

HAMPTON ACADEMY MIDDLE SCHOOL

EDUCATIONAL PROGRAM NEEDS ASSESSMENT

FROM: Staff interviews and comments from Administrators

December 9th & 16th - 2010

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HAMPTON ACADEMY MIDDLE SCHOOL FACULTY REVIEW OF SPACES

OVERVIEW: Renovations or new school facility to be designed around the following:

The Hampton School District has requested that Harriman conduct a Program Needs Assessment at Hampton Academy. Other analyses have been conducted under separate cover to determine the condition of the building facility, and present educational program comparing to Department of Education rules and guidelines. These reports are only a tool in assisting the Hampton School Board in making decisions.

After review of all the analyses Harriman can offer recommendations and alternatives regarding Hampton Academy School.

It should be noted that this assessment freezes a point in time in which the data is gathered. Changes in the use of these spaces, changes in the school program, or changes in building codes can greatly alter the findings of this report. More data may be needed and analyzed in developing a final educational plan.

Student Capacity:

Student capacity for this assessment was given to be for 550 gross students; grades 6, 7 and 8 grades.

Teams:

Each grade at the middle school is organized into six teaching teams. They are two teams per grade. Teaching teams meet on regular bases to plan instruction collaboratively and to discuss the progress of their students. The team discusses adapting instruction to the learning needs of individual students.

Students rotate between classrooms according to which subjects are being taught within the team. It would be advantageous to have a Science Lab/Classroom in each grade level and shared by the two teams. Teams should be flexible to schedule time blocks flexibly so that time periods spent on a subject vary according to the demands of the lesson being taught.

Unified Arts:

UA offers students an opportunity to explore and try something they might not otherwise be able to experience in their Teams. Creativity is encouraged, along with self-evaluation.

One or two clusters of UA programs would allow staff to plan within common areas that could be used for meetings, collaboration, sharing ideas, working together, storage, etc. These would include the following programs: Arts, Computer Education, Music, Family & Consumer Science, International Language, Physical Education & Health, and Technology Education.

Media Center (Library):

The school library media specialist serves the entire school population; the sixth through the eighth grades, as well as paraprofessionals and staff members. Students learn to work

independently and cooperatively in the library as well as structured classroom courses, six per day. Self-esteem is strengthened by successful participation in goal oriented activities, both individual and cooperative, that have a social or contributive purpose.

The role of the school library media specialist in this information age is to help teachers teach and students become life-long learners and users of information. In order to accomplish this task, the school librarian provides cooperative learning experiences for students, connects areas of the curriculum through library programs, and links students with the rest of the world through resources and electronic networks.

Technology:

Technology Program for the building-wide voice, data and video technology:

- Telephone/Paging System:

Telephone system are capable of having a fully integrated system; capable of providing paging service from anywhere within the system. This allows the telephones in classrooms and elsewhere to act as the microphone/zone selector equipment of older traditional public address systems (intercom). The systems are also equipped with software that allows administration to control how calls are made and received by an area and time of day basis. Other options are voice mail system and VoIP technology.

- Data System:

Computer technology was once isolated to specialized locations within a school where the technology could be used. Computer technology in school is essential for and driven by many aspects of the curriculum. Additionally, the vision is for technology is to support what is being done instructionally and also provide a pathway to "new way of doing business." Therefore, technology will migrate into the classroom as a vital tool in the educational process. Additionally, interaction with technology will occur on the individual, small group, whole classroom, and large group level resulting in all educational spaces. Because of these requirements, the data system will consist of both a wireless and structured cabling infrastructure. The infrastructure will offer maximum flexibility.

- Video System:

Video as become a powerful tool in accessing information. It has also become a prime source in sharing information within a school facility if designed appropriately. For maximum flexibility the School District should explorer partnering with local PEG TV station. This type of video distribution could consist of amplification and distribution of all CATV channels supplied by the local provider. The cabling and distribution system will be bi-directional; allowing school staff to insert video to a pre-designated channel from source equipment such as a VCR/DVD, video camera on a cart, etc. The system could be used to broadcast live, video morning announcements originating in the common areas, cafeteria, gym or Library throughout the school. Audio/Visual equipment in the classrooms will be organized and controlled at the teacher's computer workstation. Every classroom and learning space will be equipped with Interactive White Boards (Smart Boards) allowing this integration.

