

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:

Enoch

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.

