

## **ADMINISTRATIVE ASSISTANT VISIONING SESSION**

- DIC:
  - Rename 'Academic Services'.
  - Integrate into main education body of the school.
  - Cubicles for testers with students for greater privacy.
  - More space needed.
- Elevator – repair existing and add new. Existing elevator creates distress for the users that require it.
- Well-defined receiving area for administrators.
- Informal gathering area with high visibility for monitoring (café and homework area for patrons).
- Secure check-in that cannot be bypassed.
- Combine existing building style with contemporary.
- Windows and natural light.
- How should attendance function? Single person for entire school is desired.
- Secondary administration adjacent to each other (currently on first and second floors).
- Elementary and secondary administrators should be located near their respective students.
- Claustrophobic feeling in existing high school administration area.
- Technology improvements throughout (i.e. Wi-Fi).
- Expand auditorium to accommodate larger audience for secondary chapel (middle school currently in the MAC), performances, and guest lectures.
- New entrance to improve vehicular circulation and safety.
- Full size lockers for all secondary students.
- Lockers adjacent to classrooms for all secondary students.
- Wayfinding/ signage.
- Elementary wing restrooms.
- Second floor staff restrooms.
- Lower level staff restrooms.
- Staff locker room with secure entry (i.e. key card).
- Campus landscape irrigation system.
- Security arm at vehicle entry for check-in during non-peak hours.
- Top three priorities: auditorium expansion, entrance to school, DIC improvements.