- Security Systems:

The Intrusion Detection System can include door contacts, motion sensors, keypads, request to exit devices, etc. The purpose of the intrusion detection system will be to provide maximum perimeter protection for the facility. It is meant to sense unauthorized access to the school and notify a central monitoring station, and the central monitoring station will notify the appropriate authorities. During final design, important considerations will include the schedule, the way traffic is expected to flow in and out of the school, the means of access to the building after-hours, and allowance for community use of the school. It is recommended to have the local police department involve in the design of the Intrusion Detection System.

The Video Surveillance System can include cameras, recording equipment, storage, workstations, connectivity, etc. A CCTV system can provide a school with the ability to (1) deter, (2) detect and (3) recover assets. There are varying levels of sophistication found in today's video surveillance systems. The extent and complexity of these systems vary greatly depending on perceived levels of risk and the weight placed on personal privacy concerns. During final design, it is recommended to have the local police department involved in the design of the Video Surveillance System.

The Access Control System will include cards readers, door controllers, cards, data collection, badge station, etc. An Access Control System can provide school access to authorized personnel but prohibit entry of unauthorized persons. These systems range from simple, stand alone controllers to PC based facility management and monitoring systems used to control and monitor student, staff and alarm activity. Card access can be limited to the main entrance, shipping & receiving, kitchen delivery entrance, entrance to community portion (cafeteria & gymnasium) and perhaps some interior doors to technology-rich spaces. During final design, it is recommended to have the local police and fire departments involved in the design of the Access Control System. Other options are integration of Library card and cafeteria lunch card.

ADMINISTRATORS COMMENTS:

HAMPTON ACADEMY MIDDLE SCHOOL
FACULTY REVIEW OF SPACES

AREA / DEPT: Classrooms & Team areas

PRESENT: Kathy Collins, Linda Trofatter, Lisa Wenger

The following was noted:

GENERAL: Refer to Overview at the beginning of this report regarding Teams for middle school teaching style.

- 1- Two TEAMS per grade, 4 classrooms (CR) each:
 - 4 general CR: Social Studies, Math, English, Science; Science taught in every classroom; 4 CR each at 900 sq. ft. One Science Lab/CR within each grade, see 3 below.
 - Teacher's area with desk/chair, wardrobe/storage cabinet, computer, book case, file cab.
 - Each room with: sink, white boards, tack boards, interactive white board (Smart Board), TV connection, windows with screens, wireless computer connection plus 4 to 6 computer drops, 2 quad outlets per wall (min.), telephone.

- 2- COMMON area for each Grade:
 - Room with: space for group meetings, lectures, projects, reading, lockers, Smart Board, data/electrical outlet recessed in floor, carpeted seating area. Tack strips for student display.

- 3- Science lab/CR shared by two TEAMS, one per Grade:
 - 6 student stations with sinks, 4 students per station.
 - Teacher demo station in front of space.
 - Grade 8 to have a demo fume hood.
 - Emergency shower and eye wash.
 - Computer drops at each station (including teacher demo station) plus some extra
 - Storage & prep room.
 - Room with: wash sink, white boards, tack boards, Smart Board, lockable storage cabinets, open shelf storage, TV connection, windows with screens, wireless computer connection, electrical outlets around perimeter, telephone.

- 3- Other areas shared by two TEAMS, one per Grade:
 - Teacher's area to collaborate with each other: telephone, data, counter with open storage below, copier, shelving, sink, marker & tack board, three tables with 12 chairs.
 - Office/conference room approx 14' x 10' with conference table, marker board.
 - Storage room approx 10' x 10' with adjustable shelving.
 - Student toilets (boy's & girl's).
 - Staff toilets (men's & women's).
 - Custodial closet with floor mop sink nearby.

ADMINISTRATORS COMMENTS:

HAMPTON ACADEMY MIDDLE SCHOOL
FACULTY REVIEW OF SPACES

AREA / DEPT: Art

PRESENT: Dona Boardman

The following was noted:

