

# Brainerd Public Schools

## Educational Adequacy and Listening Session Report



# *Blueprint 181*

*Investing. Growing. Leading.*

**June 20, 2017**

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# Introduction

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Brainerd School District has engaged in a process of shaping and enhancing their established long-range facilities plan. As part of this process, the district feels it is necessary to engage all staff more formally to ensure all voices are heard and the best possible long range plan is brought forward. Foster, Jacobs and Johnson, Inc. (FJJ) along with the help of Widseth, Smith, Nolting (WSN) conducted 14 Educational Adequacy Listening Sessions (listed below) with the Districts certified staff. The results of the sessions along with additional Educational Adequacy analysis is included in this document and the **appendix**.

<i><b>Date</b></i>	<i><b>Time</b></i>	<i><b>Group</b></i>	<i><b>Location</b></i>
February 27, 2017	7:30-8:30am	Riverside1 - Certified	Riverside Elem
February 27, 2017	3:00-4:00pm	Riverside2 - Certified	Riverside Elem
March 1, 2017	7:15-8:15am	Lincoln Ed Ctr. – Cert.	Lincoln Ed Ctr.
March 1, 2017	9:30-10:30am	Paul Bunyan Co-op-Cert.	WESB – 3 <sup>rd</sup> Fl.
March 2, 2017	7:20-8:20am	Lowell 1 – Cert.	Lowell Elementary
March 2, 2017	3:00-4:00pm	Brainerd LC – Cert.	Brainerd Learning Ctr.
March 2, 2017	3:00-4:00pm	Harrison – Cert.	Harrison Elementary
March 2, 2017	3:00-4:00pm	Lowell 2 – Cert.	Lowell Elementary
March 6, 2017	7:30-8:30am	Baxter 1 – Cert.	Baxter Elementary
March 6, 2017	3:00-4:00pm	Baxter 2 – Cert.	Baxter Elementary
March 6, 2017	3:00-4:00pm	Garfield – Cert.	Garfield Elementary
March 6, 2017	3:00-4:00pm	Nisswa – Cert.	Nisswa Elementary
March 7, 2017	7:30am-2:30pm (Prep Hours)	BHS – Cert.	BHS
March 7, 2017	7:30am-2:30pm (Prep Hours)	FMS – Cert.	Forestview MS

# Educational Adequacy Process:

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Are the existing educational facilities in the Brainerd School District educationally adequate? FJJ Educational Consultants reviewed the following areas:

## **District Certified Staff Input**

Teachers are the everyday users and understand best how the current school spaces work in education delivery. FJJ and WSN conducted **Listening Sessions** to engage the staff to gain valuable insight into how district facilities are working and what challenges they face. The Listening Session process engaged staff in identifying the strengths and needs of a school as well as an exercise to prioritize the greatest needs. The results of these sessions are provided in the **appendix**.

## **Existing Facility Information from the Cuningham Report (Volume II)**

The District has a recent study performed by Cuningham Architects. Volume II of their report provides details and assessment information regarding the Brainerd Facilities. The Education consultants reviewed this information to assist in their analysis and gain a better understanding of some of the physical details associated with each facility.

## **Site Review**

The sites were visited and walked through to gain a visual perspective of the facilities to further help in the analysis.

## **21<sup>st</sup> Century Education**

How education is delivered today is much different than when these schools were designed and built. Part of the analysis considered current and future educational delivery methods.

## **Minnesota Department of Education (MDE) Guidelines**

The Minnesota Department of Education publishes a document to guide school districts on how to plan, design and construct new educational facilities. It is called “Guide for Planning School Construction in Minnesota”. Part of the document discusses the types of spaces in a school building and provides guidelines for sizes and features that should be considered as a plan is put together. From these guidelines, FJJ has developed **18 Categories** (or areas of focus) to analyze for Educational Adequacy. These categories are listed out on the following page and explained in greater detail in the **appendix**.

## **Administrative Staff Input**

Once all the analysis was complete, the Educational Consultants sat down with the Administration from each school to review and discuss the findings and make modifications as necessary.

# Educational Adequacy Categories:

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Based on Minnesota Department of Education (MDE) guidelines, FJJ has developed the following 18 categories to analyze for Educational Adequacy.

<b>CATEGORY</b>	
<b>1</b>	<b>Classroom Size and Suitability</b>
<b>2</b>	<b>Cafeteria/Kitchen/Serving</b>
<b>3</b>	<b>Security and Supervision</b>
<b>4</b>	<b>Main Office/Nurse/Support Services</b>
<b>5</b>	<b>Science Classrooms/Labs</b>
<b>6</b>	<b>Art Classrooms/Labs</b>
<b>7</b>	<b>Music Classrooms/Practice Areas/Etc.</b>
<b>8</b>	<b>Staff Lounge/Collaborative Planning Areas</b>
<b>9</b>	<b>Student Commons/Break-Out Areas</b>
<b>10</b>	<b>Physical Ed./Athletics/Gym/Locker Rooms/Pool Etc.</b>
<b>11</b>	<b>Site Suitability: Fields/Green Space/ Storage Etc.</b>
<b>12</b>	<b>Parking/Bus Drop-Off: Staff/Students/Parents</b>
<b>13</b>	<b>Technology</b>
<b>14</b>	<b>Library/Media Center: Location/Size/Layout</b>
<b>15</b>	<b>Special Education/Support Services</b>
<b>16</b>	<b>Auditoriums/Performing Arts Spaces</b>
<b>17</b>	<b>Career and Technical Education (Secondary Schools)</b>
<b>18</b>	<b>Hallways/Lockers/Washrooms/Maintenance space</b>

See **appendix** for further description of 18 categories.

# Educational Adequacy Color Key:

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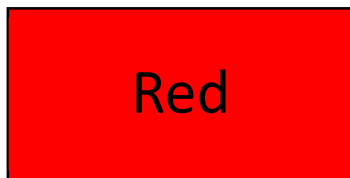
Based on review and analysis of the differing criteria outlined on page 3 of this document, the educational consultants then assigned a “color” rating to each category based on the following:



**Adequate** – Meets most of the Analysis Criteria – including MDE Guidelines for School Educational Adequacy.



**Questionable Adequacy** – Meets some of the Analysis Criteria, but may be considered adequate based upon current programming/enrollment and/or size of area.



**Inadequate** – Meets 1 or none of the Analysis Criteria – Is perceived as a significant need by staff.

# Results - Brainerd Elementary Schools

## Educational Adequacy Color Table:

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The results of the analysis are shown below in table form for the Elementary Schools.

CATEGORY	Baxter	Garfield	Harrison	Lowell	Nisswa	Riverside
1 Classroom Size and Suitability	R	Y	R	R	R	Y
2 Cafeteria/Kitchen/Serving	R	R	R	R	Y	R
3 Security and Supervision	R	R	R	R	R	Y
4 Main Office/Nurse/Support Services	R	R	R	R	R	Y
5/6 Science & Art Class/labs	R	R	R	R	Y	R
7 Music Classrooms/Practice Areas/Etc.	Y	Y	R	R	R	G
8 Staff Lounge/Collaborative Planning Areas	R	R	R	R	Y	Y
9 Student Commons/Break-Out Areas	R	R	R	R	R	R
10 Phy Ed./Athletics/Gym/Locker Rooms/Pool Etc.	R	Y	R	Y	R	R
11 Site Suitability: Fields/Green Space/ Storage Etc.	R	Y	R	Y	G	Y
12 Parking/Bus Drop-Off: Staff/Students/Parents	R	R	R	R	Y	R
13 Technology	Y	Y	R	Y	Y	G
14 Library/Media Center: Location/Size/Layout	Y	G	R	R	G	G
15 Special Education/Support Services	R	R	R	R	R	R
16 Auditoriums/Performing Arts Spaces	Y	Y	R	Y	Y	Y
17 Career and Technical Education	NA	NA	NA	NA	NA	NA
18 Hallways/Lockers/Washrooms/Maint. space	R	R	R	R	Y	Y

# Results - Brainerd Secondary Schools

## Educational Adequacy Color Table:

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The results of the analysis are shown below in table form for the Middle and High School along with the Brainerd Learning Center and the Lincoln Education Center.

CATEGORY	FMS	BHS	BLC	LEC
1 Classroom Size and Suitability	G	R	R	R
2 Cafeteria/Kitchen/Serving	G	Y	R	Y
3 Security and Supervision	Y	R	R	R
4 Main Office/Nurse/Support Services	G	y	R	R
5 Science Classrooms/Labs	G	R	R	R
6 Art Classrooms/Labs	G	Y	R	R
7 Music Classrooms/Practice Areas/Etc.	G	Y	NA	NA
8 Staff Lounge/Collaborative Planning Areas	G	G	Y	R
9 Student Commons/Break-Out Areas	G	R	Y	R
10 Phy Ed./Athletics/Gym/Locker Rooms/Pool Etc.	G	Y	R	R
11 Site Suitability: Fields/Green Space/ Storage Etc.	G	G	Y	R
12 Parking/Bus Drop-Off: Staff/Students/Parents	R	R	Y	R
13 Technology	G	Y	G	Y
14 Library/Media Center: Location/Size/Layout	G	Y	R	NA
15 Special Education/Support Services	G	Y	R	R
16 Auditoriums/Performing Arts Spaces	G	R	Y	R
17 Career and Technical Education	G	Y	R	R
18 Hallways/Lockers/Washrooms/Maint. space	G	R	G	R



# APPENDIX

## Baxter Elementary

- Perceived Areas Needing Improvement/Areas of Satisfaction
- Big Five Needs Table
- Big Five Needs Chart

## Garfield Elementary

- Perceived Areas Needing Improvement/Areas of Satisfaction
- Big Five Needs Table
- Big Five Needs Chart

## Harrison Elementary

- Perceived Areas Needing Improvement/Areas of Satisfaction
- Big Five Needs Table
- Big Five Needs Chart

## Lowell Elementary

- Perceived Areas Needing Improvement/Areas of Satisfaction
- Big Five Needs Table
- Big Five Needs Chart

## Nisswa Elementary

- Perceived Areas Needing Improvement/Areas of Satisfaction
- Big Five Needs Table
- Big Five Needs Chart

## Riverside Elementary

- Perceived Areas Needing Improvement/Areas of Satisfaction
- Big Five Needs Table
- Big Five Needs Chart

## Forestview Middle School

- Perceived Areas Needing Improvement/Areas of Satisfaction
- Big Five Needs Table
- Big Five Needs Chart

### Brainerd High School

- Perceived Areas Needing Improvement/Areas of Satisfaction
- Big Five Needs Table
- Big Five Needs Chart

### Brainerd Learning Center

- Perceived Areas Needing Improvement/Areas of Satisfaction
- Big Five Needs Table
- Big Five Needs Chart

### Lincoln Education Center

- Perceived Areas Needing Improvement/Areas of Satisfaction
- Big Five Needs Table
- Big Five Needs Chart

### Further Explanation of 18 Categories

- Elementary School
- Secondary School

## BAXTER ELEMENTARY SCHOOL

### Perceived Areas Needing Improvement / Areas of Satisfaction

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As mentioned previously, the certified staff took part in an Educational Adequacy Listening session. In the first part of this session, Certified staff members were presented an overview of the Educational Guidelines for each of the categories/spaces in their facility.

They were then asked to indicate (using “sticky” notes placed on large sheets of paper for each category/space) areas in any of the categories/spaces they perceived as needing improvement (blue “sticky” note) and those they were satisfied with (yellow “sticky” note). The table below summarizes all the comments with the left column showing the Needs Improvement comments and the right column showing the Satisfaction Comments. If a comment is followed by a (#), the # indicates the number of responses that were similar.

<b>Perceived Areas Needing Change and/or Improvement</b> (Areas not adequately meeting the needs of students and staff)	<b>Perceived Areas of Satisfaction</b> (Areas adequately meeting the needs of students & staff)
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<b>Category 1: Classroom Size and Suitability</b>	
More storage in classrooms (14)	White boards
Bigger classrooms (13)	Accessibility to playground
Natural lighting in classrooms (12)	Windows
Sink in classrooms (8)	Storage
Better electrical lighting in classrooms (4)	Warm classroom
All facilities are too small - gym, labs, bathrooms, classes, ext. (4)	
Same grades in one area	
Windows are too big in the classroom	
Divided classroom space	
Larger windows in classrooms	
Flexible seating/furniture	
<b>Category 2: Cafeteria/Kitchen/Serving</b>	
Cafeteria is too small (6)	
Cafeteria is too loud “sound proofing” (4)	
Flow of lunch lines is not good	

## BAXTER ELEMENTARY SCHOOL

Category 3: Security and Supervision	
Secure classroom doors (4)	Good cameras (3)
More/different keys for doors (2)	Good alarm system
Switch to key fobs (2)	Key/remote locked entrances
Switch to ID key cards (2)	
More security camera	
Magnetic doors	
Easier security	
Have fewer access doors	
Category 4: Main Office/Nurse/Support Services	
Main office near main entrance (7)	Great staff
Updated nurse's office (6)	Centrally located main office
Separate nurse's office from main office (6)	
Bigger nurse's office (6)	
One main entrance (5)	
More friendly/welcoming front door (3)	
More storage in office/copy room (3)	
Helpful signs pointing out where the main office/library/gym are (2)	
More inviting main office	
Bigger main office	
Update clocks in main office	
Category 5/6: Science/Art Classrooms	
More lab rooms (17)	Great labs
Art supply storage (4)	
Science supply storage (2)	
Sinks in classrooms	
All art classes in one area	
Category 7: Music Classrooms/Practice Areas/Etc.	
Bigger music rooms (2)	
Category 8: Teacher/Staff/Lunchroom/Workroom/Collaborative Planning Areas	
Conference/ Collaboration rooms (20)	
Teachers lounge is too small (3)	
Pull out test areas (2)	
Large multi-use rooms (2)	
Update clocks in lounge	
More clocks	
E.A. rooms	
Student Intervention/project planning room	
Creation stations	

## BAXTER ELEMENTARY SCHOOL

Category 9: Student Commons/Break-Out Areas	
More student commons/collaboration rooms (13)	
Jr. Great Books rooms	
Team learning spaces	
Category 10: Physical Ed./Athletics/Gym/Locker Rooms/Pool Etc.	
Bigger gyms (7)	
More gyms (4)	
More gym storage (3)	
Stage in the gym (2)	
Pool	
More locker rooms	
Natural lighting in gym	
Category 11: Site Suitability: Fields/Green Space, Playgrounds Etc.	
More green space (9)	
Bigger/safer playground (6)	
More playground equipment (2)	
Handicap accessible playground (2)	
A playground where kids don't have to be quiet - next to cemetery	
More playground supervision	
Category 12: Parking and Bus Drop-off: Staff/Students/Parents	
Closer parking (10)	Bus drop off works well
Better bus/parent drop off (8)	
Visitor/event parking (4)	
Flood free parking (2)	
More parking lots (2)	
Better traffic flow (2)	
Category 13: Technology	
Smart boards in classrooms (6)	Upgraded technology (3)
Computers in classrooms (3)	Improved Wi-Fi (2)
Technology storage (2)	
Better Wi-Fi	
Portable device room	
Tech supports	
Category 14: Library/Media Center: Location/Size/Layout	
Library storage (3)	Centrally located library (2)
More library accessibility during events (3)	
Open area/stage in library (3)	
More technology in library	
More books for library	

## BAXTER ELEMENTARY SCHOOL

Category 15: Special Education/Support Services	
Time out rooms (7)	
Sensory/cool down rooms (4)	
Special education wing - open area	
More SPED staff	
More EBD rooms	
Special education rooms throughout building	
Category 16: Auditoriums/Performing Arts Spaces	
Auditorium/theater (11)	
Better sound and light systems (2)	
Category 17: Career and Technical Education (NA - Secondary School)	
na	na
Category 18: Hallways/Washrooms/Lockers/Maintenance	
More staff bathrooms (12)	Funding
More outlets/plug-ins in rooms (11)	
Hall lockers (11)	
More student bathrooms (9)	
Soundproof classrooms so as not to disturb other classes or testers (5)	
Updated bathrooms (5)	
Relocate school-running out of space to expand (3)	
Building maintenance (3)	
More water fountains (2)	
Redo wiring in building	
Handicap bathrooms	
New electric lights in the staff lounge	

## BAXTER ELEMENTARY SCHOOL

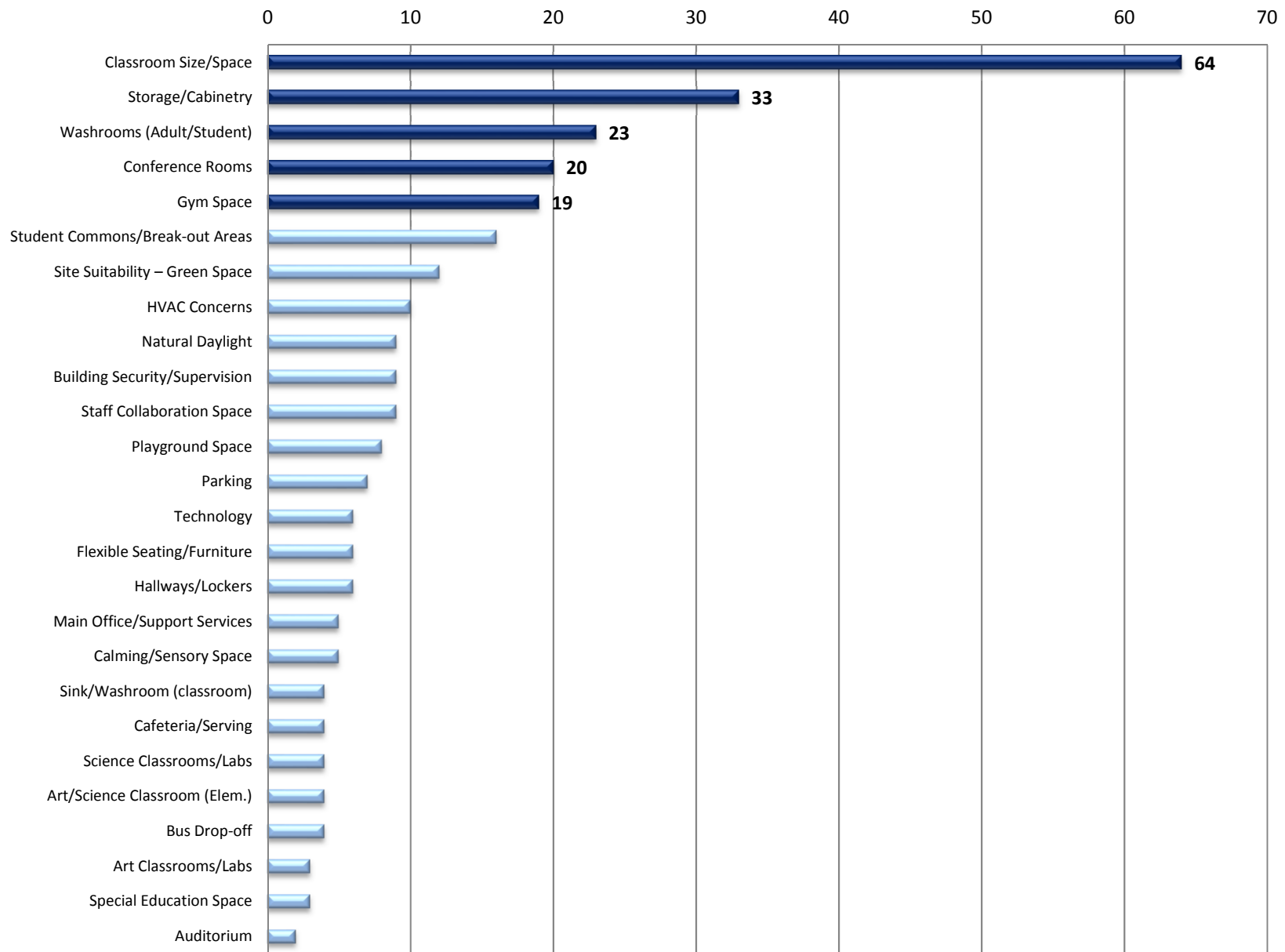
### The “Big Five” Needs

In the second part of the Educational Adequacy Listening Session the certified staff members were asked to reflect on all the items and categories discussed in the first part of the session and indicate the five most important needs for their school/facility. They were to rank these items 1 through 5 with their most important need placed by the number 1. Each item was given points based on the ranking. The number 1 need was given 5 points, the number 2 need was given 4 points, followed by the same procedure for numbers 3 (3 points), 4 (2 points) and 5 (1 point) needs. Below is a summary of that process in table form. The following page shows the same table graphically as a bar chart.

Baxter School - The Big Five Needs - Certified Staff							
Needs: Description	Rank 1 to 5 with 1 = Highest Need to 5 = Lowest					Total Points	# of Responses
	1 (5pts)	2 (4pts)	3 (3pts)	4 (2pts)	5 (1pt)		
Classroom Size/Space	XXXXXXXXXX	XX	X	X	X	64	15
Storage/Cabinetry	XX	XXX	XXX	X		33	9
Washrooms (Adult/Student)	XX	XX	X	X		23	6
Conference Rooms	XX	XX			XX	20	6
Gym Space	X		XX	XXX	XX	19	8
Student Commons/Break-out Areas		X	XXX	X	X	16	6
Site Suitability – Green Space		X	X	XX	X	12	5
HVAC Concerns		X		XX	XX	10	5
Natural Daylight		X	X	X		9	3
Building Security/Supervision	X			X	XX	9	4
Staff Collaboration Space			XXX			9	3
Playground Space		X	X		X	8	3
Parking		X			XXX	7	4
Technology			X	X	X	6	3
Flexible Seating/Furniture		X			XX	6	3
Hallways/Lockers				XXX		6	3
Main Office/Support Services		X			X	5	2
Calming/Sensory Space	X					5	1
Sink/Washroom (classroom)			X		X	4	2
Cafeteria/Serving		X				4	1
Science Classrooms/Labs		X				4	1
Art/Science Classroom (Elem.)		X				4	1
Bus Drop-off		X				4	1
Art Classrooms/Labs			X			3	1
Special Education Space			X			3	1
Auditorium				X		2	1

## BAXTER ELEMENTARY SCHOOL

### Baxter School - Certified Staff Prioritized Needs





## GARFIELD ELEMENTARY SCHOOL

### Perceived Areas Needing Improvement / Areas of Satisfaction

As mentioned previously, the certified staff took part in an Educational Adequacy Listening session. In the first part of this session, Certified staff members were presented an overview of the Educational Guidelines for each of the categories/spaces in their facility.

