare minimum, stove is new, rest is out of date - very limiting across the board

5th Grade Teachers

Strengths

- Classrooms are close together for cycling classrooms
 - Mimic Jr High School model...like a 5th grade "house" with extended learning areas
- Lockers are in the hallway - old, limited

General Concerns

- Electrical infrastructure is terrible
 - Not enough outlets anywhere - everything needs power these days
 - Smart boards - old, outdated
 - Chromebooks
 - Various electronics
- Outdated technology
 - Old smart boards
- HVAC issues - always failing
- A/C for Gym - very, very hot
- Larger outdoor hard surface play area is too small
- Accessible playground

Specific Concerns

- Classrooms are too small?
- Shared spaces are too small
- 5th grade needs its own collaborative space from the rest of the school
- Pole in middle of classroom 9
 - Look at structural?
- More storage for supplies - cabinetry or storage closets
- Remove stage
- Better shelving/cabinetry
 - Closed shelving
 - Adjustable shelves
 - Wardrobe cabinet

Suggestions

- Fine arts wing/area
- Include Special ED, isolated on its own wing - should be more centralized and included.
 - Dedicated rooms for specials
- Would like a dedicated space for science/STEM
- Learning pavilion/outdoor classrooms
- Green House
- School needs better wayfinding and logistics
- Better parent and bus drop off
 - Traffic jam in the morning and afternoon
- Better entrance to the gym.



- There is a side entrance no one uses - not utilized for anything
- In the new design, create a better procession into the gym from entrance
- Trophy/Student work showcase
 - Current display is not visible to guests
- Bulletin Board outside class room for teachers

PE/Music/Tech/Media

General Concern/Comments

- Stage is not really used - repurpose it
- HVAC is outdated - fails
 - Temp is not consistent
 - A/C in Gym - gets extremely hot and humid
- Media and Tech is right next to the gym
 - Too noisy
 - Have to walk through gym to get to Media
- Fence around outdoor play area
 - Deer get into the playground a leave droppings everywhere
- Keep Media and tech close to each other
- No Room or Storage for Future growth

Music

- Would like risers for Chorus
- Needs storage for band instruments
 - Just shuffling them from room to room
- One larger space could work for a combined Band/Chorus area/room

Gym

- Needs a sound system
 - Uses larger speaker
- Needs more Storage - undersized
 - Uses locker rooms - not very functional
- Only 1 of the 2 Exhaust fans works
- Office is always hot due to being above boilers
- Entry area to west is used for nothing - repurpose in some way

Art

- Have an Actual Room
 - Not sharing with any of the other specials
- Real desk, cabinetry, equipment with sinks
- Need storage for in progress work - racks, cabinets
- Have a kiln
 - Transporting projects between schools is not feasible

Special Education & Title Teachers

General Concerns

- HVAC issues
 - Rooms are cold
- Accessibility and Egress issues
- Inoperable fire doors
- Faculty bathroom and general
- Bathrooms in poor condition
 - Constantly out of order
- Common space / Flex space
 - Need space for testing - multi-use or dedicated
 - Group projects area
 - Small group rooms



Department Specific

- Special Ed. is separated from the rest of the classrooms
 - Would like to be centrally located
- Sensory Room - dedicate space
- Speech path needs Smart Board
- Electrical infrastructure needs to be upgraded, not enough outlets
- Better shelving/cabinetry
 - Closed shelving
 - Adjustable shelves
 - Wardrobe cabinet
- Would like windows in classroom

5th Grade Student Leaders

- Fence to block deer from getting on playground - too much deer poop
- Bigger blacktop area for outdoor play/use
- Salad bar in cafeteria - more options
- No mulch at playground
- Larger playground - fenced in
- Student lounge area
- Redo bathrooms
- Redo front of building - more welcoming
- Remove pole from classroom that has one in the middle of the room
- Better trophy case location
- Weight room
- New Gym - larger, more seating
- Social worker and Psych need their own offices
- Larger cafeteria
- Outdoor pavilion area for classes or play
- 4H/AG class space - dedicated
- Larger locker rooms - cleaner - work/smell better
- Greenhouse
- Nature Club
 - Treehouse area to meet and play
- More and better lockers in the hallway
- Outdoor basketball lines
- Rock wall in gym area