- 1- Need two spaces. Natural light is important, windows with screens - skylights (if lacking windows). Flooring - painted concrete, no vinyl tiles. Provide teacher desk with computer to be near Smart Board. Room divided in separate areas; Drawing/painting and classroom. Display area in classroom with tack boards and tack stripes. Display area at school entrance for student 2-D and 3-D work. Instruct 24 students max.
2. Drawing/painting area and Sculpture (clay & plaster) area:
 - Areas with counters, sinks, open and closed shelving, etc.
 - Lots of counter space with open and closed storage above & below. Provide for flat storage with some 30" deep counters.
 - Track light strip with spot fixtures to illuminate subjects to be drawn or painted.
 - Wall cabinets with doors, shelving, and flat paper storage.
 - One large utility sink, two to three regular stainless steel sinks.
 - Teacher's island demo station with sink.
 - All sinks with solid's interceptors.
 - Pottery area with 2 to 3 wheels.
 - Storage cabinets with totes for student projects can be in art room.
 - Full height adjustable shelving - 8' to 12' long for easy access of art supplies.
3. Classroom area:
 - Center of one wall with Smart Board, and marker board, tack board.
 - Sturdy student tables - (7) rectangular approx. 60" x 42" with stools. This will also allow for moving tables into groups.
 - Set up tables - (4) rectangular approx. 60" x 42".
 - Teacher demo table.
4. Kiln Room:
 - One kiln with exterior exhaust.
 - Metal storage shelving for student projects.
5. Computer area:
 - Explorer digital photography and research.
 - Quiet area to the side with desks, chairs and book shelves for 3 to 5 student stations.
6. Storage:
 - Storage closet needs to be double what is in the present art room with adjustable shelving on half the walls with a variety of shelf depths.

ADMINISTRATORS COMMENTS:

HAMPTON ACADEMY MIDDLE SCHOOL
FACULTY REVIEW OF SPACES

AREA / DEPT: Language Classroom (World Language)
PRESENT: David O'Connor

The following was noted:

- 1- Set-up like general classroom, 900 sq. ft.
 - Smart Board.
 - White boards, tack boards.
 - TV connection.
 - Wireless computer connection plus 4 computer drops.
 - Desk/chair, computer table, file cabinet, bookcase, telephone.
 - Wardrobe/storage cabinet & storage cabinets for supplies and equipment.

ADMINISTRATORS COMMENTS:

HAMPTON ACADEMY MIDDLE SCHOOL
FACULTY REVIEW OF SPACES

AREA / DEPT: Family & Consumer Science
PRESENT: Joan Greenwood

The following was noted:

- 1- Present space too small; need to plan for additional space to meet program offerings.
- 2- Separate space into two areas; kitchen lab and classroom/sewing area.
- 3- Kitchen Lab:
 - 5 teaching stations for 4 students each (20 students max). Stove, sink, counter space, cabinets. All stoves to be electric with exhaust hoods. Provide one station to be handicap accessible.

- One each: refrigerator (with ice maker), refrigerator (without ice maker), pantry storage cabinet, bake ware storage cabinet, microwave, washer & dryer.
 - Lots of outlets.
 - Teacher's demo counter, central with sink and viewing mirror on casters.
 - Lockable wall cabinets for kitchen appliances.
- 4- Classroom Area:
- Large open area with 4 to 6 work tables - classroom & projects.
 - Smart Board in front of room for general teaching, and marker board, tack board.
 - Student storage cabinet with totes for student projects.
 - Long 30" deep counter for 10 to 15 sewing machines and projects. Wire mould - data/elect.
 - Area for teacher's desk, file cabinets, book case, computer, etc.
- 5- Storage closet with adjustable shelving for bulk storage of supplies.

ADMINISTRATORS COMMENTS:

HAMPTON ACADEMY MIDDLE SCHOOL
FACULTY REVIEW OF SPACES

AREA / DEPT: Physical Education
PRESENT: Ellen Morrissen

The following was noted:

GENERAL: Present two spaces; Eastman Gym and Lower Gym do not meet court size and safety zones; have minimal bleacher capacity, lacks accessible storage. Eastman Gym floor can no longer be sanded due to minimal wood remaining. Gymnasium is primary use for Physical Education; however extensive use by the public and after school activities. It was noted that the Town HYA (Hampton Youth Association) as no Community Center, school gymnasiums are their only source.

- 1- Main Gym:
- Gym near exterior play fields.
 - Space for two classes at one time divided by a retractable motorized gym curtain.
 - Wood sports floor.
 - Two main hoops with four cross court hoops, motorized. No movable on wheels hoops.
 - Two volleyball nets.
 - Sport lines in floor for basketball (high school court 50' x 84'), volleyball and badminton courts.
 - Bleachers for 400 with P.A. system for school assemblies. Provide acoustical treatment on walls/ceiling.