They were then asked to indicate (using “sticky” notes placed on large sheets of paper for each category/space) areas in any of the categories/spaces they perceived as needing improvement (blue “sticky” note) and those they were satisfied with (yellow “sticky” note). The table below summarizes all the comments with the left column showing the Needs Improvement comments and the right column showing the Satisfaction Comments. If a comment is followed by a (#), the # indicates the number of responses that were similar.

<b>Perceived Areas Needing Change and/or Improvement</b> <b>(Areas not adequately meeting the needs of students and staff)</b>	<b>Perceived Areas of Satisfaction</b> <b>(Areas adequately meeting the needs of students &amp; staff)</b>
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Category 1: Classroom Size and Suitability	
More outlets/plug-ins (10)	Natural light (14)
More natural light (7)	Classroom size (10)
More classroom storage (4)	Storage (6)
Smaller class sizes - student to teacher ratio (2)	Sink/water fountain in classroom (6)
Bigger classrooms (2)	Bathrooms in classroom (5)
More white boards	Interactive white board (2)
Different/better smart board cords	Conference room size
Each classroom needs a calming space	Outlets/plug-ins
Chalkboard	
Category 2: Cafeteria/Kitchen/Serving	
Separate cafeteria and gym (4)	Good cafeteria
Better acoustics (4)	
Better/more serving lines (3)	
More natural light (2)	
More cafeteria/kitchen storage (2)	
Category 3: Security and Supervision	
Better/more security (7)	Security (2)
Controlled locking system for doors	
More security cameras	

## GARFIELD ELEMENTARY SCHOOL

Category 4: Main Office/Nurse/Support Services	
Relocate main office near main entrance (11)	Secretary/principal's office (2)
Locking system/buzzer system of main entrance (10)	Conference rooms (2)
Bigger main office (7)	Main office (2)
Bigger nurse's office (5)	Nurse office
More key Fobs/keyless entry (5)	Separated social rooms - social worker, calming, collaboration
More natural light in main office (3)	
Natural light in secretary office (3)	
Fewer access doors (2)	
Front doors always locked (2)	
Reception area (2)	
More/bigger conference rooms (2)	
Natural light in nurse's office (2)	
Category 5/6: Science/Art Classrooms	
More art/science labs (7)	
Art rooms (2)	
Science rooms (2)	
Storage	
Multipurpose room	
S.T.E.A.M room	
Category 7: Music Classrooms/Practice Areas/Etc.	
More prop and instrument storage (6)	Large classrooms (2)
Larger classrooms (4)	High ceilings
Sink/water fountain in classroom (3)	Acoustics
Higher ceilings (3)	Storage
Natural light (2)	
Better acoustics (2)	
Category 8: Teacher/Staff/Lunchroom/Workroom/Collaborative Planning Areas	
More collaborative/work spaces (13)	Great windows
Larger staff lounge (4)	Dishwasher/kitchen area in staff lounge
Separate collaboration/work space from staff lounge (3)	
More seating in staff lounge	
Separate collaboration/work space from paper storage	
More seating in collaboration/work space	
Collaboration /workroom storage	

## GARFIELD ELEMENTARY SCHOOL

Category 9: Student Commons/Break-Out Areas	
Student commons (17)	
Collaboration/workrooms (6)	
No commons - but do we need one in elementary school? Would rather have more classrooms.	
Category 10: Physical Ed./Athletics/Gym/Locker Rooms/Pool Etc.	
Separate gym and lunchroom (5)	Gymnasium
Bigger gym (5)	Two gyms
Better acoustics/soundproofing (5)	
Gym storage (4)	
Built in video drop (4)	
Natural light in gym	
Another entrance and exit	
Better sound system	
More green space	
Curtain divider	
Showers	
Bluetooth in gym	
Category 11: Site Suitability: Fields/Green Space, Playgrounds Etc.	
Drainage problem on playground (5)	Green space (2)
More green space (5)	Good playground equipment
Handicap accessible playground (4)	Options for recess games
Bigger playground	Large playground
More playground equipment	
Category 12: Parking and Bus Drop-off: Staff/Students/Parents	
More parking lots (16)	Good bus drop off/pick-up (4)
More staff parking (8)	Good parent drop off/pick-up (3)
More event parking (5)	Separated bus and parent drop-off/pick-up areas (2)
More parent parking (4)	
Bigger drop off/pick-up areas (2)	
sound system/intercom	
Safety issues in drop off/pick-up areas	

## GARFIELD ELEMENTARY SCHOOL

Category 13: Technology	
More 1:1 devices for students (9)	Wireless (4)
Better Wi-Fi (5)	Staff computers/laptops (2)
More technology (2)	Computer lab
More moving tech carts	
More keyboards in Keyboard lab	
Tech training	
Tech support	
Bigger computer lab	
Tech in SPED/Title rooms	
Category 14: Library/Media Center: Location/Size/Layout	
More natural lighting (7)	Large library (6)
Bigger library (5)	Library location (4)
More work space (4)	Lots of work space (2)
More lighting (2)	Great story area
Reading nooks	Natural light
More technology in library	
More organized library	
Category 15: Special Education/Support Services	
Bigger/more special education rooms (9)	Sensory rooms (2)
More calming/time out rooms (7)	
Bigger/more Title rooms (4)	
More natural light in SPED rooms (3)	
More intervention rooms (2)	
Testing/work rooms (2)	
Bigger specialist rooms (2)	
More tech in special education areas (2)	
Have all intervention rooms together	
Intervention room phone access	
Centrally located specialty offices	
More SPED rooms	
More outlets/plug-ins in SPED rooms	
Speech room soundproofing	
Bigger/better speech rooms	
Outdoor calming areas	
Updated special education classrooms/areas - changing areas	
Special education areas closer to primary grades	

## GARFIELD ELEMENTARY SCHOOL

Category 16: Auditoriums/Performing Arts Spaces	
Portable stage (3)	Good sound system
Old stage	Another gym/auditorium
Better lights	Bleachers
Sound booth	Risers
Category 17: Career and Technical Education (NA - Secondary)	
na	na
Category 18: Hallways/Washrooms/Lockers/Maintenance	
More staff bathrooms (6)	Lockers/cubbies (2)
Bigger lockers (5)	Good hallways
More bathrooms (3)	
Larger hallways (2)	
Update water fountain/ sink pipes - water tastes funny	
Lockers closer to classrooms	
More lighting in halls and bathrooms	
Prop storage - musicals	

## GARFIELD ELEMENTARY SCHOOL

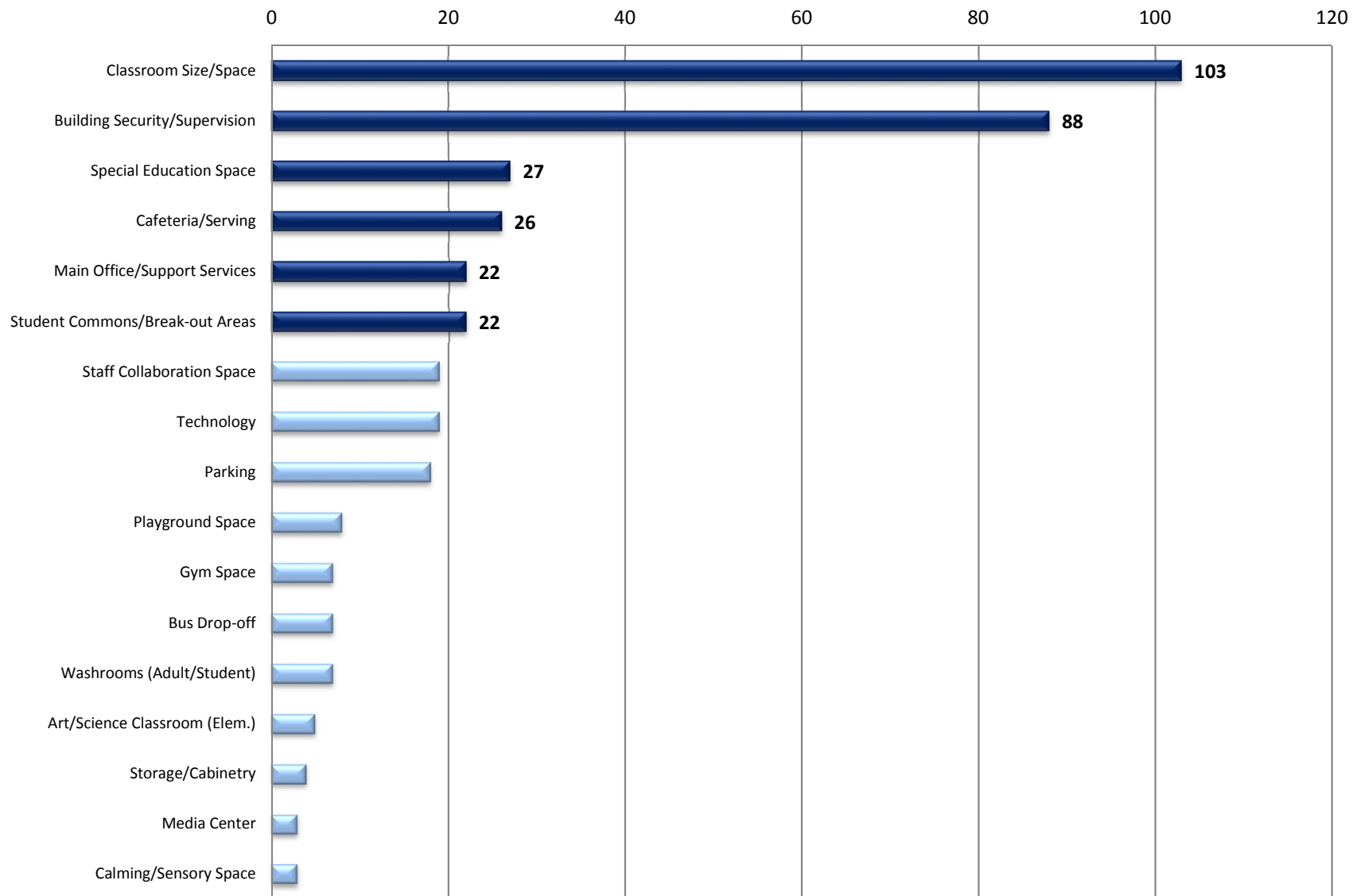
### The “Big Five” Needs

In the second part of the Educational Adequacy Listening Session the certified staff members were asked to reflect on all the items and categories discussed in the first part of the session and indicate the five most important needs for their school/facility. They were to rank these items 1 through 5 with their most important need placed by the number 1. Each item was given points based on the ranking. The number 1 need was given 5 points, the number 2 need was given 4 points, followed by the same procedure for numbers 3 (3 points), 4 (2 points) and 5 (1 point) needs. Below is a summary of that process in table form. The following page shows the same table graphically as a bar chart.

Garfield Elementary - The Big Five Needs - Certified Staff							
Needs: Description	Rank 1 to 5 with 1 = Highest Need to 5 = Lowest					Total Points	# of Responses
	1 (5pts)	2 (4pts)	3 (3pts)	4 (2pts)	5 (1pt)		
Classroom Size/Space	XXXXXXXXXX XXXXXXX	XXXXXX	X	XX	X	103	24
Building Security/Supervision	XXXXXXX	XXXXXXXXXXXX X	XXX			88	21
Special Education Space		XX	XXXX	XXX	X	27	10
Cafeteria/Serving		X	XXXX	XXX	XXXX	26	12
Main Office/Support Services	X	X	XX	X		22	6
Student Commons/Break-out Areas	X	XX	X	X	XXXX	22	9
Staff Collaboration Space			XXXXX	XX		19	7
Technology		XX	XX	XX	X	19	7
Parking		X	XX	XX	XXXX	18	9
Playground Space		X		XX		8	3
Gym Space			X	X	XX	7	4
Bus Drop-off	X			X		7	2
Washrooms (Adult/Student)				XXX	X	7	4
Art/Science Classroom (Elem.)	X					5	1
Storage/Cabinetry				X	XX	4	3
Media Center			X			3	1
Calming/Sensory Space				X	X	3	2

## GARFIELD ELEMENTARY SCHOOL

### Garfield Elementary - Certified Staff Prioritized Needs



## HARRISON ELEMENTARY SCHOOL

### Perceived Areas Needing Improvement / Areas of Satisfaction

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They were then asked to indicate (using “sticky” notes placed on large sheets of paper for each category/space) areas in any of the categories/spaces they perceived as needing improvement (blue “sticky” note) and those they were satisfied with (yellow “sticky” note). The table below summarizes all the comments with the left column showing the Needs Improvement comments and the right column showing the Satisfaction Comments. If a comment is followed by a (#), the # indicates the number of responses that were similar.

<b>Perceived Areas Needing Change and/or Improvement</b> (Areas not adequately meeting the needs of students and staff)	<b>Perceived Areas of Satisfaction</b> (Areas adequately meeting the needs of students & staff)
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<b>Category 1: Classroom Size and Suitability</b>	
Inadequate size (16)	Wood floors
Inadequate storage (13)	Overall character/history
Inadequate natural light (11)	Close proximity to co-workers
No sink or fountain (11)	Low traffic (students)
Not enough outlets (11)	
Speech therapy room has room for 2 chairs, no window and poor air quality	
Need shelving	
Need break out space in classroom	
Air conditioning	
Light switch outside	
No student bathroom in basement	
No air movement	



## HARRISON ELEMENTARY SCHOOL

Category 2: Cafeteria/Kitchen/Serving	
Too small (17)	I like that it's in the basement with windows & walk out
Poor traffic flow (6)	
Poor acoustics (4)	
We need a kitchen (2)	
Outdated equipment (2)	
Bigger entrance/doorway for traffic flow (2)	
Lunchroom inadequate in all ways	
Very warm	
No bathrooms nearby	
Should connect to playground	
Need lighting	
Not enough kitchen staff	
Need storage	
Category 3: Security and Supervision	
Entrance is not secure (8)	I like having the principal and secretary right next to each other
Poor security (8)	Cameras
Entrance should be visible from office (4)	
Classroom doors are glass and do not lock/unlock easily (4)	
Need magnetic/electronic system for doors (3)	
Need cameras (2)	
Need secure doors (2)	
Need key cards or FOBS (2)	
Not enough staff to have eyes on all kids	
Need one visitor entrance	
Category 4: Main Office/Nurse/Support Services	
All of these areas are way too small (14)	
Need storage space (3)	
Nurse's area is too small (3)	
Proximity between nurse/office (2)	
Staff conference room (2)	
Not near entrance	
No reception area	
Need more space for support staff	
No good workroom w/appropriate equipment	
No space for consultants	

## HARRISON ELEMENTARY SCHOOL

Category 5/6: Science/Art Classrooms	
Need science room/lab (10)	No room available - not a need (3)
No art space/room (10)	
Need sink and water fountain in this area (5)	
Need storage for science materials and art supplies (3)	
Very little hands on working space	
Category 7: Music Classrooms/Practice Areas/Etc.	
Need larger music room (6)	
Inadequate music space - in basement, low ceiling, poor acoustics, no natural light (5)	
Need storage (2)	
We need to keep a separate space for music. Not lose it to classroom.	
Need new, modern equipment	
Category 8: Teacher/Staff/Lunchroom/Workroom/Collaborative Planning Areas	
Need more and separate work/collaboration space (13)	Water fountain that aligns with water bottles
Teachers' lounge is too small (9)	
Need restrooms for male and female teachers (7)	
Windows (3)	
Location - away from kids (2)	
Updated appliances (2)	
Need extra areas for counseling, meetings, etc. (2)	
Inadequate space	
Storage	
Outside eating space	
Outlets	
Category 9: Student Commons/Break-Out Areas	
Need small group collaborative break out spaces (12)	
Students need a common gathering place (9)	
Need spaces for interventions (4)	
Need quiet areas for students with special behavior needs (2)	
Volunteer spaces	

## HARRISON ELEMENTARY SCHOOL

Category 10: Physical Ed./Athletics/Gym/Locker Rooms/Pool Etc.	
Bigger gym (8)	Stage 2
Storage space (7)	Natural light
Need soundproof dividers for gym (3)	
Inadequate space (2)	
Locker rooms	
Drop down sound proof curtain	
Staff exercise room would be great	
Need new equipment	
Need more phy ed staff	
Need wash room & bathroom	
Need more drinking fountains	
Category 11: Site Suitability: Fields/Green Space, Playgrounds Etc.	
More green space (7)	Playground equipment (2)
Need to remove hiding spaces (4)	Welcoming neighborhood playground
More space (4)	Nice open space
Need new equipment	
Better security	
Gardens	
Not handicap accessible	
Basketball court is crumbling	
Playground is a mud pit when it rains	
Category 12: Parking and Bus Drop-off: Staff/Students/Parents	
Parking lot needed (16)	
Parking for staff (6)	
Better/safer drop off for students (6)	
Category 13: Technology	
Need a permanent computer lab (8)	
1:1 devices (3)	
Need more outlets in classrooms (2)	
Need classroom computers as well as Ipads	
Common area to use devices	
Wires hanging all over	
Wireless access but not everything can be wireless	
Counters in classroom	
Category 14: Library/Media Center: Location/Size/Layout	
Larger library (2)	
Need quiet spaces in library (2)	
Library should be open for community use in summer	

## HARRISON ELEMENTARY SCHOOL

Category 15: Special Education/Support Services	
Need more space - classrooms, meeting space (9)	Rooms are close together to the lunchroom and staff lounge
More calming space (5)	
We have no handicap accessibility - parking or elevator (2)	
More SPED classrooms (2)	
Far away from regular education	
Stronger, more durable timeout room	
Need sensory room and equipment	
Need more support staff	
Need another timeout room	
Need quiet space for Title staff	
Totally inadequate in the basement - no natural light - poor air quality	
Category 16: Auditoriums/Performing Arts Spaces	
Too small - not enough room for audience (3)	Stage
Need a stage (2)	
Category 17: Career and Technical Education (NA - Secondary Schools)	
na	na
Category 18: Hallways/Washrooms/Lockers/Maintenance	
Need more lockers - one for each student (14)	Character of building - colorful floors & lockers (2)
Air conditioning (9)	Lockers are close to rooms
More bathrooms - staff and students (4)	Size of washrooms
Update bathrooms with working sinks and toilets (4)	
larger/wider hallways (4)	
Separate staff bathroom (3)	
Larger bathrooms (3)	
Boys and girls bathrooms next to each other (2)	
Not enough space for janitors (2)	
Larger storage	
Recycling areas	
Outdoor garden space	
No handicap accessibility	

## HARRISON ELEMENTARY SCHOOL

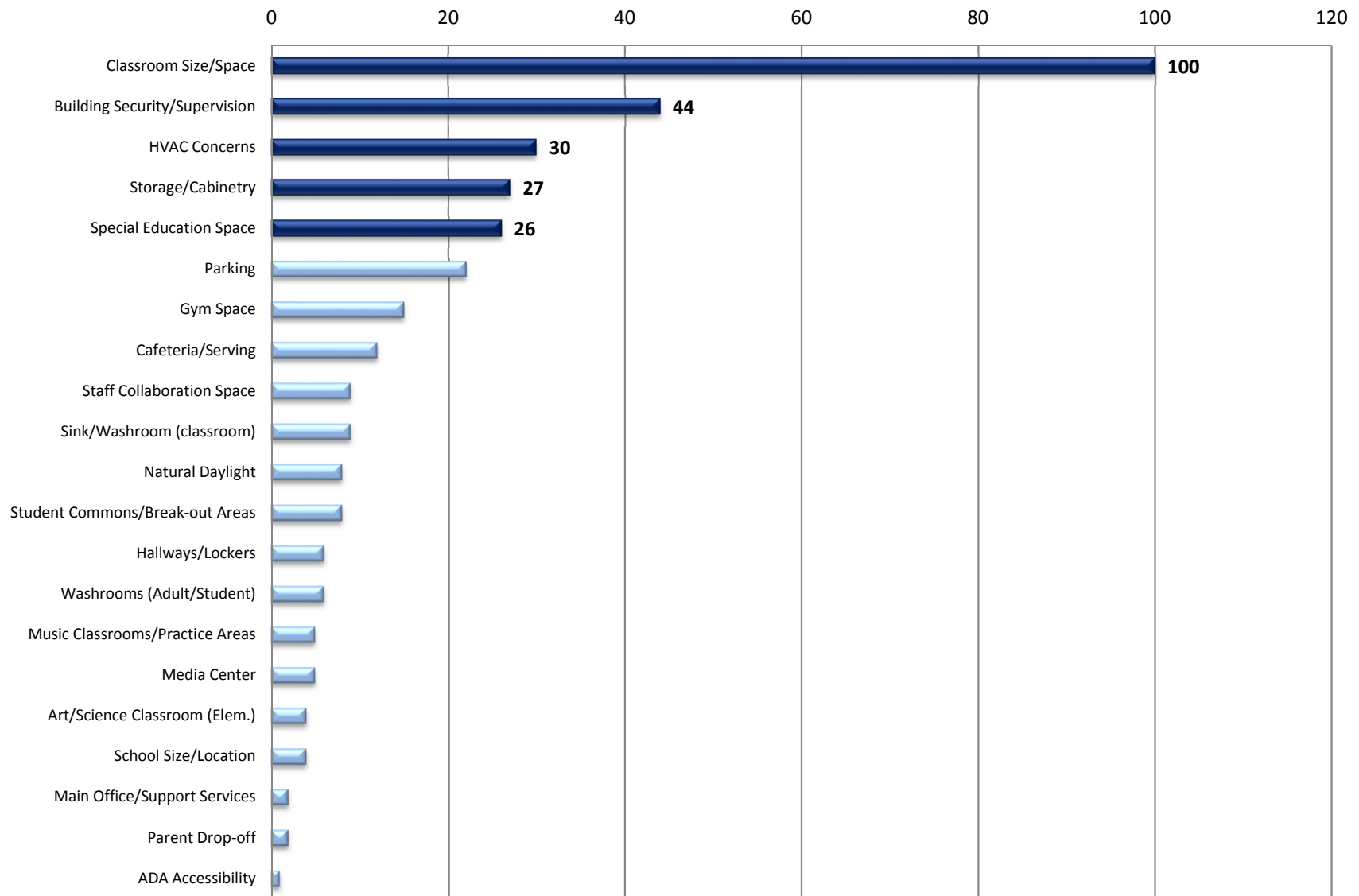
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Needs: Description	Rank 1 to 5 with 1 = Highest Need to 5 = Lowest					Total Points	# of Responses
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Classroom Size/Space	XXXXXXXX XXXXXXXX XX	XX		X		100	21
Building Security/Supervision	XX	XXXXX	X	XXXXX	X	44	14
HVAC Concerns		XXX	XXX	XX	XXXXX	30	13
Storage/Cabinetry		XXXXXX	X			27	7
Special Education Space	X	XX	XXX	X	XX	26	9
Parking		XX	XX	XX	XXXX	22	10
Gym Space	X		XX		XXXX	15	7
Cafeteria/Serving		X	XX	X		12	4
Staff Collaboration Space			XX	X	X	9	4
Sink/Washroom (classroom)			XXX			9	3
Natural Daylight				XX	XXXX	8	6
Student Commons/Break-out Areas				XXXX		8	4
Hallways/Lockers			XX			6	2
Washrooms (Adult/Student)			X	X	X	6	3
Music Classrooms/Practice Areas			X	X		5	2
Media Center	X					5	1
Art/Science Classroom (Elem.)		X				4	1
School Size/Location		X				4	1
Main Office/Support Services				X		2	1
Parent Drop-off				X		2	1
ADA Accessibility					X	1	1

