

DEPARTMENT HEAD MEMORANDA

Memo: re: English Department space needs in renovated/new school building.

Underlying principles:

1. All the following assumes the building will continue to be organized by departments.
2. Teacher workrooms for each department, but also near those of other departments to encourage interdepartmental communication. Workrooms which are too large do not encourage work.
3. These workrooms could be centered around a photocopy center/staff development center.
4. These workrooms could also contain individual office space for teachers. Again too many of these in one location is not good, but individual departments do not seem too large for this sort of arrangement.

Enough classrooms for each teacher to have own classroom

Teacher workroom with computers, printers and access to WWW and LAN, and individual office space for teachers

Large group instruction room with large screen presentation ability (equipment can be dedicated to the room or mobile).

Rehearsal/performance space: a multi-use room with large tables and art supplies which can also serve as rehearsal space for performances. Computers for composition and research.

Photocopy center.

TV Studio (should be near library):

Community television studio will be moved to Beverly High School during 2001-2002 school year. It will be housed in Patten Wing (T-16), but this should not prevent architects from moving it to a better location when planning building renovation and/or construction.

Media Instruction room near studio with computers dedicated to video production functions and large screen presentation ability.

Ample book storage space.

Faculty lounge:

Multiple conference rooms:

Amphitheatre outdoors: for hot weather instruction and performance:

Enofelt

Future considerations:

1. carpeting (halls, classrooms)
2. Avoid venetian blinds
3. Real windows
4. More rest rooms, at least for adults.
5. Teachers who remember house system praise it. Vice-principal, guidance counselor and secretary knew every student well.

Mathematics Science and Technology

RE: Feasibility Study

Mathematics

The BHS Mathematics Department believes it can be most effective if it is located in a common area (all in the same wing) there is a need for collegiality and camaraderie. It currently is spread mostly in two wings. Also there is a need for an improved work area ideally with its own printing and copy capacity. They see no significant benefit in segregating the ninth grade.

Office

- Parent phone calls
- Store sensitive items (calculators, tests etc. AL)
- Conferenc̄es/priv̄acy

Curriculum Room

- Store reference books
- "on line" computers with printer
- work space for at least six

Large group activity room

- wide open floor space for rolling, bouncing and Mobil activities
- movable flat surface tables
- access to electricity and water
- lockable space for balances, timers and other equipment

Dedicated computer room with **minimum** eight computers, ULIs, CBLs and assorted probes.

- On line research
- Geometer's sketch pad
- Spread sheets
- Probe related activities

Minimum twelve class rooms at least two full sides of "writeable" boards

- Flat surface movable tables
- Cabinet space
- Lockable closet
- Twelve AC outlets
- Projection table & screen
- Working telephone
- Lg. Screen monitor

Science

The BHS Science Department believes it can be most effective if it is located in a common area (all in the same wing) there is a need for collegiality and camaraderie. It currently is spread throughout the building. Also there is a need for an improved work area ideally with its own printing and copy capacity. They see no significant benefit in segregating the ninth grade.

Office

- Parent phone calls
- Store sensitive items (calculators, tests etc. AI.)
- Conferences/privacy

Curriculum Room

- Store reference books
- "on line" computers with printer
- work space for at least six

Laboratory preparation area

- Upgrade ventilation of chemical storage area.
- Ventilated cabinets for flammables and corrosive chemicals.
- Expanded hood facility
- Chemical disposal area
- More lockable cabinet storage
- Expanded counter top

Laboratories

- Biology (2)
- Chemistry (2)
- Physics (2)
- 9th Grade (2)

A preparation/ storage area should separate each pair. The labs themselves are typical High School science labs and Beverly is no different than any comprehensive High School in what the needs of a science lab would be.

Large group activity room

- wide open floor space for rolling, bouncing and Mobil activities
- movable flat surface tables
- access to electricity and water
- lockable space for balances, timers and other equipment

Minimum twelve class rooms at least two full sides of "writeable" boards six of which equipped with chemical resistant surfaces.

- Teacher demonstration station with gas electricity and water
- Flat surface movable tables
- **Cabinet space most teachers** have a large quantity of apparatus and student projects "scattered" about their room. When they share rooms students often are tempted to tamper with these temptations. Expansive counter space or glassed cases would be desirable.
- Lockable closet
- Twelve AC outlets
- Projection table & screen
- Working telephone
- I.g. Screen monitor

Storage room for AV equipment, large apparatus, other supplies

Repair of green house (addition of gutters denies ability to escape or use rooftop)

Instructional Technology (computers)

The school currently has a need for four computer rooms. Two for 9th grade computer competencies. One for accounting, keyboarding and other business related skills and a fourth for drawing and the arts. I would recommend that the first three be located in a common area such as it is now, and that the fourth be located in the art or engineering area. The organization of the rooms is not critical but systems that have free desk top area with the display below surface and visible through glass would make the room more flexible. The room should also be equipped with a demonstration system either large monitor or projection, and a secure space for storage. Air conditioning is also a consideration. Future considerations might be that the facility be isolateable from access to the rest of the building. This would allow for "after school" use of the rooms with out allowing people entry to the rest of the school's areas.