- Safety mats on walls.
 - Drinking fountain in gym and toilets nearby.
- 2- Boy's Locker/Shower/Toilet Room: 1,500 sq. ft.
 - 70 sport lockers - single tier.
 - 60 P. E. lockers - 4-tier.
 - Access to court & exterior.
 - Benches, marker & tack board.
 - Drinking fountain.
 - Mirrors.
 - One toilet (HC), one urinal (HC), one lavatory (HC).
 - Two showers, one HC shower with 6 changing areas.
 - 3- Girl's Locker/Shower/Toilet Room: 1,500 sq. ft.
 - 70 sport lockers - single tier.
 - 60 P. E. lockers - 4-tier.
 - Access to court & exterior.
 - Benches, marker & tack board.
 - Drinking fountain.
 - Full length mirror & mirrors over lavatories.
 - One toilet (HC), one urinal (HC), two lavatory in counter (HC).
 - Two showers, one HC shower with 6 changing areas.
 - 4- P. E. Office:
 - One office with room for two P.E. teachers, view window into gym.
 - Desk, chair, file cabinets, book case, computer, telephone, tack & marker boards.
 - Toilet, lavatory & shower.
 - Storage cabinet for small supplies and equipment, lockable.
 - 5- Wrestling:
 - Office and storage room with double doors to the gym.
 - Teacher desk/chair, computer, storage cabinets, file cab, book case.
 - Storage area for wrestling mats.
 - 6- Storage: approx. 600 sq. ft.
 - For P.E. equipment with double doors to gym. Provide P.E. gym access side with no exterior access for security purposes. Separate portion of storage area, allowing access to the exterior only with double doors.
 - Adjustable shelving on half the walls with variety on shelf depths.
 - Outside garage for large equipment P.E. storage - athletic storage.
 - 7- Health Classroom (Multi-use): 900 sq. ft.
 - Note: this room multi use for Team Room for visiting teams, wrestling classes, after school programs, drama classes & practice, HYA, community organizations, etc.
 - Sink & water fountain, white boards, tack boards, Smart Board, TV connection, windows with screens, wireless computer connection plus 6 computer drops, telephone.

- Storage cabinets, teacher desk/chair, computer, file cab, book case.

8- Exterior Storage garage:

- Three bay garage for; in-house custodian, field maintenance, sports equipment.

ADMINISTRATORS COMMENTS:

HAMPTON ACADEMY MIDDLE SCHOOL
FACULTY REVIEW OF SPACES

AREA / DEPT: Computer Lab & IT Support

PRESENT: Susan MacNicoll & Carla Smith

The following was noted:

1. Computer Lab to adjoining Library, open lab for classroom and instruction. Room does not need windows, however needs AC due to computer giving off heat.
 - Accessible to corridor.
 - Viewing windows to main library.
 - 20 computer stations with 5 to 10 extra computers for student independent study.
 - Arrange computer station in horseshoe pattern around perimeter of space leaving center open for instructional area and teacher viewing student stations.
 - Smart Board, marker board and tack board.
 - Television connection.

2. File Server Room/ IT Director:
 - Note: IT Director for School District (three schools). Refer to Overview at the beginning of this report regarding voice, data and video technology.
 - Two connected spaces separated by a wall near Library and Computer Lab. Areas to be air conditioned.
 - Work area with work bench, desk, chair, file cabinets, bookcase, counter, sink, storage cabinet. Note: wiring of facility using wire tray above ceiling to manage voice/video/data wiring.
 - Office area with desk, chair, side chair, file cabinets, bookcase. Provide office with a view window into work area.

ADMINISTRATORS COMMENTS:

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AREA / DEPT: Music/Drama

PRESENT: Judith Clark

The following was noted:

GENERAL: Presently providing instruction for choral and instrumental in former Wood Shop area. Acoustically the space is dimensionally and proportionally substandard. It competes with P.E. classes (noise) above in Eastman Gym floor above.

- 1- Music area should be next to or near performance (stage) area. An Auditorium would be an excellent choice and would service other educational programs and community use. Accommodate the entire school students and staff. Shared space for a variety of uses; assemblies, music, chorus, concerts, plays, drama, dance, lectures, films, 8th grade celebration, etc. (See attachment). If an Auditorium is not attainable a stage off the cafeteria is preferred over a stage off the gymnasium.

- 2- Design to consider ACOUSTICS in the space. Wall and ceiling need treatment with high ceilings. Dimension of space to be proportional for instrumental/choral arrangements. All doors and openings should have sound seals. Provide windows and/or skylights, ventilation - AC if interior space.
 - Design for movement, group & independent work.
 - Smart Board in center of space.
 - White board with music scores.
 - Tack boards to create informational centers.
 - Portable risers for instrumental/choral instruction and could be used at other location for performances.
 - High quality audio/video system.
 - TV to view tapes.
 - Computer area with 8 to 10 computers.
 - Office/storage with view window. Provide office with telephone, computer, file cabinets, book shelf, etc. Secure storage accessed from office for small items, library of music tapes, books, etc.
 - Secured storage closet for portable sound system, instruments, music stands, equipment & supplies.
 - Storage cabinet for music folders.
 - Music chairs and stands with racks.
 - Sink for hand washing and cleaning instrument & mouthpieces.