## HARRISON ELEMENTARY SCHOOL

### Harrison Elementary School - Certified Staff Prioritized Needs



## LOWELL ELEMENTARY SCHOOL

### Perceived Areas Needing Improvement / Areas of Satisfaction

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<b>Category 1: Classroom Size and Suitability</b>	
Storage convenience (14)	Natural light (3)
Bigger classrooms (12)	Wooden floors (2)
Natural light (9)	Smart Boards
Flexible seating (6)	
More outlets/plug-ins (3)	
Carpet	
Learning studio's instead of rooms - includes bathrooms, water fountains, lockers/cubbies, calming area, library	
Climate control	
Lockable storage	
Bathrooms in classroom	
Better lighting in half the classrooms	
Collaboration rooms	
acoustics/sound proofing	

## LOWELL ELEMENTARY SCHOOL

Category 2: Cafeteria/Kitchen/Serving	
More serving lines (10)	Natural light (9)
Acoustics (5)	Bigger cafeteria (6)
Higher ceilings (2)	Improved food
One entrance and one exit in cafeteria (2)	
More tables	
Dishwasher	
separate cafeteria	
Natural light in nurse's office	
Category 3: Security and Supervision	
Magnetic key cards (3)	Security camera's (3)
Dependable locks on classrooms (3)	Door key fobs "classroom only"
Too many entrances (3)	
More security (3)	
No key fobs (2)	
Key fobs for staff entrances (2)	
Secure doors (2)	
Security cameras on top floor	
Keyless entries	
Category 4: Main Office/Nurse/Support Services	
Separation of facilities "main office, nurse, student services" (20)	
One secure main entrance (14)	
Bigger main office (9)	
Bigger nurses office (8)	
Reception/waiting room (6)	
Relocate main office near main entrance (5)	
School Psychologist office and other support staff offices (4)	
Cots in nurse's office (3)	
Relocate health area (2)	
Flexible seating	
Bigger staff mailboxes	
Natural light in nurse's office	
Health room near main entrance	
Principals' offices	
More storage	



## LOWELL ELEMENTARY SCHOOL

Category 5/6: Science/Art Classrooms	
Science labs (15)	Kiln
Art rooms (12)	Wooden floors
Science equipment storage (8)	
Art supply storage (7)	
Sinks in classrooms (5)	
Space for art projects to dry (2)	
Kiln in art room - not in the basement	
No designated space in classrooms for art/science	
Category 7: Music Classrooms/Practice Areas/Etc.	
Bigger music/band room (18)	Nice risers
Storage (10)	Storage space for instruments
Natural light (8)	
Acoustics/sound proofing (8)	
Sink/water fountain in classroom (6)	
Better lighting (4)	
Space for risers not in music room (2)	
Separate collaboration work space (2)	
More floor space	
Category 8: Teacher/Staff/Lunchroom/Workroom/Collaborative Planning Areas	
Conference/collaboration rooms (37)	Separate staff lounge and staff work areas (3)
Private single stall staff bathrooms "for nursing mothers" (14)	Great staff lunchroom "fridge, sink, tables"
No bathroom in lounge/lunchroom (6)	
Natural light in staff lounge (3)	
More/bigger teachers' lounge (2)	
Separate staff lunch room from public storage (2)	
Bathroom in lounge (2)	
Title 1 space (2)	
Staff lounge/lunchroom storage (2)	
Updated staff lounge/lunchroom	
Working microwave	
Category 9: Student Commons/Break-Out Areas	
More student commons (26)	
Student study/collaboration rooms (11)	
Bigger student commons	

## LOWELL ELEMENTARY SCHOOL

Category 10: Physical Ed./Athletics/Gym/Locker Rooms/Pool Etc.	
Bigger gym (13)	
Gym storage (11)	
Gym dividers (9)	
Better lighting (5)	
Inside recess area (5)	
Bigger portable stage (5)	
Storage for risers/chairs (4)	
No gym office (4)	
Permanent seating/bleachers (3)	
More gyms (3)	
Handicap accessible stage (3)	
Bigger performance stage (2)	
Washrooms/drinking fountains closer to gym (2)	
Sound proofing/acoustics (2)	
Acoustics/sound proofing (2)	
Better cleaning of concert/performance area	
Don't need weight room	
Flexibility	
Separate gym, auditorium and cafeteria	
Flexible seating	
Category 11: Site Suitability: Fields/Green Space, Playgrounds Etc.	
More green space (14)	Good playground equipment (8)
Handicap accessibility (3)	Handicap accessible playground (6)
Security/supervision (2)	Paved playground area (3)
Resurface playground	Green space (2)
No rocks	Large playground
Replace wooden border around playground "old, safety hazard"	Lunch after recess
Basketball court wall	
Category 12: Parking and Bus Drop-off: Staff/Students/Parents	
More staff parking (19)	Parent vs. Bus drop-off
Event/parent parking (15)	
Bus & parent pick-up/drop-off area safety issues (13)	
Separation of bus & parent pick-up/drop-off areas (11)	
Bigger bus and parent pick-up/drop-off area (2)	
Redo parking lots "pavement is bad"	
Bigger bus area door	
Sidewalks	
School patrol crossing	

## LOWELL ELEMENTARY SCHOOL

Category 13: Technology	
More 1:1 devices (17)	Wireless (9)
Computer labs (7)	Chrome Books (4)
Updated technology (5)	Smart Boards (2)
Charging stations (5)	Tech training
Better Wi-Fi (3)	New tech person
1:1 devices in every classroom (2)	
Technology maintenance	
Better projectors	
More Smart Boards	
Tech training	
Category 14: Library/Media Center: Location/Size/Layout	
Bigger library/media center (18)	
Natural light (11)	
Flexible/comfortable seating (5)	
Better/lower shelves (4)	
Reading/work area (4)	
Separate library "from office, study hall, commons, ext." (3)	
Library in classrooms (3)	
Storage (2)	
Better times to check-out books	
Category 15: Special Education/Support Services	
Sensory/calming rooms (24)	Handicap elevator
More special education rooms (17)	Proper elevator
Intervention rooms (7)	
Storage (4)	
Social worker (3)	
Teachers' offices (2)	
Flexible furniture	
Behavior rooms separated from health rooms	
Calming/sensory rooms closer to main office	
Space for school liaison	
Category 16: Auditoriums/Performing Arts Spaces	
More/comfortable seating (12)	Good sound system (3)
Better acoustics (8)	Good stage
Auditorium (8)	
Better sound system (8)	

## LOWELL ELEMENTARY SCHOOL

Category 17: Career and Technical Education (NA - Secondary School)	
na	na
Category 18: Hallways/Washrooms/Lockers/Maintenance	
More/bigger staff bathrooms (38)	Individual hall lockers (3)
More /bigger updated hall lockers (18)	
Washing station outside of bathrooms (9)	
Boot storage area (5)	
More handicap bathrooms (4)	
Lockers near classrooms (4)	
Sinks in bathrooms (2)	
One student per locker (2)	
Gender neutral/transgender bathrooms (2)	
More student bathrooms (2)	
Recycling area	
Larger halls	
Kindergarten cubbies	

## LOWELL ELEMENTARY SCHOOL

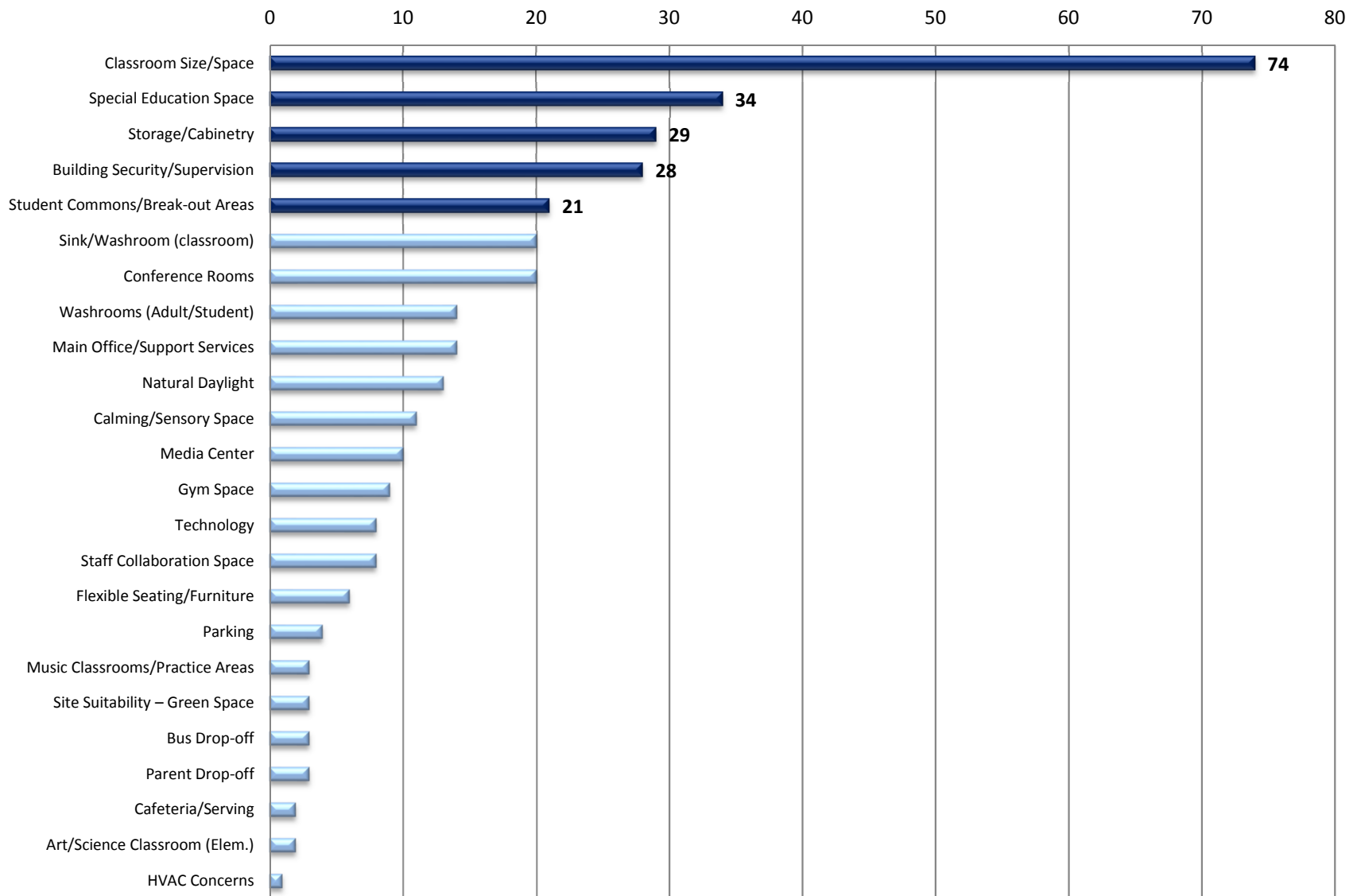
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Classroom Size/Space	XXXXXXXXX xxx	x	xx	xx		74	17
Special Education Space	xxx	xx	xx	xx	x	34	10
Storage/Cabinetry	x	xxx	xx	xx	xx	29	10
Building Security/Supervision	xxxx	x			xxxx	28	9
Student Commons/Break-out Areas	xx		xx	xx	x	21	7
Sink/Washroom (classroom)		xxx	xx		xx	20	7
Conference Rooms	x		xxx	xxx		20	7
Washrooms (Adult/Student)			x	xxxx	xxx	14	8
Main Office/Support Services		x	x	xx	xxx	14	7
Natural Daylight		xx	x	x		13	4
Calming/Sensory Space		xx	x			11	3
Media Center		xx		x		10	3
Gym Space		x		xx	x	9	4
Technology		x		x	xx	8	4
Staff Collaboration Space		xx				8	2
Flexible Seating/Furniture		x		x		6	2
Parking		x				4	1
Music Classrooms/Practice Areas			x			3	1
Site Suitability – Green Space			x			3	1
Bus Drop-off			x			3	1
Parent Drop-off			x			3	1
Cafeteria/Serving					xx	2	2
Art/Science Classroom (Elem.)				x		2	1
HVAC Concerns					x	1	1

## LOWELL ELEMENTARY SCHOOL

### Lowell Elementary School - Certified Staff Prioritized Needs



## Perceived Areas Needing Improvement / Areas of Satisfaction

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Perceived Areas Needing Change and/or Improvement (Areas not adequately meeting the needs of students and staff)	Perceived Areas of Satisfaction (Areas adequately meeting the needs of students & staff)
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Category 1: Classroom Size and Suitability	
Better storage (17)	Natural Light in classrooms (9)
Bigger classrooms (13)	Smart boards (7)
Flexible furniture/seating (10)	Lots of storage (6)
More natural light (9)	Sinks in classrooms (4)
Sink/water fountain in classroom (7)	Large classrooms (4)
More outlets/plug-ins (7)	Bathroom in classroom (3)
Smaller class sizes- kid to teacher ratio (2)	Rug area (2)
Lockers/cubbies in classroom	Flexible furniture/seating (2)
2nd & 3rd grade in separate rooms	Lots of outlets/plug-ins
Category 2: Cafeteria/Kitchen/Serving	
Bigger cafeteria (5)	Great lunch room (6)
Better tables/seating (5)	Awesome food (2)
Counters are too high for some students (2)	Good kitchen
Healthier lunch choices (2)	Good lunch room location
More natural light (2)	Good tables
Better lunch line efficiency (2)	
Noise control-too loud	
More cafeteria staff	
Better food prep	
Larger freezer	
Easier for food delivery	

## NISSWA ELEMENTARY SCHOOL

Category 3: Security and Supervision	
Better security (24)	
Keys/ID cards/Key fobs (7)	
Move main office near entrance (5)	
Windows in main office (2)	
Outside parent pick-up area	
Category 4: Main Office/Nurse/Support Services	
Bigger main office (12)	
More main office windows (9)	
Bigger nurse's office (6)	
Bigger reception area (5)	
Relocate main office near main entrance (5)	
Reception area (4)	
Separate nurse's office from the main office (4)	
More cots/privacy curtains in the nurse's office (3)	
Updated mail boxes/slots (2)	
Update nurse's office	
More main office seating	
Bathroom in nurse's office	
Category 5/6: Science/Art Classrooms	
More art/science rooms (5)	Kiln
More science labs (4)	
Bigger classroom sizes (2)	
More art labs	
Better/more storage	
Sinks in classrooms	
More "hands on" sciences	
Category 7: Music Classrooms/Practice Areas/Etc.	
Bigger classrooms (8)	
Sinks/fountains in classroom (6)	
More storage (4)	
Sound proof/acoustics (3)	
More instruments	



## NISSWA ELEMENTARY SCHOOL

<b>Category 8: Teacher/Staff/Lunchroom/Workroom/Collaborative Planning Areas</b>	
Bigger lounge (15)	Lounge (2)
Collaboration rooms (8)	Good microwave
Better power grid for staff lounge - we keep blowing fuses (4)	Good fridge
Hot water in lounge (2)	Bathroom in lounge
More/better seating (2)	
More microwaves in lounge	
Bigger copy room	
More outlets/plug-ins	
Diverse learning rooms	
<b>Category 9: Student Commons/Break-Out Areas</b>	
Student commons (2)	
<b>Category 10: Physical Ed./Athletics/Gym/Locker Rooms/Pool Etc.</b>	
Bigger gym (9)	Lots of natural light
Better seating/bleachers (4)	
Gym storage (3)	
Better acoustics (3)	
Fitness/weight room (2)	
Gym dividers (2)	
Gym window shades	
<b>Category 11: Site Suitability: Fields/Green Space, Playgrounds Etc.</b>	
Handicap accessible playground (15)	Good playground (8)
Better playground turf (3)	Good playground equipment (6)
Basketball court	Green space (4)
	Good outdoor space (3)
<b>Category 12: Parking and Bus Drop-off: Staff/Students/Parents</b>	
Bigger/updated parent drop-off area (4)	Good bus drop-off
Bigger parking lots (4)	
Light posts in parking lot (3)	
More parking lots (3)	
Handicap accessible parking	
Paved parking lots	
Safer bus drop-off area	

## NISSWA ELEMENTARY SCHOOL

Category 13: Technology	
More 1:1 devices (12)	Charging station
Better Wi-Fi (5)	Good Wi-Fi
More technology (4)	
More Smart Boards (2)	
More computer labs	
Tech support	
Tech training	
Category 14: Library/Media Center: Location/Size/Layout	
Comfy/diverse seating (4)	Great library (21)
1:1 devices	Natural light (5)
Computer lab	Lots of space in library (3)
	Variety of books
	Maker space
	1:1 devices
	Small group area
Category 15: Special Education/Support Services	
Sensory/ calming space (14)	
Updated SPED rooms- bathrooms, washer, dryer (10)	
Time out space (9)	
More SPED rooms (8)	
Bigger SPED rooms (4)	
More natural light (3)	
Closer SPED room access to regular rooms (2)	
More SPED teachers (1)	
Flexible furniture (1)	
Category 16: Auditoriums/Performing Arts Spaces	
Better sound system (8)	Good sound system (1)
Auditorium (5)	
Better lighting (3)	
Handicap accessible stage (2)	
Category 17: Career and Technical Education (NA - Secondary Schools)	

## NISSWA ELEMENTARY SCHOOL

Category 18: Hallways/Washrooms/Lockers/Maintenance	
More staff bathrooms (10)	Good hall lockers (2)
Updated bathrooms (7)	Wash areas outside bathrooms (1)
More lockers/cubbies (6)	
More student bathrooms (5)	
Bigger lockers/cubbies (5)	
Bigger staff bathrooms (5)	
Better/more water fountains (3)	
Sinks/fountains more kid friendly - shorter (2)	
Larger/wider hallways (2)	
More/updated fire sprinklers (1)	

## NISSWA ELEMENTARY SCHOOL

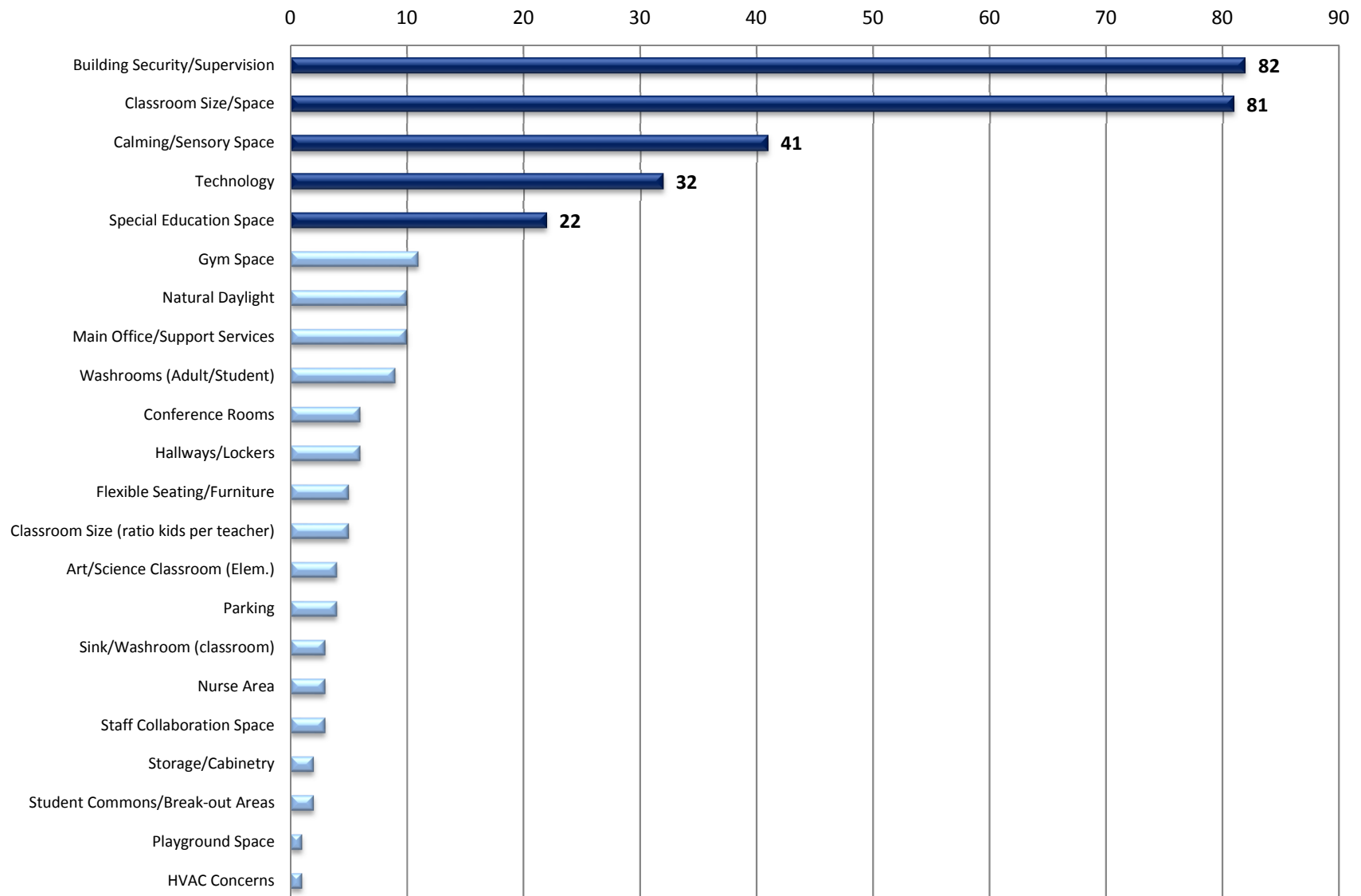
### The “Big Five” Needs

In the second part of the Educational Adequacy Listening Session the certified staff members were asked to reflect on all the items and categories discussed in the first part of the session and indicate the five most important needs for their school/facility. They were to rank these items 1 through 5 with their most important need placed by the number 1. Each item was given points based on the ranking. The number 1 need was given 5 points, the number 2 need was given 4 points, followed by the same procedure for numbers 3 (3 points), 4 (2 points) and 5 (1 point) needs. Below is a summary of that process in table form. The following page shows the same table graphically as a bar chart.