Engineering Technology

Two large rooms with a work space and a class / discussion center. The rooms should contain work stations with sturdy benches suitable for tool use and equipment maintenance. There should also be a class room section of the room with student furniture and a white board for lecture. These rooms would require water and industrial electric service. They must also have lockable storage area and preferably access directly to the out side.

Suggestions for space allocation- Social Studies

6/18/01

First I would like to state that I received no suggestions from my department, so these are all from one person, me.

For a new or remodeled school;

- 1. Social Studies should all be located in the same area**
- 2. Every classroom must have internet access and at least two computers**
- 3. Train the staff to use the technology available**
- 4. A large group instruction/lecture area (as big, at least as g-104)**
- 5. A Social Studies computer lab/ library the would house 20 computers and would be physically about one half the size of our present library**
- 6. An office in the middle of the staff teaching area**

Dan Kelleher

BEVERLY HIGH SCHOOL

FOREIGN LANGUAGES

Memo

To: Bill Foye
From: Cliff
cc:
Date: 6/13/01
Subject: Dept. Meeting 6/13/01 7:00 - 8:00 AM

Present & Future Department Configuration

- ◆ We see foreign language department classrooms located in a cluster or together in a special area with easy access to a multi-media, internet-accessible language laboratory as well as a centrally located language office. Because languages are a unique discipline, we feel that all classes must be in close proximity or contiguous to one another for the purpose of
 - ◇ easy access to common materials
 - ◇ curriculum collaboration
 - ◇ department "teams" of similar language levels
 - ◇ common meeting room for preparation, lunch, meetings to foster collegiality, caring, common purpose and community
 - ◇ defining an area where students are enveloped into a language environment



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William H. Lupini
Superintendent of Schools

Richard P. King
Director of Fine Arts

June 18, 2001

TO: Bill Foye
FROM: Richard P. King *RPK*
CC: Jim Hayes
RE: Recommendations for BHS Feasibility Study

I have been working on a much more detailed Facility Needs Assessment for a Fine Arts Center at Beverly High School and will present that at a later time. The following is response to our recent meeting with SMMA.

In answer to the questions posed at the meeting:

- **What do you like about the current set-up?**

Very little. The one good thing about the auditorium is that it is located at the front of the complex with ample parking.

- **What needs to change?**

There is much that needs to change to make the fine arts department function as a cohesive department that includes all disciplines (Dance, Music, Theatre, Visual Arts, Media). The biggest problem we face is that the visual art classrooms and music classrooms are at opposite ends of the complex. This is a primary concern that must be addressed. All fine arts classes and facilities should be in the same location on the high school campus.

- **Classrooms, offices, program facilities:**

The following is a list of classroom, studio, and specialty spaces that BHS needs to run its current programs as well as expanding its Fine Arts programs to meet the interests of today's student body as well as community needs.

Recommendations for BHS Feasibility Study (cont.)

- **List of classroom, offices, program facilities:**

MUSIC

1. **Expanded band classroom:** band room is too small to accommodate the current number of band members. (anticipated 2001-02 enrollment 120-130 students, plus instruments)
2. **New Chorus classroom:** add a classroom for chorus that has fixed seats with fold-up desktops. Teaching in the auditorium is not an appropriate teaching space. (the largest chorus class for 2001-02 has an enrollment of 170-180 students)
3. **Keyboard Classroom w/MIDI technology:** Current classroom is often mistook for a storage room of old pianos and organs.
4. **General Music Instruction classroom:**
5. **Practice Rooms:** Increase existing practice rooms from four to ten
6. **Instrument/equipment storage:** Current storage rooms for band instruments and field shows for marching band is inadequate. Too much equipment is taking up classroom and stage space.
7. **Music Offices:** To accommodate up to three instructors/support staff

VISUAL ART (All new facilities are needed to move visual art classes out of Patten Wing)

1. **Photography Lab w/adjoining classroom:** lab includes developing room w/ enlarger stations, chemical room with large sinks, work space for drying, mounting, cutting, framing, and storing student work. Adjoining classroom for general instruction in photography.
2. **Sculpture studio w/ kiln room:** studio with ten potter's wheels, worktables and ample storage space for student work. Vented kiln room should accommodate two large kilns
3. **Art Foundations studio:** General-purpose art studio for 2-D/3-D visual art instruction.
4. **Illustration/Painting studio:** Additional 2-D studio for advanced level instruction.
5. **Computer Graphics lab.** MAC lab for visual art/graphics and AUTO-CAD for architectural design courses.
6. **Art materials storage:** Locking storage as well as haz-mat storage. Individual studios should also include materials storage as well as ample storage space for student work (flat and cubby storage)