- Drinking fountain.

3- Stage Area:

- General: For student plays, concerts, lectures, assemblies and special events. Could be incorporated part of the Cafeteria or Gymnasium. Some staff would like to see an Auditorium (See attachment).
- Large stage for entire band or full chorus with sound and lighting system.
- Curtains and drops with multiple depths for performances.
- Dressing rooms with access to toilets.
- A green room with A/V monitor and intercom to a control panel.
- Storage for props and costumes.
- Ticket booth and concession area.
- Motorized integrated movie screen and projector.

4- Other Considerations:

- After school rehearsals with larger number of students need larger space. If Auditorium was built this would be ideal rehearsal space.
- Music technology/studio with keyboard/computer lab for up to 20 student workstations.
- Music Library/instrument repair center with high density storage system, instrument cleaning and repair station, and long counter with deep sink.
- Practice rooms that are sound proof with sound proof windows for teacher monitoring.
- Ensemble room to accommodate 15 students with sound proof with sound proof windows for teacher monitoring.

ADMINISTRATORS COMMENTS:

HAMPTON ACADEMY MIDDLE SCHOOL
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AREA / DEPT: Technology Education (Wood Shop)
PRESENT: Not available

The following was noted:

GENERAL: Present program being evaluated. Below is a typical Tech Ed Wood Shop model from PLTW for consideration.

PLTW®: Project Lead The Way®

Project Lead The Way® (PLTW®) is a not-for-profit organization that promotes pre-engineering courses for middle and high school students. PLTW® forms partnerships

with public schools, higher education institutions and the private sector to increase the quantity and quality of engineers and engineering technologists graduating from our educational system.

Contact: Ed W. Taylor, PhD
Curriculum Supervisor
New Hampshire Department of Education
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- 1- One space for 20 to 24 students, this program is changing rapidly. This area needs to be very flexible due to typical program and equipment needs vs. future program needs.
- 2- Need large open area for future technology modules. It would look similar to a science lab with out ceiling. Flooring could be vinyl floor or sealed exposed concrete, clean light colored walls. Generous counter top space, shelving, storage cabinets with locks. One end for instruction with room for chairs, Smart Board, marker boards, tack boards. Provide floor outlets for flexibility, sink with counter and cabinets.
- 3- Still need an area for hands-on tools; band saw, jig saw, etc. No table or radial arm saws. Emergency eye wash station.
- 4- Double door access to exterior.
- 5- Two storage areas. Provide one storage area for materials and equipment and the other one for storing student projects.
 - Humidity control - help save wood from wrapping.
 - Electrical outlet @ exterior to cut down large wood items or student projects.
 - Flammable (paint/finishes) storage cabinet.
- 6- Office/Prep Room: 220 sq. ft.
 - Teacher desk, chair, computer table, bookcases, file cabinets. View into wood labs.
 - Storage cabinet for small expensive tools.
 - Small tack board.
 - Telephone

ADMINISTRATORS COMMENTS:

HAMPTON ACADEMY MIDDLE SCHOOL
FACULTY REVIEW OF SPACES

AREA / DEPT: Special Education Services
PRESENT: Maurine Duval, Sheryl Blair,

The following was noted:

GENERAL:

The present spaces are in a variety of locations based on what was available. Noise and privacy are major concerns. Many spaces serve as offices for 1 to 3 staff/aides as well as tutoring, counseling and store resource materials. They average 4 to 12 people at one time and many of the rooms need additional space. They should be near toilet facilities for students and staff. They need appropriate market boards, tack boards, computers, teacher/aides desk, chair, book cases, file cabinets, wardrobe cabinet, storage cabinets and a open group area - variety of desk, chairs, tables (kidney, trapezoid, round). Basic needs, 3 Special Education Resource rooms, one per grade. Other spaces include OT/PT, Life Skills, Speech/Language, Reading Room, secured file storage and conference room. Case load varies; sometimes present space size adequate, other times need more space. It would be wise to design a flex-room to meet changing student needs.

- 1- Special Education Resource Room - three rooms, one per grade:
 - Located near each grade.
 - Classroom size space similar to a classroom with cabinets, shelving, etc.
 - Teacher area with desk, chair, computer, side chair, file cabinets, book case, telephone.
 - Smart Board, and marker board, tack board.
 - Flexible space so that it can be divided into areas.