Nisswa Elementary School - The Big Five Needs - Certified Staff							
Needs: Description	Rank 1 to 5 with 1 = Highest Need to 5 = Lowest					Total Points	# of Responses
	1 (5pts)	2 (4pts)	3 (3pts)	4 (2pts)	5 (1pt)		
Building Security/Supervision	XXXXXXXXXX	XXXXXX	XXX	X	XX	82	21
Classroom Size/Space	XXXXXXX	XXXXXXXXXX	XX	XX		81	20
Calming/Sensory Space	XXX	X	XXXXXX	XX		41	12
Technology	XX	X	X	XXXXX	XXXXX	32	14
Special Education Space	XX		XXXX			22	6
Gym Space			X	XXXX		11	5
Natural Daylight		X	X		XXX	10	5
Main Office/Support Services		XX			XX	10	4
Washrooms (Adult/Student)		X	X		XX	9	4
Conference Rooms			XX			6	2
Hallways/Lockers				XXX		6	3
Flexible Seating/Furniture			X	X		5	2
Classroom Size (ratio kids per teacher)		X			X	5	2
Art/Science Classroom (Elem.)				X	XX	4	3
Parking			X		X	4	2
Sink/Washroom (classroom)			X			3	1
Nurse Area			X			3	1
Staff Collaboration Space			X			3	1
Storage/Cabinetry				X		2	1
Student Commons/Break-out Areas				X		2	1
Playground Space					X	1	1
HVAC Concerns					X	1	1

## NISSWA ELEMENTARY SCHOOL

### Nisswa Elementary School - Certified Staff Prioritized Needs



## Perceived Areas Needing Improvement / Areas of Satisfaction

As mentioned previously, the certified staff took part in an Educational Adequacy Listening session. In the first part of this session, Certified staff members were presented an overview of the Educational Guidelines for each of the categories/spaces in their facility.

They were then asked to indicate (using “sticky” notes placed on large sheets of paper for each category/space) areas in any of the categories/spaces they perceived as needing improvement (blue “sticky” note) and those they were satisfied with (yellow “sticky” note). The table below summarizes all the comments with the left column showing the Needs Improvement comments and the right column showing the Satisfaction Comments. If a comment is followed by a (#), the # indicates the number of responses that were similar.

Perceived Areas Needing Change and/or Improvement (Areas not adequately meeting the needs of students and staff)	Perceived Areas of Satisfaction (Areas adequately meeting the needs of students & staff)
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Category 1: Classroom Size and Suitability	
Not enough outlets (17)	Lots of storage (4)
More natural light (7)	Sink (4)
Interactive white boards for all classrooms (6)	Some rooms have good natural light (4)
Not all kindergarten classrooms are 1200 sq. ft. - some are too small (5)	Nice size
Data drops needed (3)	Bathroom in classroom
More storage & countertops (3)	Now that hot water is fixed, we are awesome
Update sinks (2)	New addition - great amount of space
Larger classrooms (2)	Easy access to outlets
Wi-Fi is sporadic (1)	
Not all rooms have sinks	
Smaller class sizes	
No room for independent station work	
Not a water fountain in room	
Need more small classrooms for title/small group learning	
Classroom acoustics	

## RIVERSIDE ELEMENTARY SCHOOL

Category 2: Cafeteria/Kitchen/Serving	
We need a larger area for easier transitions and flow (13)	Doing the best with what we have
Need an actual cafeteria, not our second gym (11)	
New tables (4)	
Could we ever make the dining area more homestyle? (2)	
We herd kids in and out of a very loud dining space	
Are we moving to an actual kitchen where we cook vs. reheat or heat food?	
Category 3: Security and Supervision	
ID card access for all doors (16)	Secure front entrance (7)
More cameras (6)	Good (7)
Key fobs (2)	Locked doors (2)
Buzz in front door for parents	Great improvement in security
Back gates/fences need attention as far as keys	
There is a limited amount of access keys	
More lights	
We need different keys - currently, we keep keys in locations where anyone can access them	
Category 4: Main Office/Nurse/Support Services	
One nurse isn't enough (9)	Good (2)
Nurse area is cramped and too close to public bathroom (9)	New and updated
More conference rooms (7)	
Office is too small for the number of students and families (7)	
More storage (4)	
No private testing space (2)	
Need additional space for psych (2)	
Some files are kept locked	
More reception area	
Category 5/6: Science/Art Classrooms	
We do not have an art/science space (22)	
Need art supply storage (6)	
No kiln (3)	
Need sinks in all spaces for hand washing	
Need art/science supplies	
Countertop areas in classrooms	

## RIVERSIDE ELEMENTARY SCHOOL

<b>Category 7: Music Classrooms/Practice Areas/Etc.</b>	
Rooms are not large enough when classes are doubled up (5)	Good, updated space (10)
No handicap accessibility	Water fountains in rooms (2)
Provide technology updates to music programs (smartboard upgrades and software)	Lots of instruments for kids & close to gym
<b>Category 8: Teacher/Staff/Lunchroom/Workroom/Collaborative Planning Areas</b>	
Need more staff bathrooms (4)	Spacious lounge and good work area (3)
Need more conference rooms (3)	Private staff bathrooms
Could use more collaborative space (3)	Nice
Larger staff lounge (2)	New and updated
Staff lounge should be for staff only - no kids allowed (2)	
Staff workplace is not in place - Besides classrooms.	
Staff workplace could be more organized	
More color copying machines	
Copier is right next to bathroom - YUCK!	
Not enough fridges	
Staff lounge is currently being used for a bookroom	
<b>Category 9: Student Commons/Break-Out Areas</b>	
We need breakout spaces (18)	
No student commons (3)	
<b>Category 10: Physical Ed./Athletics/Gym/Locker Rooms/Pool Etc.</b>	
Need more gym storage (10)	Pretty sure we're okay in this department (4)
We need locker rooms (8)	3rd best gym in the District
Additional gym space for programs/classes (7)	Big gym is nice and new screen for events is nice
We use cafeteria as gym space - not safe or convenient (6)	
Need a bigger office & space for outside coaches to use (3)	
Need lockers (3)	
Need supplies for both gyms	
Lunchroom used as recess - kids walking in and out	
Pool upgrade for community this size	
New spot for milk coolers during gym time	
Need another gym	
Would be nice to lock our office at the end of the day. Used for after school athletics most days.	



## RIVERSIDE ELEMENTARY SCHOOL

<b>Category 11: Site Suitability: Fields/Green Space, Playgrounds Etc.</b>	
Could use more green space (7)	It works okay if there aren't too many kids out there (5)
More handicap accessible equipment (2)	Good size (4)
Please don't take away the FV forest for outdoor education or as a ski facility	Grade level recess is helpful
We have too much impervious surfaces	Lots of great playground equipment
We have been working on our "green" area but we still have more to do	Fantastic space
No fields for gym/playground use	
We could use more adaptive equipment	
Ga ga ball pit	
We need something better/healthier than wood chips	
More court space	
<b>Category 12: Parking and Bus Drop-off: Staff/Students/Parents</b>	
Difficult and dangerous having drop-off & pick-up driving through the staff lot (5)	Has improved with parking lot addition (4)
Not enough visitor/event parking (4)	Bus system is good (2)
Parent pick-up/drop-off is very crowded and congested (2)	Bus drop-off & pick-up seems to work better since improvement
This is a challenge at Riverside - lots of money in pick-up/drop-off supervision.	Plenty of parking but lot is a long way from classroom
Huge parking lot far away from North end when carrying supplies. Difficult to leave early because of parent pick-up and busses.	Of all elementary buildings, Riverside has the best system
Parent pick-up/drop-off is crazy but doable	Seems like it works properly
<b>Category 13: Technology</b>	
More mobile devices 1:1 (10)	Wireless is strong (2)
More training/resources (7)	Finding ways to integrate more
More computers/labs (5)	Getting better
Not enough outlets for student computers (3)	Cart labs are good
More computers per classroom (2)	21st century with no labs!
Standard tech in each room - same throughout the building (2)	
Smart tech	
More access for multiple classrooms	
More support for current and future technology	
Lack of computers with appropriate software for subs	
Need more laptops	
Sucks in all areas. Major overhaul needed.	

## RIVERSIDE ELEMENTARY SCHOOL

Category 14: Library/Media Center: Location/Size/Layout	
Need more space and seating (8)	Nice story corner and spaces to read (2)
Need some technology spaces in the library (4)	Library is definitely big enough - could be utilized for something else
We need more books - author sets - multiple copies for lit circles (4)	Great
Our media is used for many purposes. Often times, classes get cancelled due to multi-use of media (2)	
Need functional multimodal work stations (2)	
Books need to remain in the library always (2)	
Need more natural light (2)	
Need an area with more supplies	
Need an open-door policy - students can come to library to check out anytime	
Need new shelving	
We need a more inviting library with more books!	
Category 15: Special Education/Support Services	
Need bigger classrooms (8)	Nice, self-contained rooms for students with special needs
We are short on space for teachers and students (8)	
Need more space for sensory rooms (7)	
Very little technology - Need access to smart boards and training (4)	
BIR room should be centrally located to level (4)	
More smaller rooms for small group needs (3)	
Centrally locate services to maximize time spent - rooms are too far apart (3)	
BIR room - one is not adequate for a building with high SPED #'s & level III programs (2)	
No sinks or fountains (2)	
Common shared space for therapists for collaboration (2)	
Need to be closer to general education classrooms (2)	
Not enough handicapped student bathrooms (2)	
More SPED staff (2)	
Please "default" to more push-in spaces so that learning occurs in the regular education setting whenever possible.	
Need testing space	
Limited storage	
Need more bathrooms in proximity to homerooms	
Areas strictly for students that need diapering and changing	
Need laundry	

## RIVERSIDE ELEMENTARY SCHOOL

Category 15: Special Education/Support Services	
No natural light	
Better room setup	
Category 16: Auditoriums/Performing Arts Spaces	
Need a space for performances other than gym (4)	Awesome new screen in big gym for performances
We don't have an auditorium - we use the gym (3)	Good bleachers (2)
Stage is used for storage & cafeteria (3)	Great gym
Audio equipment for deaf/hard of hearing for auditorium	<b>Perfect</b>
Sound/projection system in cafeteria areas	Curtain separation is good
During events, the new wing is not always so secure	Nice floor and screen addition is good
More mindful of visual needs for everyone	
Would like to have a stage area not being used for art supplies and storage	
Another gym	
Category 17: Career and Technical Education (NA - Secondary School)	
na	na
Category 18: Hallways/Washrooms/Lockers/Maintenance	
Increase the number of staff restrooms (5)	Good hallway space (2)
Lockers need TLC - are constantly jammed, hard to open, broken (4)	New addition - good hallway space, nice bathrooms close to classrooms and enough lockers for all
Hallways are too narrow (3)	Facilities are okay
More maintenance space/storage/office (3)	Large lockers
Need better sinks for student bathrooms (3)	Extra bathrooms in classrooms
Shorter lockers for younger students (2)	
Overhaul old bathrooms (2)	
Need working water fountains close to classes	
Ceiling tiles are broken	
All staff bathrooms should have feminine hygiene disposals	
Bathrooms - not all have multiple stalls	

## RIVERSIDE ELEMENTARY SCHOOL

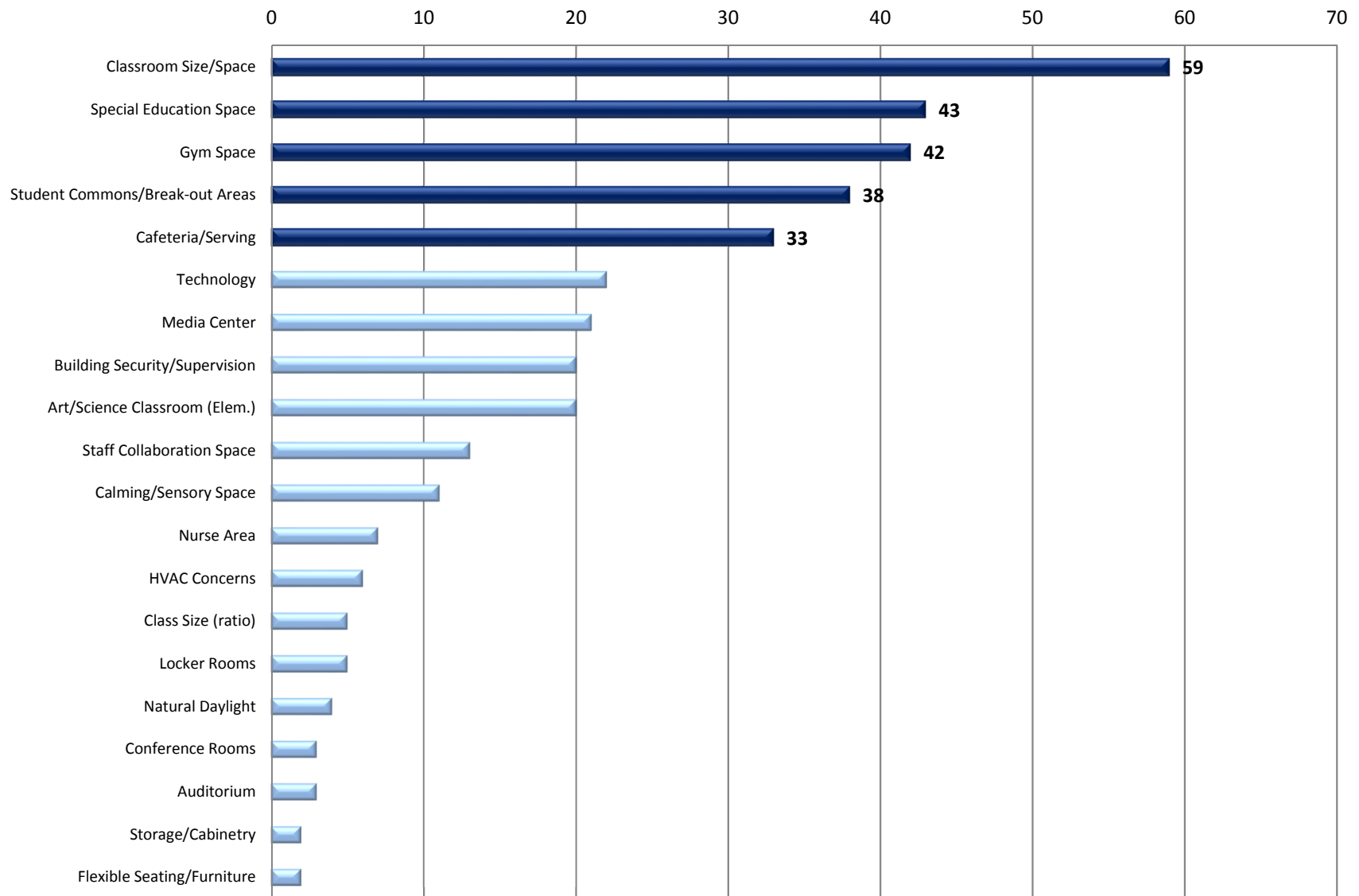
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Classroom Size/Space	xxxxxxxx	xxx	x	xx		59	14
Special Education Space	xxxxx	xxx	xx			43	10
Gym Space	xxx	xx	xx	xx	xxxx	42	14
Student Commons/Break-out Areas	xx	xxxx	xxxx			38	10
Cafeteria/Serving	xxx	xxx	xx			33	8
Technology	xx	xxx				22	5
Media Center	xx	xx		x	x	21	6
Building Security/Supervision	x		xxx	xxx		20	7
Art/Science Classroom (Elem.)		xxx	xx	x		20	6
Staff Collaboration Space	x			xxxx		13	5
Calming/Sensory Space			xxx	x		11	4
Nurse Area		x	x			7	2
HVAC Concerns	x				x	6	2
Class Size (ratio)			x	x		5	2
Locker Rooms			x	x		5	2
Natural Daylight				xx		4	2
Conference Rooms				x	x	3	2
Auditorium				x	x	3	2
Storage/Cabinetry					xx	2	2
Flexible Seating/Furniture				x		2	1

## RIVERSIDE ELEMENTARY SCHOOL

### Riverside Elementary School - Certified Staff Prioritized Needs



## FORESTVIEW MIDDLE SCHOOL

### Perceived Areas Needing Improvement / Areas of Satisfaction

As mentioned previously, the certified staff took part in an Educational Adequacy Listening session. In the first part of this session, Certified staff members were presented an overview of the Educational Guidelines for each of the categories/spaces in their facility.

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Category 1: Classroom Size and Suitability	
Flexible classroom furniture (14)	Classrooms size (5)
Too many students per class - decrease class sizes (9)	I like my interwrite board in my classroom
Larger classrooms (6)	Great team areas
Wall cabinets, bookshelves, built-ins in ALL classrooms (2)	Storage in classrooms is great
Water quality in classroom - drinkable?	All classes/pods in one area
Classrooms are cold	Classroom size is good for 30 or fewer
Not enough staff to operate the programs that we have	Good lighting
Noise between my classroom and the computer lab next door	
Sinks in team areas	
Category 2: Cafeteria/Kitchen/Serving	
Cafeteria is too loud (24)	Size is good and is efficient getting food to kids quickly
Too many students eating at one time (15)	
Cafeteria is too small (6)	
Improve flow for serving lines (3)	
Small blocked out area for ASD students to eat lunch - quiet (2)	
Using teachers to supervise lunch when we could be working w/kids	

## FORESTVIEW MIDDLE SCHOOL

Category 3: Security and Supervision	
Need main entrance security/protection (27)	Our key cards are a good thing to get into our building
Security/staff is lacking (9)	It's good that students are all housed in the café after school by 3:30 and not wandering
No handle/follow-through on behavior/discipline (4)	
Need better lighting and video cameras on all sides of the building (3)	
Lunchroom near entrance - danger if shooter enters	
Full time police officer	
Need a main entrance for all visitors	
Category 4: Main Office/Nurse/Support Services	
We need a safe and private waiting area for students waiting to see the counselor (3)	Nursing area is good (4)
Need more conference/meeting spaces (3)	Main office is efficient (3)
Need a bigger nurse's area (3)	
More spaces/offices to accommodate school psychologists/counselors	
More sick beds and nursing staff	
Need another assistant principal for behavioral concerns	
Support services should be different space from administration	
Administration office should face hallways so they can see what's going on	
Category 5: Science Classrooms/Labs	
Larger classrooms (2)	Good storage
Need stand up desks	
Category 6: Art Classrooms/Labs	
Acoustics are horrible (2)	
Art labs/classes need for all grades	
Need more art opportunities	
Dusk/venting in day area	
Category 7: Music Classrooms/Practice Areas/Etc.	
Need more teachers to support number of students (2)	Practice rooms for music are nice size
Need carpet in band room to lower sound levels (2)	
Teacher offices in music rooms w/ windows for supervision	
Need more room or divide kids into different periods	

## FORESTVIEW MIDDLE SCHOOL

<b>Category 8: Teacher/Staff/Lunchroom/Workroom/Collaborative Planning Areas</b>	
No collaborative workspace for staff (2)	Good spaces for work/lunch/copiers
Add sinks to team room/lounge (2)	Nice lounge - work spaces in different areas
Staff lounge in team areas - we blow a fuse often when we try to use all the outlets (2)	Staff lounge areas are pretty good
The only printer is in the staff lounge - would be nice to have in commons or team rooms	Good options for collaboration
Student groups use the staff lunchroom so the room isn't readily available for staff	
No privacy	
<b>Category 9: Student Commons/Break-Out Areas</b>	
Too few lockers in 7th/8th grade team areas (2)	Commons areas are fine (2)
Need flexible seating in commons/teams' area (2)	Love our common areas in teams (2)
Can't shut off lights in commons area	Good space for breakout
Student desks/workspaces	
More small group break out areas	
Volume/kids' behavior at lunchtime	
More conference areas	
Area outside of library is set up as a courtyard but is not used and inaccessible	
Better water pressure on fountains at the end of the wings	
No commons area for whole building	
<b>Category 10: Physical Ed./Athletics/Gym/Locker Rooms/Pool Etc.</b>	
Need a swimming pool (25)	Spacious gym area
Need better acoustics/sound dampening in gym (12)	We have 7 indoor stations to use for a variety of curricular activities
More storage for PE (5)	Athletic area includes choices and is a functional space
Need more gym space (4)	
Need additional teaching stations (3)	
Additional weight/fitness area (3)	
Locker room space for athletics (3)	
Redesign locker rooms to have changing rooms for privacy (2)	
Track needs to be resurfaced and repaired	
6 usable stations (4 standard size gyms, 1 fitness circuit & 1 weight room)	
Need bleachers for track and football field	