New Addition ideas

- Better bathrooms
- New water fountains
- Student lounge area or group hangout/study area
- Microwave in cafeteria
- Trophy case / display case where students/people can see things - hidden away right now
- Clubs have dedicated spaces or areas
- STEM lab
- No Carpet

Secretary & Nurse

- Would like stronger security measures t
 - Better front entrance protection
 - Lots of blind spots around school



Nurse

- More cots
- More space in a better location
- Accessible
 - ADA
 - Can't fit a stretcher into area
- Office next to gym
 - Loud/limited access - stretcher issue
- Needs lockable med storage
- 1/2 size fridge for meds
- Microwave for heat packs
- More outlets
- Better lighting
 - 2 bare bulbs
- Hot
 - Right above boiler
- Sink pedal control
- More general storage

Custodial

- Roof needs work in many places
 - Constantly leaking
 - Leaks on addition wall
- Poor electrical infrastructure
- Heat system is hard to maintain - breaks down
- Steam tunnels are only points of access
- Poor plumbing infrastructure

Administration

- Better site circulation - separate buses and cars better
- Office Location
 - Right at front door
 - Bothered too much
 - Right next to student bathroom
 - Smell and noise
 - Supervision assumed - distraction
- Bathroom upgrades needed
 - Both student and teacher
 - Plumbing too old - breaks frequently and floods tunnels
- Corridor is narrow by special ed

Suggested changes

- Repurpose all of special ed area for STEM and Arts perhaps?
 - Or move 5th grade to its own wing, more like MS setup
- Conference room
- New blacktop area double existing area
- More parking
- Dedicated area for Hennepin artifacts that isn't the conference room
- Flex space for team meetings
- Adjustable lighting

The foregoing constitutes our understanding of the matters discussed and conclusions reached. Other participants are requested to review and advise the undersigned, in writing, of any omissions or different understanding they may have.



Respectfully submitted,
Larson & Darby Group

Stephen M. Nelson, AIA, LEED AP
Dylan Rivera



MEETING MINUTES

CLIENT NAME: Putnam County CUSD 535
PROJECT: Long Term Conceptual Design Study for PCES ad PCJH
PROJECT# : 2025-202
DATE: 12/11/25

LOCATION: Putnam County Junior High McNabb, IL
PURPOSE: Administration, Staff and Students Listening Session
CC:

ATTENDEES:

Participants	Representing	<input checked="" type="checkbox"/>	Participants	Representing	<input checked="" type="checkbox"/>
Mike Olson	Principal		Josie Quick	PE Teacher	
Jimmy Carboni	PE Teacher		Katie Main	Nurse	
Becca Pyszkar	Special Ed Teacher		Kristin Erickson	Special Ed Teacher	
Nicholas Heuser	Social Studies Teacher		Jessica Lenkaitis	Social Studies Teacher	
Becky Boudreau	8 th Grade Math		Megan Kindred	6 th Grade Math	
Emily Miller	7 th Grade Math		Rhiannon Baker	6 th /7 th Grade Science	
Elysa O’Herne	7 th /8 th Grade Science & STEM		Jennifer Ibarra	ELA	
Lisa Goddard	ELA		Amy Carboni	ELA	
John Roemer	K-8 Art		Kristin Klypchak	6-8 Music	
Kris Trone	Cook		Allison D.	Cook	
Megan Dauck	Custodian		Julie Zuniga	Secretary	
Brenda Shevokas	Paraprofessional		Sarah Sadnick	Paraprofessional	
Sue Popurella	Paraprofessional		Sulema Menchaca	Paraprofessional	
Debbie Thompson	Media Paraprofessional		Janice Holst	Paraprofessional	
Jessica Dove	Paraprofessional		Samantha Morse	School Social Worker	
Elizabeth Bernardoni	Student Mentor				

- I. Introductions
Introductions were made for each session.