- 2- OT/PT:
 - Teacher area with desk, chair, computer, side chair, file cabinets, book case, telephone.
 - Near gym or cafeteria for movement and games.
 - Hook from ceiling for swing.
 - Counter with sink.
 - Open group area with a variety of desk, chairs, and tables.
 - Storage for large equipment, floor pads and games.

- 3- Speech/Language:
 - Group area for 5 to 7 people.
 - Good acoustics.
 - Desk, file cabinets, bookcases, marker & tack board, telephone, computer. .

- 4- Reading Center:
 - Large book storage approx. 700 sq. ft. filled with shelving.
 - Office/tutoring room capable to divide into 2 areas.
 - Desk, file cabinets, bookcases, marker & tack board, telephone, computer, book display, storage cabinets.

- 5- Special Ed File Room:
 - Per state requirement need secure student case file storage.

- Secured room for confidential files accessible by; sped case manager, sped coordinator, assigned general staff, assigned therapist.
 - 6 to 8 fire proof file cabinets.
 - In space provide work table & chair to view files and a telephone for outside contact.
 - Near Sped Director office.
- 6- Special Ed Director Office: 240 sq. ft.
- Located on 1st floor, work closely with administration and nurse.
 - Window, AC (summer use).
 - Desk/chair, computer, telephone.
 - File cabinets, adjustable shelving.
 - Small round table for 4 chairs.
 - Marker & tack board.
 - Access to conference room for 6 to 8 people.
- 7- Special Ed Secretary:
- Located next to the Special Ed Director office.
 - Desk/chair, side chair, computer, telephone.
 - File cabinets, adjustable shelving.
 - Area with counter for copier and file sorting.
 - Small waiting area with 3 to 4 chairs.
- 8- Psychologist:
- Office with small conference table & 4 to 6 chairs.
 - Desk/chair, side chair, computer, telephone.
 - Marker & tack board.
 - File cabinets, adjustable shelving.
- 9- Testing rooms:
- One to two small testing room for 2-3 people with window.
 - Good acoustics and privacy.
- 10- Conference rooms:
- One conference for 8-10 people and one for 4-6 people.
 - Could be shared space with administration if multiple conference rooms were available.
- 11- Flex-Room:
- Use for Life Skills, Developmentally Disabled, Deaf and Hard of Hearing, Sensory Intervention, large conferences, testing room, etc.
 - Kitchenette area for Life Skills with counter with sink, stove, and refrigerator.
 - preferred on first floor.
 - Open group area - variety of desk, chairs, tables (kidney, trapezoid, or round).
 - Counter with base cabinets and wall shelving.
 - Large storage cabinets with locks.
 - Smart Board, marker & tack board.
 - Bookcase or shelving.

- Staff desk/chair, file cabinets, book cases, etc.
- 4 to 5 computer drops - in corner for independent learning.

7- Other Considerations:

- Special Education Resource Room provide with sinks.
- Changing room for severe challenged students with ceiling mounted track for lift, counter with sink, base & wall cabinets for supplies & changing table. Changing area should have access to an oversized toilet/shower area that would allow an aide to assist the student. Should be central to school and could incorporate within Nurse's area.

ADMINISTRATORS COMMENTS:

HAMPTON ACADEMY MIDDLE SCHOOL
FACULTY REVIEW OF SPACES

AREA / DEPT: Library (Media Center)
PRESENT: Paula Steren

The following was noted:

GENERAL: Located centrally in the school facility, accessible to all students and staff and provide air conditioning for book preservation. Refer to Overview at the beginning of this report regarding **Media Center (Library)** as center for information.

1- Library:

- Circulation desk near entrance and librarian's office, space for 2 people, 2 data connections, electronic card catalog, book deposit, rolling carts.
- Number of volumes 11,000 +/-.
- Book stacks to be low to view students in book area.
- Carpeted floor to reduce noise.
- 5 to 6 round student tables (4 students each) with chairs.
- 6 computers in areas for research, visible from circulation desk.
- No study carols.
- Reading area with comfortable chairs and display area for current reading materials and Periodical storage.
- Computer Lab to adjoin Library with door and view windows. Computer Lab could be used for open lab for instruction.
- Reading Center should adjoin Library with door and view window.

2- Office:

- View window into Library, near circulation desk.
- Desk, chair, telephone, file cabinets, bookcase/shelving, and computer.
- Round table for work area for sorting and cataloging books.
- Tack board.