## FORESTVIEW MIDDLE SCHOOL

Category 11: Site Suitability: Fields/Green Space, Playgrounds Etc.	
Utilize patio area outside library for outdoor work space	Great outdoor space (athletic fields, playground, school forest) (23)
Maintain school forest land for multipurpose school & community use	
Additional baseball and softball space	
Fence around playground	
Category 12: Parking and Bus Drop-off: Staff/Students/Parents	
Student drop off/pick up is dangerous, cumbersome, chaotic (55)	Parking for evening events is good
Staff parking lots are not safe - separate from drop off (14)	
Need more exits out of parking lots	
Too many temporary spots for parking that do not get used. They should be used for teacher parking for ease of carrying things into building.	
Category 13: Technology	
1:1 devices for students and staff (7)	Adequate lab space
Tech training - we need a plan. Training should be given to staff, students and families as new devices are deployed (3)	Good wireless access school wide
Repurpose the labs that we no longer use because we have carts (2)	Class set of chromebooks in my ELA room
Consistent technology in classrooms (Chromebook carts, smartboards, smart TV's) (2)	Technology requests have been heard and attended to
Wireless access for students at home who don't have internet (2)	Nice to have chrome cart
Internet accessibility in all areas of the building (2)	
Tech equity - all staff/classes	
Awful bell system	
Budget for apps and extensions - not taken off classroom budget	
One size fits all technology plan for staff - need flexibility based on teaching needs	
Math needs interactive white boards	
Teacher laptops are tiny and cheap	
Updated technology	
Interactive white boards that work or talk to all teacher devices	
Need charging stations	
New T.V.'s are bright and crisp but are too small for "whiteboard" type notes	
Upgrade computers in technology lab	

## FORESTVIEW MIDDLE SCHOOL

With more use of chromebooks, we need different seating options. Kids posture and core strength is a concern.	
<b>Category 14: Library/Media Center: Location/Size/Layout</b>	
Open area above library: very noisy, kids throw things & spit into the library below (3)	Beautiful, spacious library/media center (4)
Need a quiet library - not open to hallway and passing students (2)	Fabulous lighting
Downsize so outside courtyard can be utilized (2)	Adequate space for classes and meetings
Desk should be in the middle so you can see all the kids while in there (2)	
Need 1:1 devices	
Poor staff training in new technology	
Poor layout for line of sight supervision.	
Too many entrances and exits means kids can sneak in and out and steal items	
Poor security - windows wide open to front entrance. Security officer is often reading or sleeping on the job.	
Need a better space to fix books and store large equipment	
Beautiful library, but not convenient to use for class purposes	
Main desk is too high for short students to see over ledge	
<b>Category 15: Special Education/Support Services</b>	
SPED classrooms are too small (7)	
Need ASD/DCD areas/spaces and teachers (5)	
No natural light in classrooms (4)	
Need more SPED staff & support (4)	
Lack of calming spaces (3)	
Poor location of sensory/calming room (2)	
SPED staff need radios/walkie talkies (2)	
Better dividers for individual working spaces (2)	
Need interactive board for student engagement in academic rooms (2)	
Need mobility of tables, desks, walls for concentration and dignity (2)	
Not D/HH equipped building-wide	
No calming space in team areas for kids in SPED	
More access to bathrooms	
Student/teacher 1:1 conference areas in teams	
Need ASD programs that do not "rob from Peter to pay Paul."	

## FORESTVIEW MIDDLE SCHOOL

Need to separate students with 20+ referrals from general education. It's becoming a dangerous situation.	
Outdated furniture	
Need music/art therapy for SPED students	
Lack of technical learning space for SPED students for hand-on learning	
<b>Category 16: Auditoriums/Performing Arts Spaces</b>	
Cafetorium is too bright - need blackout shades (15)	Auditorium has good sound for concerts
Cafeteria doubles as a performance space - does not work (4)	
Designated auditorium with better seating, sound, less windows and NOT connected to the cafeteria (4)	
New sound system and sound boards in cafetorium (2)	
Stage too small for the # of kids in performing groups	
<b>Category 17: Career and Technical Education</b>	
Career & tech ed options for 7th and 8th grade (automotive, welding, carpentry) (2)	
Expand CTE and make it great again - more quality teachers, programs and space (2)	
Engineering vent system needs to be redesigned (too loud and runs in both rooms so it makes it difficult to use during class) (2)	
Bring back the H.S. farm	
Career training, employment soft skills training	
Special classroom with separate study areas for students who are unable to behave in general classes. Present them with an online curriculum so they can work on their own, at their own pace, away from others	
Quiet the Tech Ed/Shop areas. My guess is that it would be out of OSHA noise compliance.	
Support for CTE - only 20-25% of careers need a 4-year degree	

## FORESTVIEW MIDDLE SCHOOL

Category 18: Hallways/Washrooms/Lockers/Maintenance	
Not enough staff bathrooms (9)	Maintenance of property is amazing (2)
Need all water faucets in bathrooms to work - they are terrible (no water pressure or warm water) (6)	I like how the grades are separated so 5th graders don't share a hallway with 8th graders
Better, more powerful hand dryers in restrooms (6)	
Hallway lockers are too small (5)	
We need separate men's & women's staff bathrooms (3)	
Staff bathroom door swings out into busy hallway - not safe (3)	
Locker bays are too crowded (2)	
Urinals should have separators. We need more stalls in bathrooms. (2)	
There's no bathroom near the upper lounge	
More bathrooms for students	
Sinks in staff lounges	
Separate elevator for maintenance staff (large enough to fit tables)	
Water pressure in 8B area - some drinking fountains can be used	
Student wash areas OUTSIDE the toilets so they can be supervised	
Special bathroom for students who plug toilets, rub poop on walls, urinate on floor, etc.	
Lockers should be lifted so kids don't bump into each other	

## FORESTVIEW MIDDLE SCHOOL

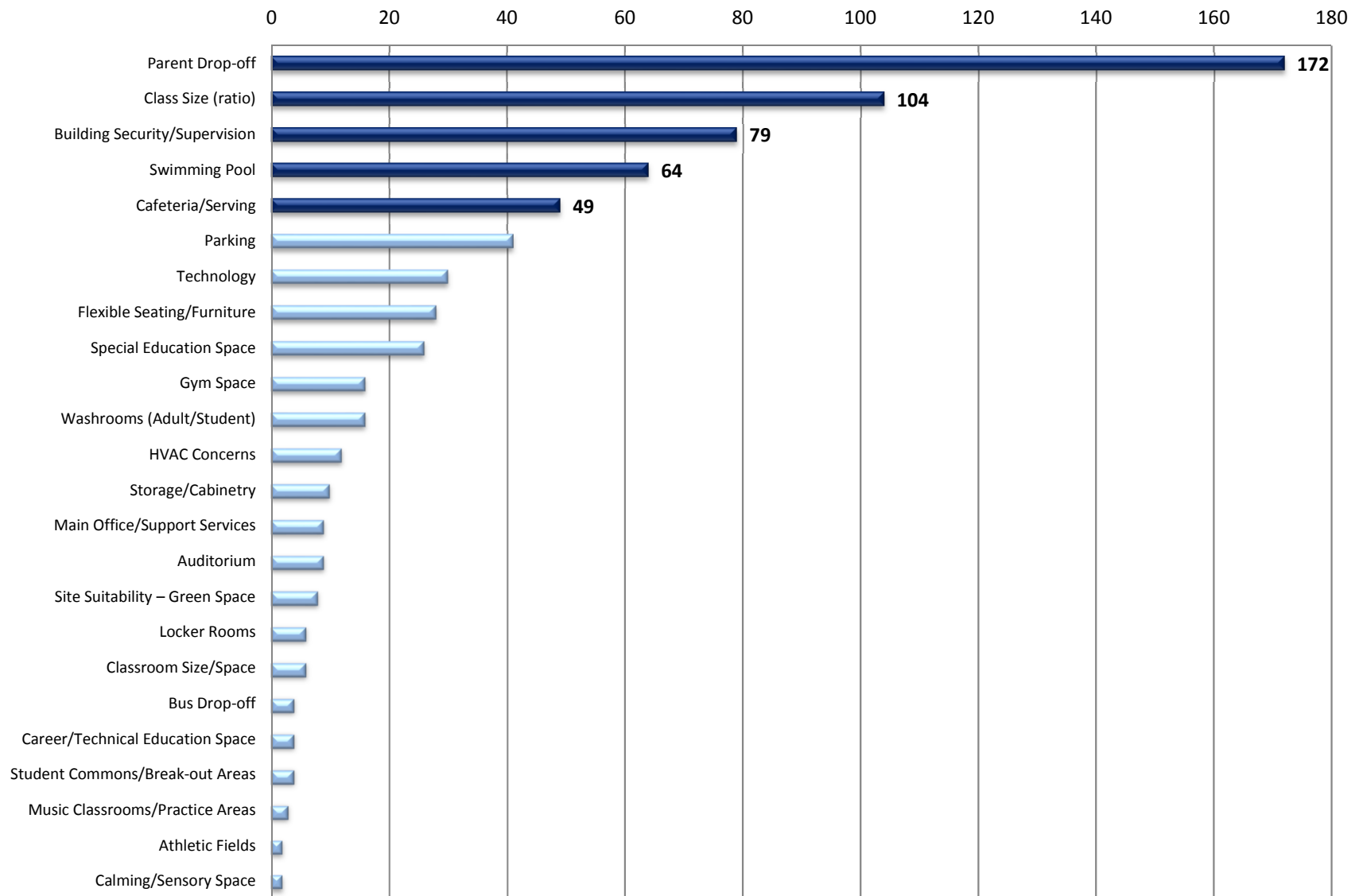
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Forestview Middle School - The Big Five Needs - Certified Staff							
Needs: Description	Rank 1 to 5 with 1 = Highest Need to 5 = Lowest					Total Points	# of Responses
	1 (5pts)	2 (4pts)	3 (3pts)	4 (2pts)	5 (1pt)		
Parent Drop-off	XXXXXXXXXXXX XXXXXX	XXXXXXXX XXX	XXXXXXXX XXXX	X		172	42
Class Size (ratio)	XXXXXXXXXXXX XXXXXX	XX	X	XXXX		104	24
Building Security/Supervision	XXXX	XXXXXXXXXX	XXXXXX	XXX	XXX	79	24
Swimming Pool	XXXX	XXXXXXXXXX	XXX	XXX	X	64	18
Cafeteria/Serving	XXX	XXXXXX	X	XXXX	XXX	49	16
Parking	XXX	XXXXXX	X	X	X	41	11
Technology	X	XX	XXX	XXX	XX	30	11
Flexible Seating/Furniture	X	XXX	XX	XX	X	28	9
Special Education Space		XXX	XXX	XX	X	26	9
Gym Space			XXX	XX	XXX	16	8
Washrooms (Adult/Student)		X	XX	XXX		16	6
HVAC Concerns	XX			X		12	3
Storage/Cabinetry		X	XX			10	3
Main Office/Support Services		X		XX	X	9	4
Auditorium			XXX			9	3
Site Suitability – Green Space	X		X			8	2
Locker Rooms			X	X	X	6	3
Classroom Size/Space			XX			6	2
Bus Drop-off		X				4	1
Career/Technical Education Space				X	XX	4	3
Student Commons/Break-out Areas				XX		4	2
Music Classrooms/Practice Areas			X			3	1
Athletic Fields				X		2	1
Calming/Sensory Space				X		2	1

## FORESTVIEW MIDDLE SCHOOL

### Forestview Middle School - Certified Staff Prioritized Needs



## BRAINERD HIGH SCHOOL

### Perceived Areas Needing Improvement / Areas of Satisfaction

As mentioned previously, the certified staff took part in an Educational Adequacy Listening session. In the first part of this session, Certified staff members were presented an overview of the Educational Guidelines for each of the categories/spaces in their facility.

They were then asked to indicate (using “sticky” notes placed on large sheets of paper for each category/space) areas in any of the categories/spaces they perceived as needing improvement (blue “sticky” note) and those they were satisfied with (yellow “sticky” note). The table below summarizes all the comments with the left column showing the Needs Improvement comments and the right column showing the Satisfaction Comments. If a comment is followed by a (#), the # indicates the number of responses that were similar.

Perceived Areas Needing Change and/or Improvement (Areas not adequately meeting the needs of students and staff)	Perceived Areas of Satisfaction (Areas adequately meeting the needs of students & staff)
---	--

Category 1: Classroom Size and Suitability	
Larger classrooms (44)	Natural light (18)
More storage (41)	Good class sizes (12)
More outlets/plug-ins (18)	Good storage (6)
More windows/natural light (16)	Sink in classroom (4)
Same classes in same area - science classes, math classes (10)	Good electrical light (4)
Flexible furniture (10)	Same classes in the same area "all science, all math" (3)
Modern/Tech possible classrooms (4)	Windows (3)
White boards (4)	Digital Displays (3)
Phone charging station (3)	Lots of classroom collaboration space (3)
Classroom sinks (2)	Class rooms with labs (2)
Noise control/sound proofing-disturbs other classes (2)	Easy to clean classrooms
Double paned windows-wind blows through, cold (2)	Classrooms with doors that go outside
Update classrooms (2)	Good desks/tables
Better climate controls in classrooms (2)	Bathrooms in classroom
Better teacher demonstration areas (2)	Classroom close to lunch room
Cluster classrooms around a large break-out area (2)	Classroom close by work rooms
Window shades	Classrooms and Labs are separate
Two separate offices for 9-12 grades	Large classrooms
Better electric lighting control	

## BRAINERD HIGH SCHOOL

View outdoor/outdoor areas	
Permanent walls between classrooms	
Lockable storage cabinets in classroom	
Computer Drops	
Natural light	
Interactive boards	
Handicap classroom access	
Sky lights	
<b>Category 2: Cafeteria/Kitchen/Serving</b>	
Bigger lunch room/kitchen (13)	
Keep all food in cafeteria/mess control (1)	
More cafeteria seating (2)	
Student restaurant/café prep room (1)	
<b>Category 3: Security and Supervision</b>	
Too many unsupervised unlocked doors (32)	ID card entries (3)
Security/cameras (11)	
One main entrance (6)	
Better security (5)	
ID/key cards don't work (4)	
Better computer lab access (3)	
Need ID/key cards	
Safety between buildings	
Too many places for students to hide	
Better security in student success center	
<b>Category 4: Main Office/Nurse/Support Services</b>	
Larger nurse's office (15)	Updated staff lounge (6)
relocate staff lounge (6)	Main office size (2)
Updated teachers' lounge (4)	Staff offices near classrooms
Bigger main office (4)	Good staff offices
Bigger copy room (4)	Certified nurse and assistant
More privacy in nurse's office (3)	Good student success location
Better speaker/PA system (2)	Small building size
Relocate main office nearer to parking lot (2)	
Helpful directional signs (2)	
Updated storage (2)	
Update main office "fish bowl effect" (2)	
More main office seating (2)	
More natural light in collaboration rooms and teachers' lounge (2)	
Better accessibility to offices any time of day (2)	
Better secretary offices	



## BRAINERD HIGH SCHOOL

Bigger entrance	
More outlets/plug-ins	
Visitor entrance	
Certified nurse assistant	
Brighter painted walls throughout the school	
Copy room away from staff offices	
Better cleaning of teacher's lounge	
All student services in one location	
Relocate main office	
Relocate student success center	
More offices with windows	
Centrally located copy room	
Update secretary's technology	
More staff	
<b>Category 5: Science Classrooms/Labs</b>	
Update FACS labs (9)	Updated ventilation (2)
Update labs (4)	Big engineering room
Bigger labs (3)	PAES labs
Agriculture live animal lab/barn (3)	Professional shops
More gas access (2)	Well-lit shops
Flexible furniture (2)	
Overhead doors (2)	
Bigger C.N.A. classrooms	
Updated lab equipment	
Dividing walls	
Labs should be NSTA approved	
Update lab equipment - gas jets	
More electrical access	
Bigger CAD labs	
Remodel engineering Lab	
Improve/upgrade business lab	
Life skills lab area	
Plumbing for compressed gas	
Teacher demo space in FACS labs	
<b>Category 6: Art Classrooms/Labs</b>	
More storage (5)	
Flexible furniture (3)	
Better ventilation (2)	
Bigger art rooms (2)	
More natural light	
Update display cases	

## BRAINERD HIGH SCHOOL

Category 7: Music Classrooms/Practice Areas/Etc.	
More practice/ ensemble rooms (6)	Good acoustics (2)
Sound proofing (3)	Great choir room
Bigger classrooms (3)	Great music rooms
All music classes in one building-some are in a different building (2)	Updated music facilities
Music/practice public accessibility	
Insulated outside door-cold air leaks in	
Category 8: Teacher/Staff/Lunchroom/Workroom/Collaborative Planning Areas	
More collaborative/study rooms (27)	Great conference rooms (3)
More conference rooms (9)	Collaboration rooms
More storage (6)	
Better ventilation in staff bathrooms (2)	
Update collaboration (2)	
Relocate conference rooms (2)	
Fix up conference rooms	
More staff office space	
Better Health services	
More Staff bathrooms	
Category 9: Student Commons/Break-Out Areas	
More/bigger student commons (25)	Student commons
More calming/study areas (5)	
Larger student services area (2)	
More teacher supervision in student commons (2)	
More student collaboration space	
Flexible furniture	
Category 10: Physical Ed./Athletics/Gym/Locker Rooms/Pool Etc.	
Bigger gym (14)	Great Athletic facilities (4)
Bigger wrestling room (13)	Great gym (3)
Update pool (12)	Green spaces (2)
Update locker rooms (11)	Outdoor gym equipment/space (2)
Handicap accessible athletic fields (6)	Great track and field (2)
Athletic meeting rooms - team meetings (5)	Fitness center (2)
Athletic storage (4)	Good basketball courts
More pool bleachers for swim meets (4)	Women's PE locker rooms
Bigger fitness center (4)	Good football fields
Updated Softball & baseball fields (3)	Pool
Relocate weight/fitness rooms (2)	Meeting/team rooms
Storage (2)	New football stadium
Security/supervision in locker rooms-prevent bullying (2)	

## BRAINERD HIGH SCHOOL

Noise control/sound proofing (2)	
Easier/closer access to athletic fields (2)	
Indoor track (1)	
Pole vaulting box (1)	
Easier public access for games (1)	
More athletic equipment (1)	
Better green spaces (1)	
Athletic field safety/security (1)	
Updated press box (1)	
More shower in Athletic areas (1)	
Better lockers in locker room (1)	
<b>Category 11: Site Suitability: Fields/Green Space, Playgrounds Etc.</b>	
100 meter 3% incline/decline into hillside (1)	Outdoor courtyard/commons area (2)
Green space (1)	Green House (2)
Outdoor commons area (1)	
Outdoor lunch/study area (4)	
Better Green house (1)	
<b>Category 12: Parking and Bus Drop-off: Staff/Students/Parents</b>	
Separate bus and parent drop-off (18)	Good parking (1)
Bigger/better parking lots (14)	
Better/safer traffic flow (9)	
More parking (8)	
Separation of staff/student/visitor parking (5)	
Better parking locations (3)	
Parking security - lots of cars are vandalized (2)	
Outdoor athletic field parking (2)	
Parking lot signs - Staff lot, Student lot, etc. (2)	
Have the parking lot near the school entrance	
Better supervision at drop-off areas	
Handicap parking	
<b>Category 13: Technology</b>	
Better/upgraded Wi-Fi (16)	Technology improvements (9)
1:1 devices for students (11)	Good reliable Wi-Fi (5)
Upgraded technology (8)	Technology plans (3)
More printers/copy machines (7)	Wireless technology
Upgraded technology infrastructure (6)	Upgraded staff laptops
More technology for PE and music classes (3)	
Charging stations (3)	
1:1 device charging lockers	
Digital displays	
New elevator	

## BRAINERD HIGH SCHOOL

Better internet connections	
Bring back desktop computers	
More small sized printers	
More computers for the special education department	
Smart boards for STARS program	
Music notation software	
Mobile tech carts	
Computer access in commons areas	
More computers	
More computers for power hours	
Program iPad	
Site blocking on computers - block YouTube and Facebook	
District issued computers require passwords for all staff	
Support tech staff	
Microsoft software for students - Word, PowerPoint, Excel	
Bigger computer labs	
<b>Category 14: Library/Media Center: Location/Size/Layout</b>	
Media center/library separated from ISS and study hall (7)	Good media center (2)
Centrally located media center/library (5)	Good furniture
Student collaboration spaces (2)	Nice librarian
Need more books (2)	Large windows
Library needs more computers (2)	Lots of media center seating
Updated furniture	
updated electronics	
<b>Category 15: Special Education/Support Services</b>	
Upgraded STARS areas (3)	DCD area
Upgraded DCD areas (2)	SPED in good proximity to regular education
EBD rooms right next to welding/wood work area	
STARS program need interactive white boards	
Supervised rooms for ISS students	
SPED department meeting rooms	
Special education collaboration rooms /offices	
Dishwasher	
More welcoming/calming mental health offices	
Separated ISS room	
ASD calming space	
flexible furniture for disabled students	
More storage for STARS areas	
Separate 18-21 and 9-12 students	