PE Teachers

General Concerns

- Nothing has changed since the building was built
- Not enough outlets - poor electrical infrastructure
 - Students use Chromebooks and need power
- Old stage is used for fitness equipment and storage - too small, not very useful, not accessible
- Equipment is “hand me downs” from High School - has always been an issue
- No water fountains near the gym
- Gym offices are not connected to locker rooms
 - Concern for safety issues - supervision challenges
- Locker rooms aren’t ADA accessible
- Some lockers have built in locks, some have combo locks
- Would like A/C in the Gym - gets extremely hot/humid
- Bleachers aren’t ADA accessible
- No water pressure - very, very low



Suggestions

- Turn storage rooms into offices
 - Can at least oversee the gym
- Instead of showers, turn those into private bathroom stalls
- Addition of new locker rooms and connected offices do the south of the gym

Special Education & Nurses

General Concerns

- Parking is a nightmare
 - For any large event they park up and down the street and on the grass everywhere
- No water pressure - very poor plumbing infrastructure
 - Takes forever to get warm
- Poor Electrical infrastructure
 - Not enough outlets anywhere really
 - Popping breakers often - can only have 1-2 things plugged in and running
- HVAC issues - temperature swings, A/C only in some limited areas
 - Too hot/too cold consistently
 - Humidity can be unbearable
- ADA issues
 - Steps everywhere - way too many level changes
 - Lifts don't work very often - some not used in years

Classroom

- Flexible seating - upgraded furnishings needed
- Sensory space - dedicated space preferred
 - In room or own room
- Kitchen for life skills classroom is needed
- Bathroom is not ADA accessible or if a student needs help - it is a big issue
- More storage throughout building
- Better conference room - All Staff meetings are difficult
 - Dual purpose as supply storage
 - Can't seat everyone at the table
 - Used as a cut-through area to avoid stairs for level change
- Better shelving/cabinetry
 - Closed shelving
 - Adjustable shelves
 - Wardrobe cabinet

Nurse

- Lockable med storage
- Sink with pedal control
- More organized storage
- Extra cot perhaps

MATH

General Concerns

- Water pressure is extremely poor - low
- Better parking- not nearly enough space
- ADA accessibility
- Toilets wobble - loose, not accessible
- No privacy at teacher bathroom doors
 - Students fill water right outside the door of the staff restroom
- Bathroom updates
 - To all teacher and student restrooms
- Book storage could improve/increase
- True conference room, not the cluttered, junky space used now
- Flex seating in media center would be helpful
- HVAC issues across the whole building



- East hall too narrow, compared to others - presents significant challenges

Classroom

- More outlets everywhere - infrastructure for electrical and plumbing is really bad
- Better shelving/cabinetry in classrooms
 - Closed shelving
 - Adjustable shelves
 - Wardrobe cabinet
- Adjustable lighting
 - Dimmers
 - Partially on or off
- Window blinds
- Better Smart Boards - all are extremely outdated
- Sound proofing between classrooms - much too noisy
- Doors are loud when closing
- More storage
 - Math doesn't have storage - some would be helpful
- Whiteboard in hall for collaboration spaces for students
- Desks that fit 8th graders
 - Kids are larger than 6th graders and need better desks

Science Teachers

General Concerns

- Gender inclusive bathroom
- Parking during events is always a big issue
- ADA accessible all over the place is a significant issue
- Lack of bathroom privacy
- More drinking fountains needed
- Water pressure is very low - water quality is poor
- Lockers with charging capabilities
 - (student Chromebooks)
- Multiple print areas in the school would be helpful

Classroom

- Lab sinks don't work - lab arrangements/layouts are very outdated
- Prefer modular collaborative seating
- More science storage (shared or individual)
- UV goggle sanitizer cabinet is needed
- No natural gas lines (only at instructor desk)
- Student accessible storage
- Ventilation in the science rooms - literally none right now
- One of the science rooms is the old Home Ec room - needs to be fully renovated/updated
 - Needs to become a true science room
 - Needs lab tables - perimeter sinks
 - Needs instructor desk and associated technology
- More board space in classroom
- Collaboration space in/around classroom
- STEM space would be very helpful

ELA Teachers

General Concerns

- ADA upgrades through the entire building
- Togglable lights - controls and dimming options
- White Boards in and out of classrooms
- Update conference room - cluttered and messy. It is a cut-through path.
- Countertops are falling apart - replace them
- New Flex space would be well used



- New Gym would be nice
- Media Center works but gets loud - very open to everything
 - The layout is awkward too
- Freezer in cafeteria makes a lot of noise
 - The door to freezer room must stay open - not designed right
- Outdoor space needs upgrading
- ELA is spread out,
 - Would like to be near each other

Classroom

- Better shelving/cabinetry
 - Closed shelving
 - Adjustable shelves
 - Wardrobe cabinet
- New conference room

Art & Music

General Concerns

- Water pressure is terrible
- HVAC issue - lacks control and smooth operation
- Bathroom Privacy - there is none