3- Work Room:

- Adjoining Office or part of office.
- Visible to Library, back up for supervision.
- Standard counter with sink for book binding, hand washing.
- 30" deep counter for copier, lamination, cutting board, binder, work/sort. Open base with shelving above for books, paper, supplies and equipment.
- Marker and tack board.

4- Instructional Classroom:

- Center of one wall with Smart Board, and marker board, tack board.
- Student tables - (10) rectangular approx. 60" x 24" with chairs for up to 20 students. This will also allow for moving tables into groups and add flexibility to space.
- Teacher desk, computer, file cab, book case.

5- Computer Mini Lab:

- Small quiet room for student independent study and staff research.
- 4 computer stations.
- View window into Library.

6- AV storage:

- Storage for TV, DVD and VHS.
- Shelving for equipment.
- Access to corridor and Library.

ADMINISTRATORS COMMENTS:

HAMPTON ACADEMY MIDDLE SCHOOL
FACULTY REVIEW OF SPACES

AREA / DEPT: Cafeteria & Kitchen
PRESENT: Mary Borg, Keith Lessard

The following was noted:

GENERAL: Food preparation and cooking is primarily being done at the Marston Elementary

School, however some of the food preparation and cooking is also done at the Academy. Kitchen equipment being used to prepared food are; convection oven, steamer, and 4-burner stove. Also the serving line is very crowded within the kitchen area with Quick-serve, salad, fruit & vegetables and milk serving areas wheeled out into the cafeteria area.

- 1- Food Storage: 800 sq. ft.
 - Redesign walk-in cooler & freezer without walking through cooler to access freezer.
 - Enlarge dry storage with shelving.

- 2- Cooking area:
 - Better ventilation, windows with fans.
 - Direct access to walk-in cooler/freezer.
 - Cooking exhaust to be relocated so that fumes do not enter adjoining spaces through exterior windows.
 - Separate dish wash and pot sink area from food prep and cooking area.
 - Quarry tile floor.
 - Should review equipment with kitchen consultant at a later date.

- 3- Serving line:
 - Design serving line and cashiers within kitchen area so that after lunch, serving line can be secured by doors or grilles separated from the cafeteria area. This will also secure kitchen and serving area from unauthorized use from after school use of Cafeteria.
 - Serving area with two Full Service hot & cold stations and one with A-La-Cart Serving station.

- 4- Office: 120 sq. ft.
 - Desk/chair, file cabinets, bookcase.
 - Computer, telephone.
 - Exterior window to view deliveries.

- 4- Toilet area:
 - Handicap toilet & lavatory.
 - Employee lockers near by.

- 6- Misc:
 - Chemical storage closet. 20 sq. ft.
 - Custodial closet with mop sink. 60 sq. ft.
 - Washer & dryer area. 50 sq. ft.

- 7- Cafeteria:
 - To serve three lunch.
 - If stage in this space for events provide concession room so not to allow use of kitchen.
 - Vending machines located in an area to reduce noise when Cafeteria in used for assemblies.
 - Provide ample toilet facilities for students and staff.

- 3- Exam Area:
 - With window or air conditioning.
 - Exam table/couch.
 - Sink with counter - wall & base cabinet with locks for meds.
 - Emergency eye wash.
 - Room for hearing and vision screening equipment.
 - Large refrigerator with ice maker.
 - No rolling cart for meds.

- 4- Storage Closet:
 - Lockable storage closet for wheelchair, Gurney, back board, etc.
 - Half refrigerator for meds so they can be locked in closet.

- 5- Isolation Area:
 - Three (3) isolation cots with curtains for visual screening.
 - Control light fixtures separately.

- 6- Toilet/Shower Room:
 - Room slightly over size for student aides.
 - Accessible from waiting area.

ADMINISTRATORS COMMENTS:

HAMPTON ACADEMY MIDDLE SCHOOL
FACULTY REVIEW OF SPACES

AREA / DEPT: Guidance
PRESENT: Angela Bowen

The following was noted:

- 1- Guidance Counselor's Offices: 180 sq. ft. each.
 - Need two (2) separate offices.
 - Near grade classrooms.
 - When parents coming to guidance office, occasionally need access to a small conference room.
 - Desk/chair, file cabinets, bookcase, computer, telephone, marker & tack board.
 - Area for student counseling, table with 2 to 4 side chairs.

ADMINISTRATORS COMMENTS:

HAMPTON ACADEMY MIDDLE SCHOOL
FACULTY REVIEW OF SPACES

AREA / DEPT: Faculty area

PRESENT: Cross section of the staff above.