## BRAINERD HIGH SCHOOL

Category 16: Auditoriums/Performing Arts Spaces	
Bigger theater (13)	Good acoustics in auditorium (2)
Bigger auditorium (11)	Great theater/music programs (2)
More/bigger auditorium seating (10)	Theater
Updated auditorium sound system (9)	
Auditorium on campus (7)	
Bigger theater stage (6)	
Performing arts space (6)	
Updated auditorium tech (5)	
More theater/auditoriums (4)	
Better auditorium parking (3)	
Community spaces in auditorium (2)	
Updated climate control in auditorium	
Dressing rooms	
Separate performance space	
Better public access to auditorium	
Update auditorium building	
Category 17: Career and Technical Education	
More /updated CTE education (4)	
Category 18: Hallways/Washrooms/Lockers/Maintenance	
Larger hall lockers (29)	Lots of bathrooms
Updated bathrooms (26)	
More male and female bathrooms (17)	
More staff bathrooms (11)	
Handicap access bathrooms/showers (7)	
One/combine buildings (5)	
Better maintenance (4)	
More hall lockers (3)	
Larger halls (3)	
Update all facilities and equipment (2)	
Fix heating system - really cold in some classes (2)	
better electric lighting (2)	
Better AC (2)	
Handicap doors (2)	
Better custodial help (2)	
Wall repairs	
More water fountains	
Separate campuses	
More entrances	
Sound proof walls - noise problems	
Display area for visual and performing arts	

**BRAINERD HIGH SCHOOL**

Sinks in commercial areas	
Update school carpets	
Updated hall lockers	

## BRAINERD HIGH SCHOOL

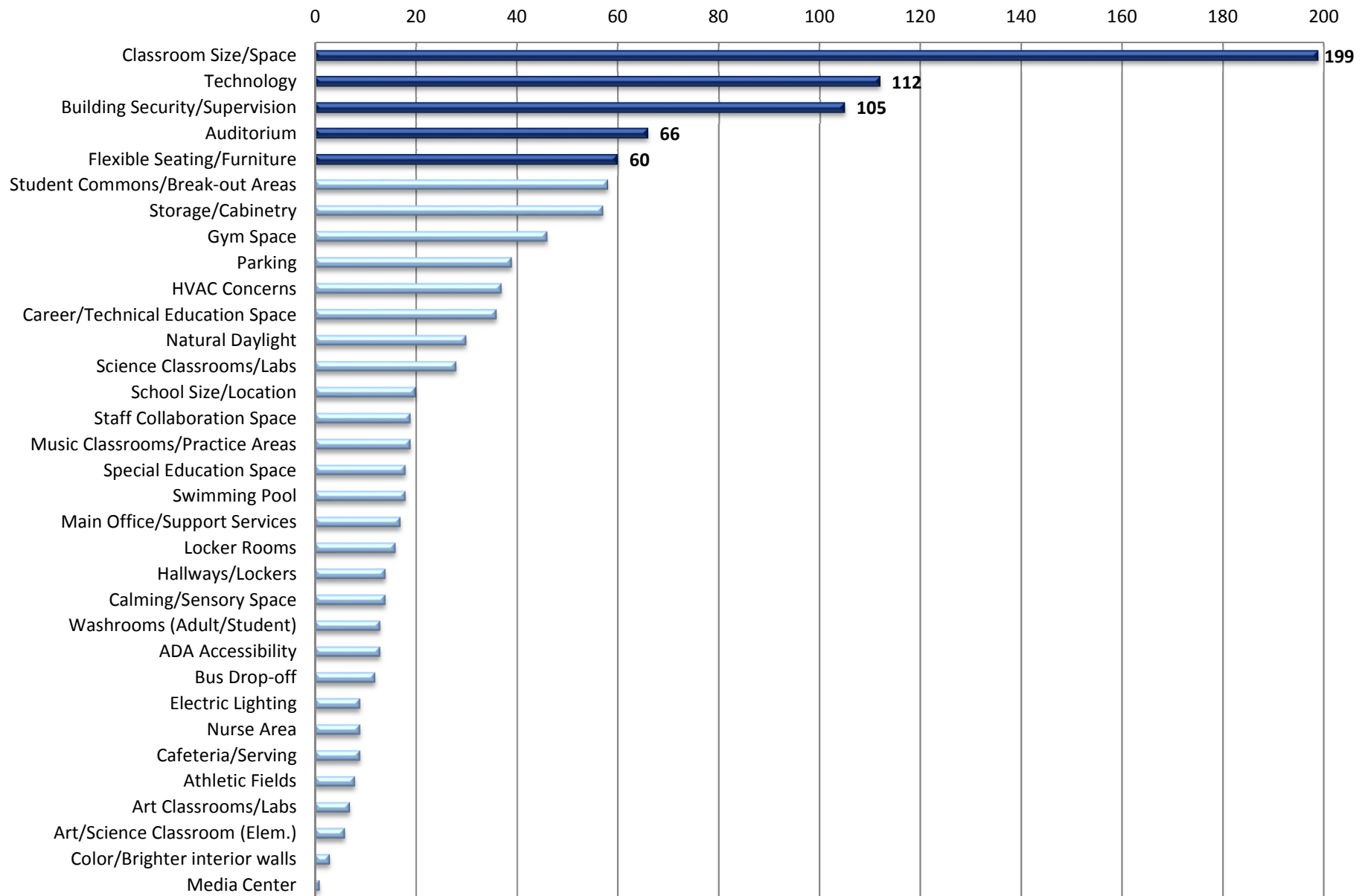
### The “Big Five” Needs

In the second part of the Educational Adequacy Listening Session the certified staff members were asked to reflect on all the items and categories discussed in the first part of the session and indicate the five most important needs for their school/facility. They were to rank these items 1 through 5 with their most important need placed by the number 1. Each item was given points based on the ranking. The number 1 need was given 5 points, the number 2 need was given 4 points, followed by the same procedure for numbers 3 (3 points), 4 (2 points) and 5 (1 point) needs. Below is a summary of that process in table form. The following page shows the same table graphically as a bar chart.

Brainerd High School - The Big Five Needs - Certified Staff							
Needs: Description	Rank 1 to 5 with 1 = Highest Need to 5 = Lowest					Total Points	# of Responses
	1 (5pts)	2 (4pts)	3 (3pts)	4 (2pts)	5 (1pt)		
Classroom Size/Space	XXXXXXXXXX XXXXXXXXXX XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XX	199	50
Technology	XXXX	XXXXXXXXXX	XXXXXXXXXX XXX	XXXXXXXXXX	XXXXXXXXXX	112	40
Building Security/Supervision	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXX	105	32
Auditorium	XXXXX	XXXXXX	XXX	XX	XXXX	66	20
Flexible Seating/Furniture	XX	XXXXXX	XXXXXXXXXX	XX	X	60	18
Student Commons/Break-out Areas	XXX	XXX	XXXXXX	XXXX	XXXXXXXXXX	58	23
Storage/Cabinetry	XX	XXXXXX	XXXX	XXXXXX	X	57	18
Gym Space	XXX	XXX	XXX	XXXX	XX	46	15
Parking		XX	XXXXXXXXXX	XXX	XXXX	39	16
HVAC Concerns	X	XXXX	XX	XXXX	XX	37	13
Career/Technical Education Space	XXXX	XXX		X	XX	36	10
Natural Daylight	X	XXXXXX	X	X		30	8
Science Classrooms/Labs	XX	XX	XX	X	XX	28	9
School Size/Location	X	XX	X	X	XX	20	7
Staff Collaboration Space		X	X	XXX	XXXXXX	19	11
Music Classrooms/Practice Areas	X	XXX		X		19	5
Special Education Space	XX		X	XX	X	18	6
Swimming Pool	X	X	XX	X	X	18	6
Main Office/Support Services	XXX				XX	17	5
Locker Rooms	X	X	X	XX		16	5
Hallways/Lockers	X	X		X	XXX	14	6
Calming/Sensory Space		XX	XX			14	4
Washrooms (Adult/Student)		X	X	XX	XX	13	6
ADA Accessibility	X	XX				13	3
Bus Drop-off			X	XXX	XXX	12	7
Electric Lighting		XX			X	9	3
Nurse Area		X		XX	X	9	4
Cafeteria/Serving	X		X		X	9	3
Athletic Fields			X	XX	X	8	4
Art Classrooms/Labs	X			X		7	2
Art/Science Classroom (Elem.)			XX			6	2
Color/Brighter interior walls				X	X	3	2
Media Center					X	1	1

## BRAINERD HIGH SCHOOL

### Brainerd High School - Certified Staff Prioritized Needs





## Perceived Areas Needing Improvement / Areas of Satisfaction

As mentioned previously, the certified staff took part in an Educational Adequacy Listening session. In the first part of this session, Certified staff members were presented an overview of the Educational Guidelines for each of the categories/spaces in their facility.

They were then asked to indicate (using “sticky” notes placed on large sheets of paper for each category/space) areas in any of the categories/spaces they perceived as needing improvement (blue “sticky” note) and those they were satisfied with (yellow “sticky” note). The table below summarizes all the comments with the left column showing the Needs Improvement comments and the right column showing the Satisfaction Comments. If a comment is followed by a (#), the # indicates the number of responses that were similar.

<b>Perceived Areas Needing Change and/or Improvement</b> <b>(Areas not adequately meeting the needs of students and staff)</b>	<b>Perceived Areas of Satisfaction</b> <b>(Areas adequately meeting the needs of students &amp; staff)</b>
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Category 1: Classroom Size and Suitability	
More storage options (4)	Good natural light in lab
Natural light (2)	Love some of our new furniture
Group areas - small and large (2)	Digital display
Collaborative classroom furniture and space (2)	
Number of classrooms (2)	
Size of classrooms (2)	
Academy size too small (2)	
Temperature not well regulated	
More project based learning	
Wi-Fi access points	
Too many small individual rooms	
Flexible seating	

## BRAINERD LEARNING CENTER

Category 2: Cafeteria/Kitchen/Serving	
More space and seating for kids to eat (4)	
We have our food delivered from HS - we need more availability for kids to eat lunch (3)	
Kitchen space	
Need 3 kitchen spaces - 1) small staff kitchen 2) classroom type for student learning 3) Cafeteria	
Adjacent to staff lounge	
Not visually inviting	
Also, "Coffee Shop" or other student run food idea	
Allow students to assist with food - more self-serve options	
Category 3: Security and Supervision	
Key card access (4)	Good human supervision
Need electronic security - should be buzzed into office (4)	We have cameras
No security! Secretaries can't see the front door (3)	
Classroom doors do not lock	
Category 4: Main Office/Nurse/Support Services	
No nurse staff or space (8)	Reception area is adequate
Need centralized storage (4)	Mailroom is okay
Waiting room/lobby area is small (3)	Natural light
No cameras or security	
Everything is out in the open	
Category 5: Science Classrooms/Labs	
Need science classroom and lab (7)	
Need collaborative space in science room	
More science options w/ lab space	
Category 6: Art Classrooms/Labs	
More art space (7)	
Kiln (4)	
More storage (3)	
Does not have proper ventilation (2)	
More sinks	
Pottery wheels	
More tables - demo tables	

## BRAINERD LEARNING CENTER

<b>Category 7: Music Classrooms/Practice Areas/Etc.</b>	
No music program (2)	
Need space to allow kids to play instruments or online - keyboards, etc. (2)	
General music classroom	
Music appreciation class/opportunity	
Computer tech areas for music	
Start to develop music programs using computer software	
<b>Category 8: Teacher/Staff/Lunchroom/Workroom/Collaborative Planning Areas</b>	
Larger lunchroom (4)	Staff restrooms (5)
Need multiple microwaves (2)	Adequate staff dining area (3)
Small staff lounge with no collaborative planning areas	Staff workspace is good (2)
Lounge is too small - not enough storage	Staff lounge has a large refrigerator, a chest freezer, a kitchen sink, stove/oven, coffee maker, pop machine, and microwave.
Non- gender-specific bathrooms	
Need a few more mid-size meeting areas	
Very small workspace w/ copy machine, etc.	
<b>Category 9: Student Commons/Break-Out Areas</b>	
Larger student lounge/commons area (3)	We have a room dedicated to student commons
No commons	Student lounge is good - could be larger
Need a parent waiting area	We have multiple small spaces for student lounging
<b>Category 10: Physical Ed./Athletics/Gym/Locker Rooms/Pool Etc.</b>	
Need for an actual gym that is larger and more appropriate for gym class (8)	Small locker area with private showers (2)
Gym equipment (4)	
Limited storage (4)	
Fitness center - more opportunities for recreation (2)	
Space for stage, performance	
<b>Category 11: Site Suitability: Fields/Green Space, Playgrounds Etc.</b>	
More green space needed (4)	Nice area behind building (2)
More accessible green space needed	Project adventure green space, garden, picnic tables (2)
No playing fields	We have plenty of outdoor space for students to do activities
<b>Category 12: Parking and Bus Drop-off: Staff/Students/Parents</b>	
Parking on east side of the building - sidewalk off of street parking	Parking - decent size, lighted, safe (10)
Staff and student parking area together	
Student drop-off limited	

## BRAINERD LEARNING CENTER

Category 13: Technology	
Charging stations (3)	Plenty of technology (7)
Need more student devices (2)	Good Wi-Fi (4)
Increase wireless access points	Digital displays (3)
Maintenance for existing items	Great technology and support
No strategic plan for technology for our building	
Category 14: Library/Media Center: Location/Size/Layout	
Need a library/media center (7)	
Need e-book options/digital library (3)	
Breakout space	
Category 15: Special Education/Support Services	
Need more calming/problem solving space (4)	Handicap accessible counseling offices
Would like to expand use of quiet space for students	Counseling has a nice office space
Group skills area	Plenty of counselors
PAES lab - pre-work skills labs	
No specified space for special education	
No designated office space for social worker, PO meetings	
No classroom for small group instruction	
Category 16: Auditoriums/Performing Arts Spaces	
Need to have a space that has a stage, sound system, seating (3)	Have stage and sound system - could use a light system (2)
Better sound system (3)	We currently use multipurpose room - appropriate size (2)
Better lighting (2)	Have a portable stage
Category 17: Career and Technical Education	
Need a FACS/life skills area - kitchen/laundry (9)	3-D printers
Need CTE programming. All areas. (5)	Garden
Woods/Auto labs (3)	
Increase technical education areas (more hands-on project areas) (2)	
Agriculture - greenhouse space (2)	
Dedicated larger space for STEM staff	
Space for working on large projects - building with overhead door	
Multi-purpose technology room	
Larger makerspace area (including sewing stuff in there)	

## BRAINERD LEARNING CENTER

Category 18: Hallways/Washrooms/Lockers/Maintenance	
More student locker/storage space (3)	I think that these areas are fine
Limited maintenance storage	Great bathrooms
No high school lockers	Lots of bathrooms
	Student bathrooms

## BRAINERD LEARNING CENTER

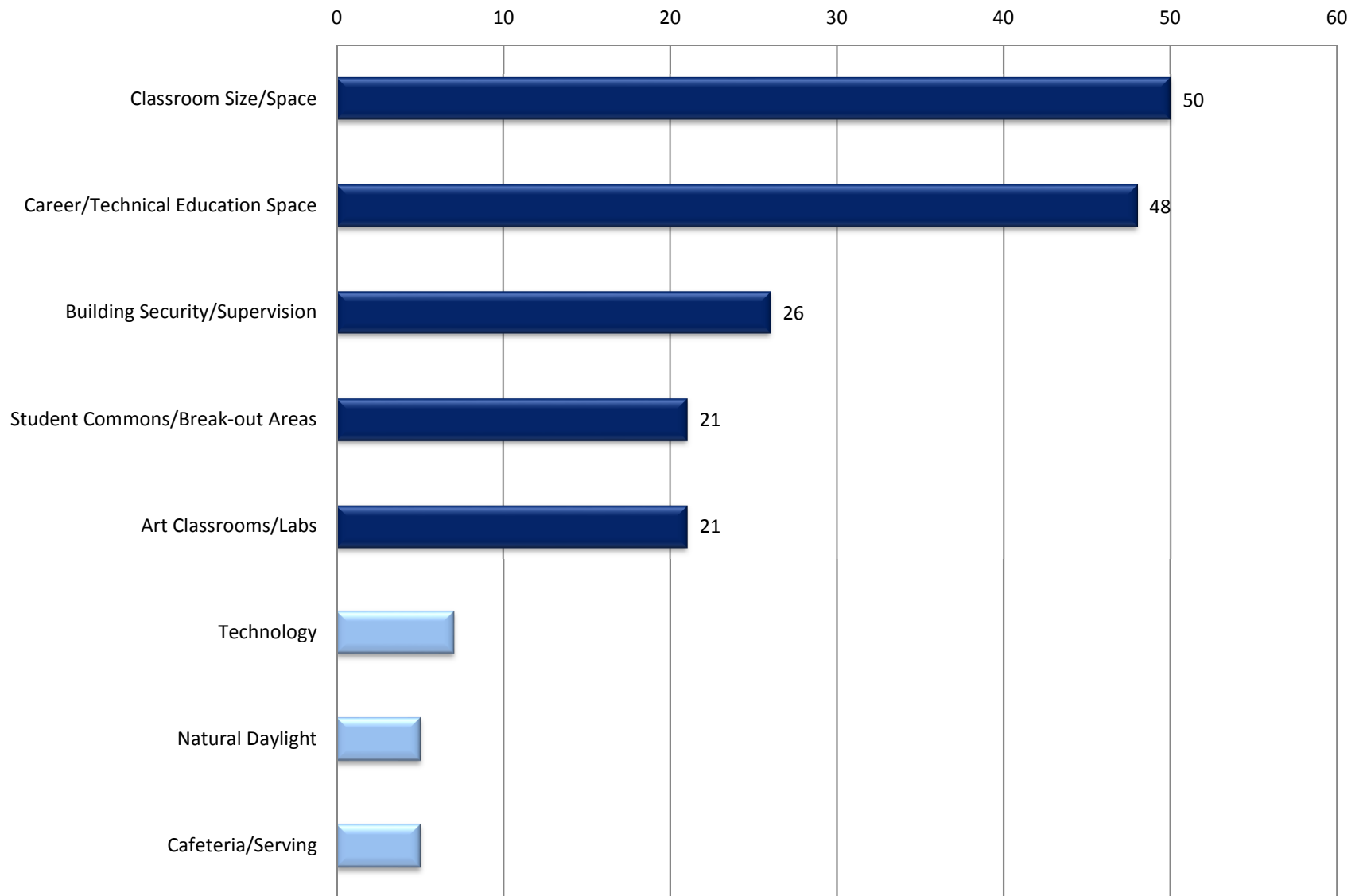
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Brainerd Learning Center - The Big Five Needs - Certified Staff							
Needs: Description	Rank 1 to 5 with 1 = Highest Need to 5 = Lowest					Total Points	# of Responses
	1 (5pts)	2 (4pts)	3 (3pts)	4 (2pts)	5 (1pt)		
Classroom Size/Space	xxxxxxxxxx					50	10
Career/Technical Education Space		xxxxxxxxxxxx				48	12
Building Security/Supervision			xxxxx	xxxxx	x	26	11
Student Commons/Break-out Areas			x	xxxxxx	xxxxxx	21	13
Art Classrooms/Labs			xxxxxxx			21	7
Technology				x	xxxxx	7	6
Natural Daylight	x					5	1
Cafeteria/Serving	x					5	1

## BRAINERD LEARNING CENTER

### Brainerd Learning Center - Certified Staff Prioritized Needs



## Perceived Areas Needing Improvement / Areas of Satisfaction

As mentioned previously, the certified staff took part in an Educational Adequacy Listening session. In the first part of this session, Certified staff members were presented an overview of the Educational Guidelines for each of the categories/spaces in their facility.

They were then asked to indicate (using “sticky” notes placed on large sheets of paper for each category/space) areas in any of the categories/spaces they perceived as needing improvement (blue “sticky” note) and those they were satisfied with (yellow “sticky” note). The table below summarizes all the comments with the left column showing the Needs Improvement comments and the right column showing the Satisfaction Comments. If a comment is followed by a (#), the # indicates the number of responses that were similar.