Music

- Good Storage for Chorus
- Need instrument storage
- Has just enough Tech to get by
- Sound Treatment
 - No carpet but acoustical panels would be nice
- Storage locker for Kids instruments
- Portable Risers for choir class
- Way to get large instruments into gym - better storage for them

Art

- More Overhead storage
- Water in the room - currently none - down the hall through another classroom
- New smartboard - outdated
- Cabinet for paper storage
 - 36x48

Secretary, Cooks, Custodians

General Concerns

- Water pressure - very bad/poor
- HVAC Issues consistently
- Parking is very limited
- Electrical infrastructure is greatly lacking - more outlets
- Remove carpet from nurses' office

Cooks

- No complaints - nice kitchen, works well, fairly new
- Ample storage
- Windows are leaky sometimes
- Drinking fountain/filling station
 - Across the school
 - Near cafeteria

Custodian

- Needs a mop sink basin



- Must mop floors due to changes in height with stairs
 - If using equipment, takes machines outside to get to the other levels - this is crazy
- Not enough outlets in halls for cleaning equipment connection

Paraprofessionals

General Concerns

- Water pressure - same concerns as others
- HVAC Issues frequently
- Parking is always an issue
- Electrical infrastructure
- Conference room
- ADA concerns across the whole building
- Classrooms turned into storage
- Media room is loud being at center of all hallways and so open/exposed

Paraprofessionals

- Paras don't have their own office/classroom space
 - Sharing with Student mentor
- Studying rooms to take students to for help or for testing
- Life skills room is needed in the building

Student Council

General Concerns

- Redoing the bathrooms
 - Stalls don't lock - privacy issues, small, appearance
- A/C in the Gym is a must - too hot/humid
- Electrical infrastructure is terrible - need way more outlets
- Old desks - need updated, modern furniture - multiple choices options for seating/working is preferred
 - Very wobbly
 - Not good for group work
- ADA accessible - lots of levels, steps all around the building, which is hard for some students
- More comfy seating
 - Bean bags
 - Multi-height seating and tables
 - Couches
 - Cool, soft seating options
- Dedicated fitness/health class
- Culinary/Home Ec room is needed for students
- Reading nooks or collaborative small group rooms are desired
- Hallway navigation is difficult
 - Hard to go from one end to the other
 - Create a loop - might be helpful
- Art room feels cramped - lacks storage and sink
- Outdoor learning /garden for earth club
- Outdoor pavilion area for classes

Student Services

General Concerns

- Water pressure is very, very low most of the time
- HVAC Issues pop up all of the time
- Parking is a disaster at any large event
- Electrical infrastructure is very poor - more outlets needed
- Conference room - junky, mess, undersized
- ADA concerns in the whole building
- Locks on bathroom doors - lack of privacy
- Multipurpose space is needed



- Better shelving/cabinetry
 - Closed shelving
 - Adjustable shelves
 - Wardrobe cabinet
 - Rotting cabinets and countertops currently

Specific Concerns

- Mentors/student services need separate spaces
 - Would like to be near each other
- Need privacy for 1 on 1 meetings - small group space
- Area for clothes donation
- Sensory space needed - dedicated space

Student Services

General Concerns

- Water pressure is very low - poor infrastructure
- HVAC Issues
- Parking is always an issue
- Electrical infrastructure is very bad - needs many more outlets
- ADA concerns/accessibility issues everywhere need to be fixed

Specific Concerns

- Redo baseball diamonds
- Redo playing surfaces
- Media center adding flexible seating
- Digital clocks (like PCES)
- Bathroom overhaul
- Front entrance is a problem

Administration

Specific Concerns

- Redo baseball fields
 - Playing field hasn't been redone in years
- Media center turned into flex learning space
- Digital wall clocks upgrade like the elementary school
- Update science rooms - long overdue
- Bathroom overhaul throughout the building - water pressure/plumbing infrastructure is very poor
- Create collaborative space with rigid and soft seating
- Electrical infrastructure is lacking - needs upgrading, more outlets
- Main office (once the secure vestibule is done) is just fine, could even be smaller to create another office space for someone else

The foregoing constitutes our understanding of the matters discussed and conclusions reached. Other participants are requested to review and advise the undersigned, in writing, of any omissions or different understanding they may have.

Respectfully submitted,
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