The following was noted:

- 1- Teacher Work & Lounge Area:
 - Note: Team areas already have these areas. The following area for remaining staff such as; unified arts, technology, administration, nurse, guidance special education, etc.
 - Space divided into two areas with access to staff toilets.
 - Work area with work counter with sink, open base cabinet and shelving above for storage and supplies. Space equipped with laminator, cutting board, copier, etc. Provide computer connection for preparing student assignments.
 - Lounge area with counter with sink, base and wall cabinets. Area for staff lunch equipped with microwave ovens, refrigerators, lunch tables with chairs. Provide lockers for interns and aides.

ADMINISTRATORS COMMENTS:

HAMPTON ACADEMY MIDDLE SCHOOL
FACULTY REVIEW OF SPACES

AREA / DEPT: Facility Support areas

PRESENT: Roland Dumont. Keith Lessard (via telephone conversation)

The following was noted:

- 1- Building General:
 - Eliminate drywall as much as possible. Use concrete block for durability.
 - Pitch roofs if possible.

- Light fixtures to be generally one type so bulb replacement stock can be reduced. No can lights.
- All doors in corridors to be large double doors for floor machines to pass through.
- All entrances with heavy duty and long walk off mats.
- Do not skimp on outlets and future circuits.
- Present elevator installed in the 70's, needs to be replaced with heavier duty version.
- Present windows need to be replaced with smaller units. Existing windows are too heavy to lift.

2- Student Toilets:

- Floor with mosaic tile and cove tile base for ease of maintenance.
- Walls with tile or concrete block with epoxy paint.
- Toilet partitions (including urinals) to be solid plastic or stainless steel.
- Ceiling high off floor with moisture resistant acoustical suspended ceiling tile.
- Fixtures with automatic flush valves at water closets & urinals. Automatic faucets at lavatories.
- Floor drain in center of room with keyed hose bibb for seasonal cleaning.
- Keyed light switch to reduce tampering.
- No doors from corridor - similar to air ports.

3- Staff Toilets:

- Separate men's and women's toilets near student toilets. Staff should not use student toilets.
- Floor with mosaic tile and cove tile base for ease of maintenance.
- Walls with tile or concrete block with epoxy paint.
- Fixtures with automatic flush valves at water closets & urinals. Provide automatic faucets at lavatories.

4- Custodial Closets:

- One large closet for floor machine near custodial supply room.
- Minimum one custodial closet per floor with space for house keeping cart, buffer, stripper, vacuum and back-pac vacuum.
- One each near cafeteria & gym.
- Each closet to have floor sink with mop drying rack, shelving for supplies, and no ceiling or very high ceiling if required.
- All walls concrete block with epoxy paint.

4- Shipping & Receiving Area:

- Loading dock area to consider 4 foot high dock.
- Overhead door to bring in supplies. Personnel door for daily use.
- Area to take down (cartons or packages) deliveries.
- Adjoining secured storage area for supplies and equipment. Do not mix with school supplies; school supplies to be in a separate storage room.
- Custodial office with desk, chair, computer, book shelves, file cabinets, flat file for building drawings, etc. Provide window to view trucks coming in for deliveries.

- Break area for custodians with sink & counter/cabinets, refrigerator, microwave, lockers, table and chairs.
- 5- Exterior Storage:
 - Per Code not allowed storing combustibles (gas operated equipment) in school building. Provide outside storage garage approx. 24' x 30' two bays. One bay for maintenance and lawn care, sidewalk/road equipment (lawn mowers stored off site). Provide second bay for playground, P.E. equipment.
- 6- Other Considerations:
 - Exterior access to toilets for play field use. Toilets should not be entered through building.
 - Exterior access to concession area for play fields.

ADMINISTRATORS COMMENTS:

**HAMPTON ACADEMY MIDDLE SCHOOL
FACULTY REVIEW OF SPACES**

**AREA / DEPT: Sports and Activities
PRESENT: David O'Connor**

The following was noted:

GENERAL: The following Sports and Activities exist at Hampton Academy. Some of the sports and activities lack space and storage. These areas need further review to allocate proper space and storage.

After School Academic Support and Monitors
FHA (Future Home Makers)
Drama
Boy's Soccer
Girl's Soccer
Field Hockey
Girl's Basketball
Boy's Basketball
Girl's Softball
Boy's Baseball
Girl's Track
Boy's Track

Student Council
Cross Country Skiing
Band
Volleyball
Yearbook
School Newspaper
Assistant Coaches
Wrestling
Math Counts
GEO BEE