Perceived Areas Needing Change and/or Improvement (Areas not adequately meeting the needs of students and staff)	Perceived Areas of Satisfaction (Areas adequately meeting the needs of students & staff)
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Category 1: Classroom Size and Suitability	
Very limited outlets (7)	Classroom size is good for up to 8 students (5)
Need more space in classrooms (4)	Natural light (4)
We have no cupboards or storage (locked storage would be good (4)	Technology in my classroom is great (3)
Struggle with writing areas (white boards, chalk boards) Not enough usable space (2)	Adequate Wi-Fi (2)
We have no place for students to store jackets and belongings (2)	Sinks available to students (2)
Don't like round part of classroom	Adequate outlets
No interactive board	Adequate storage
Storage and secure area for technology	Heating and ventilation is good
We get hand me down furniture that often doesn't fit the students	Class size is good (8 students to 2 staff)
I would like the photo copier/office items moved into main office from the 1st floor time out room. When student acts up, can't get into room to do my job.	Nice having separate curriculum area w/limited access
Need a quiet area for students to go that can be monitored	LEC is in a central location with the HS, AEC & port for transportation purposes
Need more phone line options	
Would like better lighting	
Heat is hard to manage	
Could use sinks & counterspace	



## LINCOLN EDUCATION CENTER

Category 2: Cafeteria/Kitchen/Serving	
No space for lines (3)	Need cafeteria - glad we have it
Must have a full time cook with work area (3)	Having our own cook is nice
We eat in classroom due to behavior management issues/structure (2)	
Need security cameras in lunchroom	
Must have an area designated for each class so kids can eat in the lunchroom	
Logistics stink with basement cafeteria	
Meals from the high school	
Cafeteria could be bigger - we use for meetings - need room	
Cafeteria is wasted space beyond meals	
Kitchen is less than appealing. Dark, no windows and not inviting to our kids	
Meals are inadequate (small)	
Storage area	
Need a full prep kitchen	
Hot, amount, quantity not equal to others	
Category 3: Security and Supervision	
Need a secure visitor entrance close to office for visibility of people entering the building (5)	Doesn't feel like a prison/institution
We have to arm/disarm security system - if we stay after the custodian leaves, we are responsible for the alarm (3)	Staff at door gives personal greeting/checks in students - face to say hello
Cameras are not sufficient - not inclusive and picture not clear (2)	Security is good
Could use key fob instead of hard key - would be better (2)	Locking doors are a must - system works well
Need all entryways to be secure (2)	
We are in charge of student security - pocket checks, etc.	
No electronic locks on any doors	
Outdated signage	
Need check-in that is similar to all elementary schools	
Need 1 level (no stairs) level 4 setting	
Poor traffic patterns	
Access for staff	
Numerous doors	
Office location	
6 months to fix door lock on classroom	
Security is a problem due to split entryway and office being at the other end of hallway	
We're not secure - big negative with our population	

## LINCOLN EDUCATION CENTER

Plexiglass needed	
More space for student behavior	
<b>Category 4: Main Office/Nurse/Support Services</b>	
Need more meeting spaces (10)	Office accessible to staff
No on-site nurse or sick area (10)	
Workroom is tiny and cramped - need more space (2)	
No waiting/reception area (4)	
Main office is too small (2)	
Need storage for records (4)	
Bathroom for staff office is in a closet/need privacy (3)	
Need technology storage/support area	
Would like to move photo copier/workroom items into main office	
Need designated staff/student bathrooms	
<b>Category 5/6: Science/Art Classrooms</b>	
Need area for art room (2)	Sink in my room is used every day
Counter space work area for service learning activities	Keep sink in room
We don't have an art or science area but it's not necessary.	Home economics room w/sinks, kitchen, washer & dryer
No ventilation or flow of fresh air	2 fountains per floor
Inadequate storage	
No art room/science room/lab or equipment (6)	
Work shop, lab crafts, vocational shop	
<b>Category 7: Music Classrooms/Practice Areas/Etc.</b>	
<b>Category 8: Teacher/Staff/Lunchroom/Workroom/Collaborative Planning Areas</b>	
Need staff bathroom (3)	We do have a small staff lounge (3)
Tiny (closet sized), hot teachers' lounge w/copier (2)	
No lounge, dishwasher (2)	
We need a teacher work room (2)	
Lounge area is very hot or very cold	Just got filtered fountains in the hall this year
Lounge is small, dirty, old and stinky	
Copy room used as a multi-purpose room	
Lounge is off cafeteria so we hear and intervene in behaviors	
Need supplies in work area	
Need larger teacher space	

## LINCOLN EDUCATION CENTER

Category 9: Student Commons/Break-Out Areas	
Category 10: Physical Ed./Athletics/Gym/Locker Rooms/Pool Etc.	
Need temperature controlled gym (4)	We finally have a gym and a workout room (2)
Need storage for PE (4)	Nice stage area
Gym is too small (2)	Keep student shower
No water fountains	
Lights break and fall (2)	
No divider (2)	
Basketball hoops are too low	
No shades for windows	
Need showers for students separate from bathroom (5)	
More area for indoor play	
Office - small and very hot	
Ceiling too low	
No lockers for PE	
We need shared PE equipment	
Space is shared with sports practice. Teams get into equipment.	
Category 11: Site Suitability: Fields/Green Space, Playgrounds Etc.	
Need green space (football field size) (3)	Good location (4)
Larger outside rec/yard area (2)	Playground is facilitated by all students - elementary -12
We need to be in town near jobs & the high school	Keep playground area
More paved area	Need lots of security in being able to lock down - like we have here
Traffic moves between door & green space	Playground - fenced area
Building is not handicapped suitable	
Need basketball court	
Our proximity to temptations - i.e. gas stations, high school, etc. - entices students to walk-out & leave facility	
Equipment not suitable for teens, but they want to use it	
Once we outgrow space at Baxter, then what? We will be on the back burner again. Safety of playground.	
Need safe area to run	
Need playground	
How will things/space be shared? Safety of location that is proposed. Size of proposed space. We will outgrow.	
Moving would result in tons of additional transportation needs	

## LINCOLN EDUCATION CENTER

Category 12: Parking and Bus Drop-off: Staff/Students/Parents	
Unsafe traffic pattern w/playground (5)	We do have a lot
Limited parking. Hard to access. (4)	Staff all have parking spots in a fenced lot
Need a separate, well-signed, enforced drop-off/pick-up area (3)	
Safety issue with vehicles passing by and pulling up to entryway. Kid run out and almost get hit. (2)	
Need staff designated parking	
Need security camera over staff parking lot	
Parking not secure	
No parking for events.	
If we move to Baxter, there isn't very good parking available	
No separate bussing/parent pick-up	
Exit for others is the same as entrance to staff parking	
We need a bus drop close to door for our students	
Parking is horrible when wet. My spot is icy or in a mini lake!	
No student parking	
Category 13: Technology	
Limited outlets/charging (2)	Students all have some device to use (5)
Wireless tends to be slow (2)	
Need more carts and plug ins	
Media center would be awesome	Teachers all have laptops
Need classroom support with plug-ins, security, organized	Wireless 98-99% reliable
Better operability within a secure or managed operated system	Great infrastructure (2)
In-house tech integrationist	We have good electronics - iPads, Chromebooks
We need interactive white boards	Technology good (2)
Technology current plan is one size must fit all	Technology awesome!
No lab	
Not all staff has computer access	
No way to monitor high risk students who are not allowed web access	
Continued upgrades	
Category 14: Library/Media Center: Location/Size/Layout	
We don't have a library or media center - would be nice to have one (7)	It is great! We have solid technology
Would be nice to have a library that was updated & current	

## LINCOLN EDUCATION CENTER

Category 15: Special Education/Support Services	
Need more safe timeout rooms/calming areas/problem solving space (7)	We have a sensory room where my students go daily
Not ADA compliant - we have horrible access for people with physical needs (6)	We are a separate site to keep our students with difficulties away from other populations
More bathrooms for students (3)	We have time out rooms/sensory room now
Space for kids who need their own area that are not outside of classrooms (2)	We are an individual program in our own building
Need 3 quiet areas - work space - with cameras on them (2)	
must walk up or down a flight of stairs to get anywhere in the building - too many stairways/floors (2)	
We have one small under-equipped sensory room in building where most every student has sensory needs. Need at least two. (2)	
More space	
What? The handicapped accessible shower on the 3rd floor in a building without an elevator???	
Rec/movement room shared w/classrooms	
remove entryway glass with plexiglass	
Classrooms are too small	
Time out room and sensory room. Will we still have these? Laundry will be needed and cooking will be needed.	
Moving workroom out of 1st floor calming area. Can't use when student acts up.	
Proximity to BHS	
Not universally designed	
No extra space for kids to meet w/ PO's and other outside agencies	
Category 16: Auditoriums/Performing Arts Spaces	
We have no performance areas	
Category 17: Career and Technical Education	
We don't have this but have access from BHS (2)	We have a work program
Need more availability of service learning (2)	
We would love a workroom	
Career and technical education area	We have service learning
Transportation needed to access if we move	We do on-the-job-training
Students need opportunities that are not college based	Career - top notch staff with lots of resources
Need a FACS room	We have a great WBC program
Students need more access for vocational programming	We have great transportation for our students
Need hands-on learning space	Location now is good for students to access career/technical education programs

## LINCOLN EDUCATION CENTER

We are losing access to FACS lab	
If we move, we will lose access to all the CTE classes or we will have lots of additional vehicles/staff needs	
Need access to auto mechanics, wood shop, etc.	
Limited job opportunities or tech education for middle school students	
<b>Category 18: Hallways, Washrooms, Lockers &amp; Maintenance</b>	
Need full time custodial services (6)	Hallways are wide enough
Need more bathrooms (5)	Every classroom door has locks
We need student lockers (3)	Auto locking classroom doors along hallway
Need more student storage space/cubbies	We do not have communal restrooms due to our program needs
Staff bathroom with some privacy	Single stall unisex bathrooms
Bathrooms are old and dingy. Lots of broken items to hide contraband	No lockers in hallway
Maintenance areas	
Better located staff bathrooms	
Classroom doors all have same lock/key	
Each classroom needs locker/cubby for each student in classroom	
Need a washer and dryer	
We need a broom closet for student access	
Space is needed to separate classrooms from each other to lessen disruptions	
Separate maintenance/custodial space for student doing service learning	

## LINCOLN EDUCATION CENTER

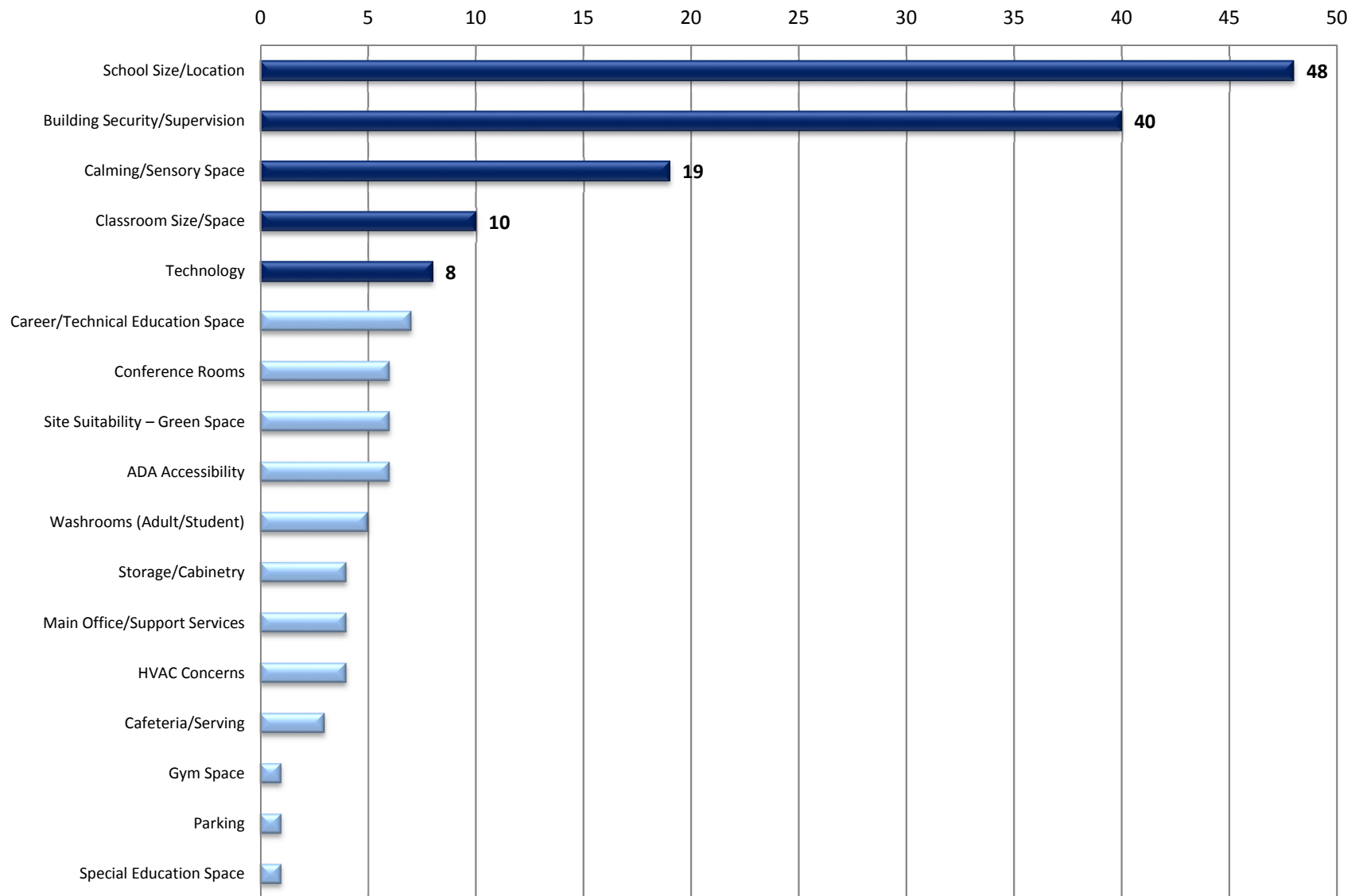
### The “Big Five” Needs

In the second part of the Educational Adequacy Listening Session the certified staff members were asked to reflect on all the items and categories discussed in the first part of the session and indicate the five most important needs for their school/facility. They were to rank these items 1 through 5 with their most important need placed by the number 1. Each item was given points based on the ranking. The number 1 need was given 5 points, the number 2 need was given 4 points, followed by the same procedure for numbers 3 (3 points), 4 (2 points) and 5 (1 point) needs. Below is a summary of that process in table form. The following page shows the same table graphically as a bar chart.

Lincoln Education Center - The Big Five Needs - Certified Staff							
Needs: Description	Rank 1 to 5 with 1 = Highest Need to 5 = Lowest					Total Points	# of Responses
	1 (5pts)	2 (4pts)	3 (3pts)	4 (2pts)	5 (1pt)		
School Size/Location	xxxxxxx	xx	x	x		48	11
Building Security/Supervision	xxx	xxx	xxx	xx		40	11
Calming/Sensory Space	x	xx	xx			19	5
Classroom Size/Space	x	x			x	10	3
Technology		x		xx		8	3
Career/Technical Education Space	x			x		7	2
Conference Rooms			xx			6	2
Site Suitability – Green Space		x		x		6	2
ADA Accessibility			xx			6	2
Washrooms (Adult/Student)			x	x		5	2
Storage/Cabinetry			x		x	4	2
Main Office/Support Services		x				4	1
HVAC Concerns		x				4	1
Cafeteria/Serving				x	x	3	2
Gym Space					x	1	1
Parking					x	1	1
Special Education Space					x	1	1

## LINCOLN EDUCATION CENTER

### Lincoln Education Center - Certified Staff Prioritized Needs





## Perceived Areas Needing Improvement / Areas of Satisfaction

As mentioned previously, the certified staff took part in an Educational Adequacy Listening session. In the first part of this session, Certified staff members were presented an overview of the Educational Guidelines for each of the categories/spaces in their facility.

They were then asked to indicate (using “sticky” notes placed on large sheets of paper for each category/space) areas in any of the categories/spaces they perceived as needing improvement (blue “sticky” note) and those they were satisfied with (yellow “sticky” note). The table below summarizes all the comments with the left column showing the Needs Improvement comments and the right column showing the Satisfaction Comments. If a comment is followed by a (#), the # indicates the number of responses that were similar.

Perceived Areas Needing Change and/or Improvement (Areas not adequately meeting the needs of students and staff)	Perceived Areas of Satisfaction (Areas adequately meeting the needs of students & staff)
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Category 1: Classroom Size and Suitability	
Flexible furniture (4)	Good storage (3)
Collaboration/work areas (3)	Large classrooms (3)
Bigger classrooms (3)	Lots of classrooms
Sensory /calm spaces in classroom (2)	Wave Tables - adjustable height tables
Natural light (2)	
Sinks in classroom (2)	
LED lighting (2)	
More windows	
Raised mats	
Movable storage	
Handicap accessibility	
Doors with no windows in them - distracting	
Sensory edge on table - write quick instructions on table surface	
Movable white boards	
LCD projectors/closed captioning capabilities for deaf/hard of hearing students	
Square storage	
More storage	
More outlets/plug-ins	
Bigger EC rooms	
ELL space	

## PAUL BUNYAN EDUCATION COOP

Category 2: Cafeteria/Kitchen/Serving	
Flexible furniture (6)	Natural light
Better acoustics/soundproofing "too loud" (3)	Outside lunch area/courtyard
Larger cafeteria (2)	Small lines
Separate cafeteria and gym space (2)	
Assigned seating	
More healthy food	
Have food brought in	
Category 3: Security and Supervision	
Better lockable door access (14)	Good door/entrances security (2)
No main entrance (11)	
Security issues (7)	
Key FOB/ID cards for all staff (5)	
Better check in/out system (5)	
Better security guard patrols (4)	
Can't get into classrooms with all classrooms locked	
Better security communication system	
Visual alarms "written word, FIRE-TORNADO-LOCK DOWN, so students know what is going on"	
Category 4: Main Office/Nurse/Support Services	
Bigger/updated main office (8)	Good office spaces (3)
More storage (6)	Centrally located collaboration/work rooms (3)
Need Nurse's office (5)	Good main office (2)
Bigger/more collaboration/conference rooms (3)	Nurse availability
Bigger Nurse's office (3)	Good storage right next to main office
Staff offices closer to main office (3)	Psych office
Itinerant staff offices (2)	
Relocate main office near main entrance (2)	
Psych office (2)	
Reception area (2)	
Better secretary space	
Better speaker/PA system	
Category 5: Science Classrooms/Labs	
Flexible furniture (3)	Science rooms
Handicap accessible classrooms (3)	
Home economics course	

## PAUL BUNYAN EDUCATION COOP

Category 6: Art Classrooms/Labs	
Handicap accessible classrooms (3)	Art rooms (2)
Flexible furniture (3)	Art specialists
Art rooms (2)	
Assistant staff	
Category 7: Music Classrooms/Practice Areas/Etc.	
Handicap accessible classrooms (6)	Big music rooms (3)
Bigger music rooms (3)	accessible music rooms
Flexible furniture (3)	Music rooms
Better acoustics (2)	
Music rooms	
Natural light	
Category 8: Teacher/Staff/Lunchroom/Workroom/Collaborative Planning Areas	
More/bigger staff collaboration/conference rooms (11)	Teacher lounge (5)
Bigger staff lounge (4)	Staff collaboration/conference rooms (4)
More technology in collaboration/conference rooms (2)	Large staff facilities (2)
Specialist work area	Separated staff lounge and collaboration/conference rooms
Copier in staff lounge	
Teachers have hard of hearing student materials/dictations with them at all times	
Better lighting	
Repaint "add color"	
Category 9: Student Commons/Break-Out Areas	
More student collaboration/work areas (6)	Nice commons (3)
More student commons (5)	Student team collaboration area (2)
Bigger gym (4)	Natural light
Category 10: Physical Ed./Athletics/Gym/Locker Rooms/Pool Etc.	
More gym time (4)	
Handicap accessible gym/locker room (3)	
Bigger/better wrestling room (2)	
Storage for SPED equipment	
Assessment/test rooms	
More natural light	
Coach showers	
Shower/changing area near pool	
Better acoustics/soundproofing	
More DAPE gym time availability	
More gyms	

## PAUL BUNYAN EDUCATION COOP

Category 11: Site Suitability: Fields/Green Space, Playgrounds Etc.	
More green space (7)	Nice playground area (2)
Handicap accessible playground (6)	Nice football field
Track & field area (2)	Nice green space
Safe access to playground - have to walk next to very busy street	Playground/green space/athletic fields accessible to all
Age appropriate equipment	
Category 12: Parking and Bus Drop-off: Staff/Students/Parents	
More parking lots (10)	Nice itinerant staff parking
Closer parking (7)	Good separation from bus/parent drop off/pick-up area
Visitor parking lot (4)	
Event parking lot (3)	
Safer parent drop off/pick-up "kids running between cars" (3)	
Staff parking lot (2)	
Lights/security cameras in parking lots (2)	
Closer parking for itinerant staff (2)	
Side walk/walkway between buildings - students walking across parking lots	
Additional handicap bus access	
Category 13: Technology	
More devices (2)	Improved technology (2)
Better Wi-Fi (2)	Wireless (2)
Handicap accessible computer labs	
Bigger/more computer labs	
Better Bluetooth access	
Charging stations	
Assistant technology	
Category 14: Library/Media Center: Location/Size/Layout	
Need more books (2)	Awesome library (2)
Comfortable/flexible furniture (2)	Fireplace in library
Need a library/media center	
Relocate library/media center "not in basement"	
Bigger library	

## PAUL BUNYAN EDUCATION COOP

Category 15: Special Education/Support Services	
More sensory/calm rooms (11)	Up to date DCD areas
Specialists office space (8)	
DCD areas (5)	
Larger SPED rooms (5)	
Testing/work space (3)	
Bigger SPED rooms (3)	
DCD changing rooms (2)	
Different lights and color in sensory/calm rooms - less harsh and more soothing" (2)	Behavior/mental health rooms (2)
Storage for therapy equipment	Nice sensory/calming rooms
Better acoustic/soundproofing in sensory/calm rooms	Good SPED rooms
More SPED rooms	Updated SPED rooms
SPED teachers need Smart Boards	
Sensory/calm areas separated from classrooms	
Acoustics/soundproofing in sensory/calming rooms	
More natural light in SPED rooms	
SPED rooms closer to regular education classrooms	
Category 16: Auditoriums/Performing Arts Spaces	
Need auditorium (3)	
Category 17: Career and Technical Education	
More technical education programs (3)	Great space for functional/special learning
Reflect jobs in area	
More handicap accessible work stations	
Category 18: Hallways/Washrooms/Lockers/Maintenance	
More staff bathrooms (7)	Good staff bathrooms
Bigger/more bathrooms "large enough for an adult to assist handicap/SPED students" (5)	Handicap approved building
Bigger/more lockers (3)	
Better storage (3)	
Separate staff and student bathrooms (2)	
HVAC updates on buildings	
Updated bathrooms - size appropriate	
All floors have handicap accessible facilities - bathrooms, sinks, desks, etc.	
Custodial back safety measures	

## PAUL BUNYAN EDUCATION COOP

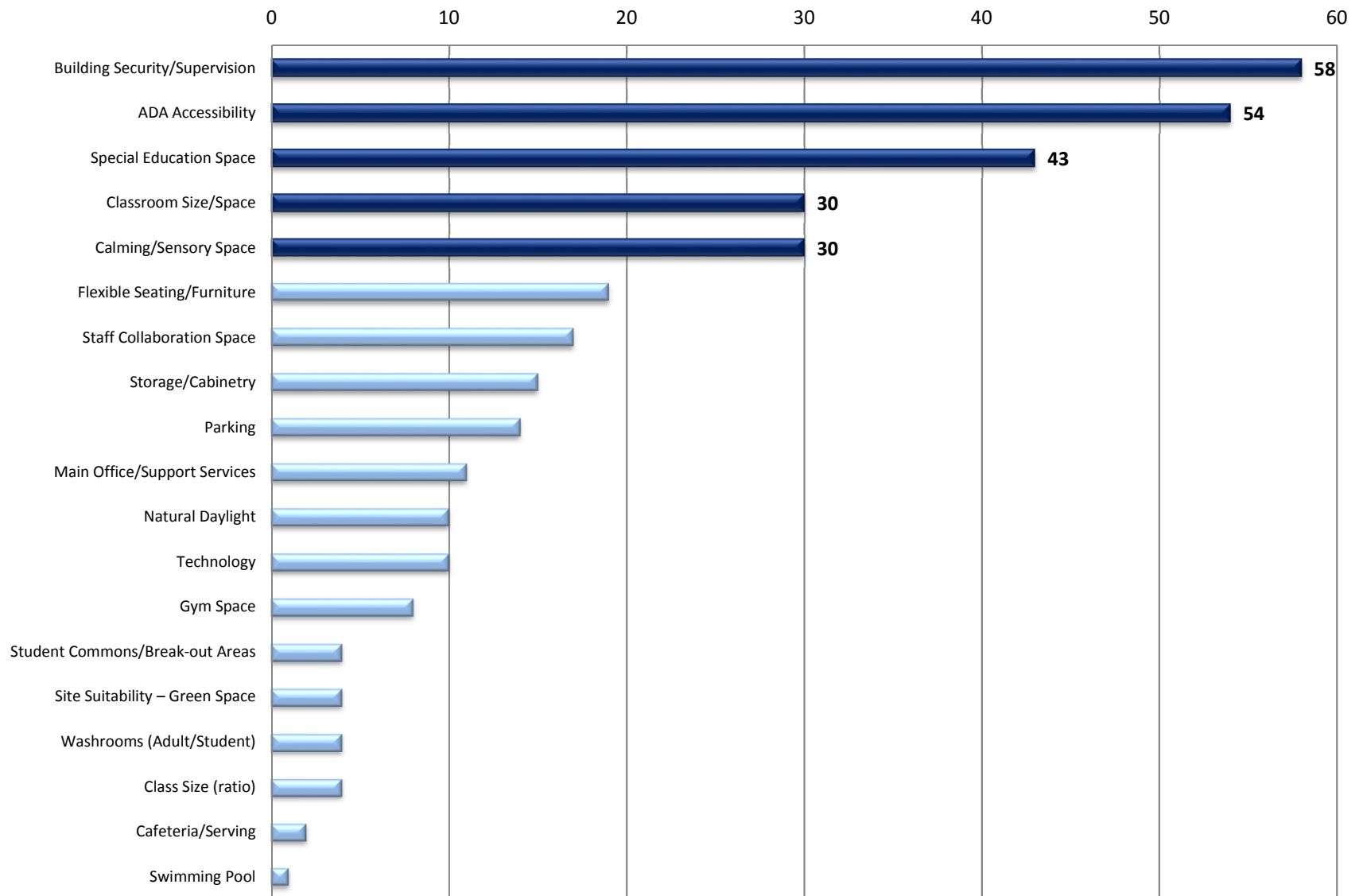
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Building Security/Supervision	xx	xxxxxxxx	xxx	xxx	x	58	17
ADA Accessibility	xxxxxx	x	xxxxx	xx	x	54	15
Special Education Space	xxx	xxx	xxx	xx	xxx	43	14
Classroom Size/Space	xxxx	x	x	x	x	30	8
Calming/Sensory Space	x	xxx	xxx	xx		30	9
Flexible Seating/Furniture		xxx	x	xx		19	6
Staff Collaboration Space	xx	x	x			17	4
Storage/Cabinetry	x	x	xx			15	4
Parking			xxx	x	xxx	14	7
Main Office/Support Services	xx				x	11	3
Natural Daylight	x			xx	x	10	4
Technology		x	xx			10	3
Gym Space	x			x	x	8	3
Student Commons/Break-out Areas		x				4	1
Site Suitability – Green Space				x	xx	4	3
Washrooms (Adult/Student)		x				4	1
Class Size (ratio)		x				4	1
Cafeteria/Serving				x		2	1
Swimming Pool					x	1	1

## PAUL BUNYAN EDUCATION COOP

### Paul Bunyan Coop - Certified Staff Prioritized Needs



## Elementary School Educational Adequacy

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As mentioned at the beginning of the document, the Minnesota Department of Education published a document to help guide school districts on how to plan, design and construct new educational facilities. From this FJJ developed **18 Categories** (or areas of focus) to analyze for Educational Adequacy. The paragraphs below further describe **Elementary School** guidelines, folding in 21<sup>st</sup> Century Education criteria for each category.

### 1. **Classroom size and suitability**

*1000-1200 sq. ft. for Early Childhood spaces, 1200-1400 sq. ft. for Kindergarten spaces & 850-950 sq. ft. in grade 1-5 classrooms for 15-25 students. Adequate teacher & student storage (including lockers/cubbies for backpacks, boots, coats, etc.) natural daylight, electrical outlets, computer drops, interactive white boards, sinks/fountains, and washrooms for Early Childhood and Kindergarten are factors for an elementary school classroom.*

### 2. **Cafeteria/Kitchen/Serving:**

*Dining/serving area of 12-13 sq. ft. per elementary school student (1300 sq. ft. for 100 student's p/ lunch period). A full prep kitchen should be 1300-1500 sq. ft., and a serving only kitchen 600-800 sq. ft..*

*Other considerations:*

- *Number and efficiency of serving lines*
- *Adequate/appropriate student seating*
- *Adequate food prep, food storage, and dishwashing space*
- *Appropriate acoustical treatment to reduce noise level.*

### 3. **Security and Supervision:**

- a) Classroom doors should be able to be locked from the inside of the room.*
- b) Budget permitting, install sensors on all entrances/exits. This system would provide notification to the office staff/administration anytime a door is opened or left open.*
- c) If possible, a vestibule with two door entrances: one to the school and the other to the front office. The door that accesses the school should be locked so that visitors must go through the main office to check-in before access to the rest of the building.*
- d) An adequate number of security cameras for both the interior and exterior of the building.*
- e) An integrated audio/video security system is important on main entrance(s). This system allows school staff to visually verify a guest's identity and reason for entering the building before they are allowed access to the office.*
- f) Provide office staff with some form of emergency notification technology so they can let other staff know when there is a threat/need for a lockdown, etc.*



**4. Main Office/Nurse/Support Services:**

*Approximately 200 sq. ft. for main office reception/waiting area, 200 sq. ft. principal's office, 100 sq. ft. clerical work station, approximately 300 sq. ft. work/mail room, a 200-350 sq. ft. conference room, and a 100 sq. ft. handicapped accessible washroom. School nurse and health services area should be approximately 300-500 sq. ft. with sink/washroom, locking cabinets and 2 -3 cots with privacy curtains.*

**5/6. Art/Science Classroom:**

*With the increase in a "hands-on" curriculum in elementary school, it is recommended a separate or combined art and science rooms for learning activities that cannot be adequately provided in Pre K – 5 classrooms. An art/science room should be 1000-1200 sq. ft. for approximately 20-25 students, with adequate storage, sinks, kiln area, etc.*

**7. Music Classroom:**

*1100-1200 sq. ft. elementary music space with adequate instrument and other music equipment storage, and acoustical treatment to eliminate disruption to other instructional areas.*

**8. Staff Lunchroom/Work Area/Collaborative Planning Areas:**

*Staff dining area of 400-500 sq. ft. (20 sq. ft. per staff member/seating for 20-25% of staff) with privacy toilets adjacent to staff dining/break room. A separate work/copier area of 250-300 sq. ft. (20 sq. ft. per teacher/staff member) is also necessary. Teacher/staff collaborative planning areas of approximately 100-150 sq. ft. where Professional Learning Communities of staff can meet to discuss curriculum/student achievement, etc. are also important considerations.*

**9. Student Commons/Break-Out Areas:**

*Common resource and support spaces permit teachers to use a wider variety of instructional styles in working with students, and enable individual or groups of students to work independently on projects. Size recommendations include 150 sq. ft. in a small group space and/or 800 -1000 sq. ft. for 50-80 students working in groups at individual tables.*

**10. Gymnasium/Locker Rooms/Pool Etc.:**

*Elementary school gymnasium of 6000-8000 sq. ft. (enrollment 400 or more) and 4000-5000 sq. ft. (enrollment of 200-300) with two teaching/activity stations separated by a divider curtain/retractable wall. Adequate physical ed. storage and office space are also very important.*

**11. Site Suitability - Fields/Green Space, Playgrounds, Etc.:**

*To provide adequate spaces for outdoor elementary physical education and sports activities, a minimum of 6.8 acres be set aside for field spaces/playground and transition areas between fields. For elementary students, adequate and appropriate playground apparatus, a bituminous area for a basketball court, foursquare and other activities, along with ample green space for running, soccer and other outdoor games. An ADA approved handicapped accessible playground apparatus surface is necessary.*

**12. Parking: Staff/Parents/Visitors and Parent /Bus Drop-off/Pick-up**

*Adequate staff/parent/visitor parking based upon enrollment and size of performance spaces/ gymnasiums, etc. Elementary/Middle Schools = 3 spaces per classroom or 1 space for 3 seats in auditorium, whichever is greater. High School = 4 spaces per classroom plus 1 space per employee and faculty member or 1 space per 3 seats in aud. or stadium, whichever is greater. Separate bus and parent pick-up and drop-off areas increase safety and security. Parking lots should be located where easy and direct visual observation is possible. It is also important to keep vehicle traffic out of sports and play areas.*

**13. Technology:**

*Technology should be available to students, staff, and community users in increasingly diverse forms and settings, including classrooms, library/media centers, offices and support spaces, as well as in computer labs. Recommendations for computer labs indicate approximately 800-1000 sq. ft. for 20-30 students, although with the increase in schools that provide 1:1 technology devices and classroom charging stations, there may be less need for dedicated labs. School buildings should have 100% wireless capability.*

**14. Library/Media Center - Location/Size/Layout:**

*Approximately 1500-2500 sq. ft. for an elementary school media center, (depending on overall enrollment) including entrance, circulation/distribution area, seating, stacks, computer search stations, computer lab, story area and office/workspace. With the increase in 1:1 technology and the importance of collaborative/group learning, many libraries/media centers are serving as student commons/small group break-out areas. The Media Center should be centrally located in close proximity classrooms, yet still provide the ability to lock off to the rest of the building for possible community use.*

**15. Special Education/Support Spaces:**

*450 sq. ft. for 5-8 students in an individualized instruction setting, and 800-1000 sq. ft. for a classroom/lab setting. Students with severe disabilities and/or personal hygiene issues need separate self-contained rooms, and spaces for sinks, toilets, diapering, showering, changing, and laundry. Spaces for calming/problem solving and physical therapy are also necessary. Special education spaces should be in close proximity to regular grade level classrooms.*

**16. Auditorium/Performing Arts Spaces:**

*An elementary performance area of approximately 2500 sq. ft. with seating for 400-500 and a stage/performance area of 1500-2000 sq. ft. Most elementary schools use the gymnasium with a fixed or portable stage for programs/performances. Important considerations include seating, storage for chairs, adequate sound system and acoustical treatment.*

**17. Career and Technical Education: (NA for Elementary)**

**18. Hallways/Washrooms/Lockers/Maintenance:**

*Hallways/corridors should be at least 7 ft. wide, preferably 8-10 ft. wide, including lockers. Adequate number of lockers (at least 12"wide/12"deep – preferably 15"x15") so that each student has an individual locker. Early childhood and Kindergarten lockers/cubbies are generally provided in the classroom. Student communal washrooms should be in close proximity to classrooms, special education areas, the gymnasium/performance area, and cafeteria.*

*Washroom guidelines: For Elementary boys: 1 toilet per 30, 1 urinal per 50, Elementary girls: 1 toilet per 25, Kindergarten: In room = 1 toilet per 25, Secondary boys: 1 toilet per 40, 1 urinal per 40. Girls: 1 toilet per 30.*

*Staff Washrooms: Male: 1 toilet per 15, Female: 1 toilet per 15,*

*Custodial/maintenance space of 400-600 sq. ft., excluding receiving area.*

## Secondary School Educational Adequacy

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As mentioned at the beginning of the document, the Minnesota Department of Education published a document to help guide school districts on how to plan, design and construct new educational facilities. From this FJJ developed **18 Categories** (or areas of focus) to analyze for Educational Adequacy. The paragraphs below further describe **Secondary School** guidelines, folding in 21<sup>st</sup> Century Education criteria for each category.

### **1. Classroom size and suitability:**

*850-950 sq. ft. in a middle/high school classroom for approximately 20-28 students. Adequate storage including 15'-20' of 2' wide countertop, 3-4 3'x3'x2' upper and/or lower cabinets for teacher and student materials/projects, etc., natural daylight, 6-8 electrical outlets, wireless access, and a smart board, white board and bulletin board on the front teaching wall are factors for a secondary school classroom.*

### **2. Cafeteria/Kitchen/Serving:**

*12-16 sq. ft. per middle/high school student (1200-1600 sq. ft. per 100 students), with a full prep kitchen of 1000-2500 sq. ft., and a serving only kitchen of 700-1000 sq. ft. Adequate space and set-up for student circulation, serving line (800-1200 sq. ft., dry food storage (200 – 500 sq. ft.) walk-in freezer/refrigerator (130-500 sq. ft.), dish tray/pot and pan washing area (100-300 sq. ft.), recycling, office (50-100 sq. ft.) and toilets/lockers(80-100 sq. ft.) are considerations.*

### **3. Security and Supervision:**

- a) Classroom doors should be able to be locked from the inside of the room.*
- b) Budget permitting, install sensors on all entrances/exits. This system would provide notification to the office staff/administration anytime a door is opened or left open.*
- c) If possible, a vestibule with two door entrances: one to the school and the other to the front office. The door that accesses the school should be locked so that visitors must go through the main office to check-in before access to the rest of the building.*
- d) An adequate number of security cameras for both the interior and exterior of the building.*
- e) An integrated audio/video security system is important on main entrance(s). This system allows school staff to visually verify a guest's identity and reason for entering the building before they are allowed access to the office.*
- f) Provide office staff with some form of emergency notification technology so they can let other staff know when there is a threat/need for a lockdown, etc.*

**4. Main Office/Nurse/Support Services:**

*Location of the main office should be near the main entrance, and student commons for ease of access by students, staff, parents and visitors. Approximately 300 sq. ft. for main office reception/waiting area, 150 sq. ft. for a principal's office, 100 sq. ft. for a clerical work station, approximately 200 sq. ft. for a work/mail room, and a 200 sq. ft. conference room. School nurse and health services area should be approximately 400-500 sq. ft. with sink/washroom, locking cabinets and cot areas.*

**5. Science Classrooms and Labs:**

*1200-1400 sq. ft. for 20- 28 students in a classroom/lab. Additional space (350 sq. ft.) for lab preparation, storage of specimens, chemicals and other materials is necessary. If possible labs and science classrooms should be clustered in an academic wing. Portable tables, deep sinks, access to gas, electricity, and water for all student work stations/teacher demonstration area, with exhaust hoods and ventilation for fumes, odors, smoke, etc. Safety supplies such as first aid kits, safety glasses, gloves, shower/eye wash, should be present. Student tote trays/drawers for projects/storage are also important. Consider a "universal lab" that accommodates different preparation and lab work needs if several classes (biology, chemistry, physics, etc.) are sharing a lab.*

**6. Art Classrooms and Labs:**

*1200-1600 sq. ft. for 20-28 students in a multipurpose, drawing/painting or ceramics room, with an additional 400 sq. ft. for a kiln and a glazing/clay/damp room, 350 sq. ft. for storage, and 120 sq. ft. for teacher office space. Ceilings should be 10-14 ft. high, with proper ventilation and exhaust hood to handle fumes, odors, dust, and contaminant vapors. Multiple sinks, and ample storage for student projects and instructional materials are also important considerations.*

**7. Music Classrooms/Practice Areas/Etc.:**

*1500-1800 sq. ft. with ceilings of 16'- 20' for 60-75 students in choral music, and 2000-2500 sq. ft. with 18'- 22' high ceilings for 60-75 students in instrumental music. Small practice rooms for 1-2 students (60-80 sq. ft.), group practice rooms for 3-6 students (100- 150 sq. ft.) a music library room (150 sq. ft.), adequate instrument storage (500 sq. ft.) and uniform/choral robe storage (150-300 sq. ft.) are also important considerations. Treat interior wall and ceiling surfaces with a mixture of diffusive and absorptive materials or panels to create adequate acoustics. Portable or built in semi-circular risers provide better sight lines in both choral and instrumental rooms. A large sink and fountain is an important consideration for these rooms.*

**8. Staff Lunchroom/Collaborative Planning Areas:**

*Staff dining area of 300-400 sq. ft. (20 sq. ft. per staff dining) /seating for 20-25% of staff) with privacy toilets (80-100 sq. ft.) for men and women adjacent to the staff dining/break room. A separate work/copier area of 200 - 300 sq. ft. (20 sq. ft. per teacher/staff member) is also necessary. With the increased emphasis on collaborative planning for instruction and assessment of student achievement, teacher/staff collaborative planning areas (approx. 100-150 sq. ft. each) are important spaces in proximity to classrooms throughout a building.*

**9. Student Commons/Break-Out Areas:**

*Common resource and support spaces permit teachers to use a wider variety of instructional styles in working with students, and enable individual or groups of students to work independently on projects. Size recommendations include 15 sq. ft. per student in a large group space (1500-2000 square feet for 125-175 students) 500-800 sq. ft. for teams of students (20-30) to work collaboratively, and 150 sq. ft. for small group spaces.*

**10. Physical Education/Athletics/Locker Rooms/Pool Etc.:**

*A middle school gymnasium should be 10000-14000 sq. ft. depending on class size and number of stations. Two stations of 5000-6000 sq. ft. with soundproofing curtain or divider walls to separate the stations are essential. Additional space for gymnastics, wrestling (1000-1500 sq. ft.) weights/fitness (1500-2000 sq. ft.) & team/physical education locker rooms (1000-1500 sq. ft.) Important considerations include showers with privacy partitions, washroom privacy stalls, storage rooms for athletic team equipment (football, baseball, wrestling, basketball, etc.), coach's office with storage, washroom, shower, training room, and laundry room.*

**11. Site Suitability - Fields/Green Space, Playgrounds, Etc.:**

*To provide adequate spaces for outdoor middle school physical education/sports activities, approximately 30-40 acres be set aside for outdoor physical education, athletics, & community recreational use activities, including baseball, softball, football, & soccer fields, track & field, tennis and general purpose space. Fields and other space must be handicapped accessible. Recommended dimensions: Track and Field 320x600 ft./ 192,000 sq. ft., Football 160x360 ft. /57,600 sq. ft., Baseball 360x360 ft. /129, 600 sq. ft., Tennis 48x120 ft. /5,760 for each court, Softball 320x320 ft./ 102,400 sq. ft. Ample storage for physical education and athletic programs.*

**12. Parking and Bus Drop-off - Staff/Students/Parents:**

*Adequate staff/parent/visitor parking based upon enrollment and size of performance spaces/ gymnasiums, etc. Elementary/Middle Schools = 3 spaces per classroom or 1 space for 3 seats in auditorium, whichever is greater. High School = 4 spaces per classroom plus 1 space per employee and faculty member or 1 space per 3 seats in aud. or stadium, whichever is greater. Separate bus and parent pick-up and drop-off areas increase safety and security. Parking lots should be located where easy and direct visual observation is possible. It is also important to keep vehicle traffic out of sports and play areas.*

**13. Technology:**

*Technology needs to be available to students, staff, and community users in increasingly diverse forms and settings, including classrooms, media centers, offices/support spaces, and computer labs with fully functioning wireless access throughout the building. Computer labs should be approx. 800 – 1200 sq. ft. with rows of computer stations facing the teaching wall of the lab. However, with the dramatic increase in schools providing personal devices to all students (IPADS, Laptop Computers, electronic notebooks, etc.).*

**14. Library/Media Center - Location/Size/Layout:**

*Library/Media Centers are undergoing dramatic changes in many schools. Stacks of books are being reduced with classroom libraries as reading via e-books increases. A variety of comfortable seating for small groups of students working on projects, either independently or collaboratively, is increasing in many media centers. Standard size for a middle/high school media center is approximately 2500-4500 sq. ft., depending on enrollment, including entrance/circulation and distribution area (700-900 sq. ft.), seating/stacks/computer access, classroom area (1750 sq. ft. for 50 students) and office/workspace/storage (500-700 sq. ft.) Natural daylight is an important component of new media centers.*

**15. Special Education/Support Spaces:**

*Special education programs to provide for students with a range of disabilities, from mild to severe, and those with multiple disabilities. There are ADA code requirements for accommodating students with disabilities to follow. Guidelines indicate 450 sq. ft. for 5-8 students in an individualized instruction setting, and 800-1000 sq. ft. for a classroom setting. Students with severe disabilities and personal hygiene issues need separate self-contained rooms & spaces for sinks, toilets, diapering, showering, changing, and laundry. Spaces for physical therapy, calming/timeout are also necessary.*

**16. Auditorium/Performing Arts Spaces:**

*Middle/High school auditorium/performance area of 10-11 sq. ft. /seat (2500 sq. ft. for 250 students) stage area (approx. 2000-3000 sq. ft.) with additional spaces for dressing/make-up (200-300 sq. ft.) costume storage (150-200 sq. ft.), scene shop (500-700 sq. ft.), control rm. (150-200 sq. ft.) and toilets. Seating/stage area lighting, curtains, light-dimming, sound system, and acoustics are also important considerations.*

**17. Career and Technical Education:**

*Career and Technical Education programs include automotive and small engines, welding, design and construction using wood, agribusiness, electrical wiring. 1500-3000 sq. ft. each for Woods/construction, metals, welding, automotive/small engines. Adequate exhaust/ventilation and power supply are crucial. Family and consumer science labs, robotics and business education may need larger spaces with additional technology infrastructure and/or work stations.*

**18. Hallways/Washrooms/Lockers/Maintenance:**

*Hallways/corridors should be at least 7 ft. wide, preferably 10-12 ft. wide, including lockers. Adequate number of lockers (at least 12"wide/12"deep – preferably 15"x15") so that each student has an individual locker. Early childhood and Kindergarten lockers/cubbies are generally provided in the classroom. Student communal washrooms should be in close proximity to classrooms, special education areas, the gymnasium/performance area, and cafeteria.*

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*Staff Washrooms: Male: 1 urinal per 40, 1 toilet per 15, Female: 1 toilet per 15, Custodial/maintenance space of 400-600 sq. ft., excluding receiving area.*