

**GLENBROOK HIGH SCHOOLS  
Regular Board Meeting Monday August 10, 2009  
District Business Office**

TO: Dr. Mike Riggle  
Hillarie Siena

FROM: Kimberly L. Ptak

DATE: AUGUST 10, 2009

RE: DISCUSSION/ACTION: Off Campus Facility

**Recommendation**

It is the recommendation of the administration that a plan be developed for the renovation of the 3801 West Lake Avenue property to incorporate District 225 offices in the summer of 2010. It is further recommended that the current district office building be renovated to house the Glenbrook Off Campus program beginning in the second semester of the 2010-2011 school year.

**Background**

As discussed at the July 13, 2009 board meeting, the primary focus for the purchase of the 3801 West Lake property was to find a permanent home for the Off Campus (OC) program, which has been part of the Glenbrook special education offerings for 25 years. At this point, we have two viable facilities (3801 W. Lake property and 1835 Landwehr property (current district office)), that would meet the needs of OC, both of which have significant renovation work currently scheduled over the next couple of years. However from a programmatic standpoint, while either building would be an enormous improvement over the current OC facility, the district office building at 1835 Landwehr is the strong preference. Some of the key advantages include –

1. The only interaction the OC students will have with adults are with district staff members, as opposed to the 3801 West Lake property, where we will have tenants in the building until possibly 2020.
2. 1835 Landwehr is an easier building to secure than the 3801 West Lake property. It would be feasible to lock the main door of 1835 Landwehr during the day and have the receptionist buzz in visitors. It is difficult to do this at 3801 West Lake as there are multiple floors and other tenants and/or clients of the tenants needing access to the building.
3. The increased distance from the GBS facility continues to give students the feeling of being “off campus,” which is important to the program.

4. All students would be housed on one floor facilitating overall supervision.

**Financial Considerations**

Overall, the cost of the 2 scenarios is relatively neutral. Following is a summary of the main line items to consider:

**3801 West Lake property as Off Campus (OC) vs. as District Office (DO)**

	<u>3801 as OC</u>	<u>3801 as DO</u>	
HVAC	\$775,000	\$675,000	A
Roof Support	\$15,000	\$15,000	
Elevator	n/a	n/a	
Sprinkler	\$112,000	n/a	
Parking Lot	n/a	n/a	Eventual west egress
Remodeling	\$975,000	\$775,000	DO more open space
Bathrooms	n/a	n/a	
Security	\$25,000	\$25,000	Key fob, rekey, camera
Network Connection	\$18,000	\$18,000	Connection to network
	\$1,920,000	\$1,508,000	\$412,000

A – Currently the 3801 W. Lake mechanical system consists of PTAC units to serve the perimeter office spaces and a 20 ton roof top unit to serve the core of the building. The PTAC units vary in terms of age and the 20 ton rooftop unit was replaced in 2006. The existing PTAC units are designed for individual offices, not large open office space or classroom space. They are loud and do a poor job with ventilation. The existing 20 ton roof top unit does not have any controls or allow for zones – it is either on or off. The recommendation is to provide a Variable Air Volume (VAV) rooftop unit for each floor. VAV boxes would provide control zones for each floor. Cost of putting the district office at 3801 is slightly less expensive as it is more possible to reuse the existing 20 ton unit on the first floor in some capacity.

**1835 Landwehr property as Off Campus (OC) vs. as District Office (DO)**

	<u>1835 as OC</u>	<u>1835 as DO</u>	
HVAC	\$525,000	\$455,000	B
Elevator	n/a	n/a	
Sprinkler	\$75,000	n/a	
Parking Lot	\$50,000	\$50,000	Mill and overlay existing pavement
Remodeling	\$390,000	\$220,000	
Roof Replacement	\$650,000	\$650,000	Roof & deck
Bathrooms	\$110,000	n/a	Additional men & women toilet room
Security	\$15,000	\$15,000	Camera 1 or 2
Network Connection	n/a	n/a	
	\$1,815,000	\$1,390,000	\$425,000

B – The district office building is served by one multi-zone air handling unit that has hot water heating provided by gas fired boilers located in the basement of the building and cooling provided by an

air cooled DX condensing unit that is located on the south side of the building. The condensing unit was replaced in 2005. If the building remains the district office, it is in our plans to convert the existing multi zone unit to a variable air volume system (VAV). This will allow for the creation of additional control zones and provide for better comfort and control of space temperature. The VAV system is also run at reduced speeds and is therefore more energy efficient. Ductwork was reworked on the west side of the building and in the technology area last summer and is scheduled to be reworked in the future throughout the remainder of the building.

Attached please find preliminary phase 1 and phase 2 floor plans for converting 1835 Landwehr into the off-campus facility. Phase 1 leaves technology and special education (Director and Assistant) at 1835 Landwehr until 2014, when space at 3801 W. Lake becomes available. Phase 2 shows floor plans once the entire building is dedicated to off-campus. As shown, phase 2 allows for two additional classrooms and a lunch room.

Off Campus Square Footage Analysis

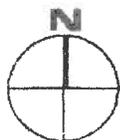
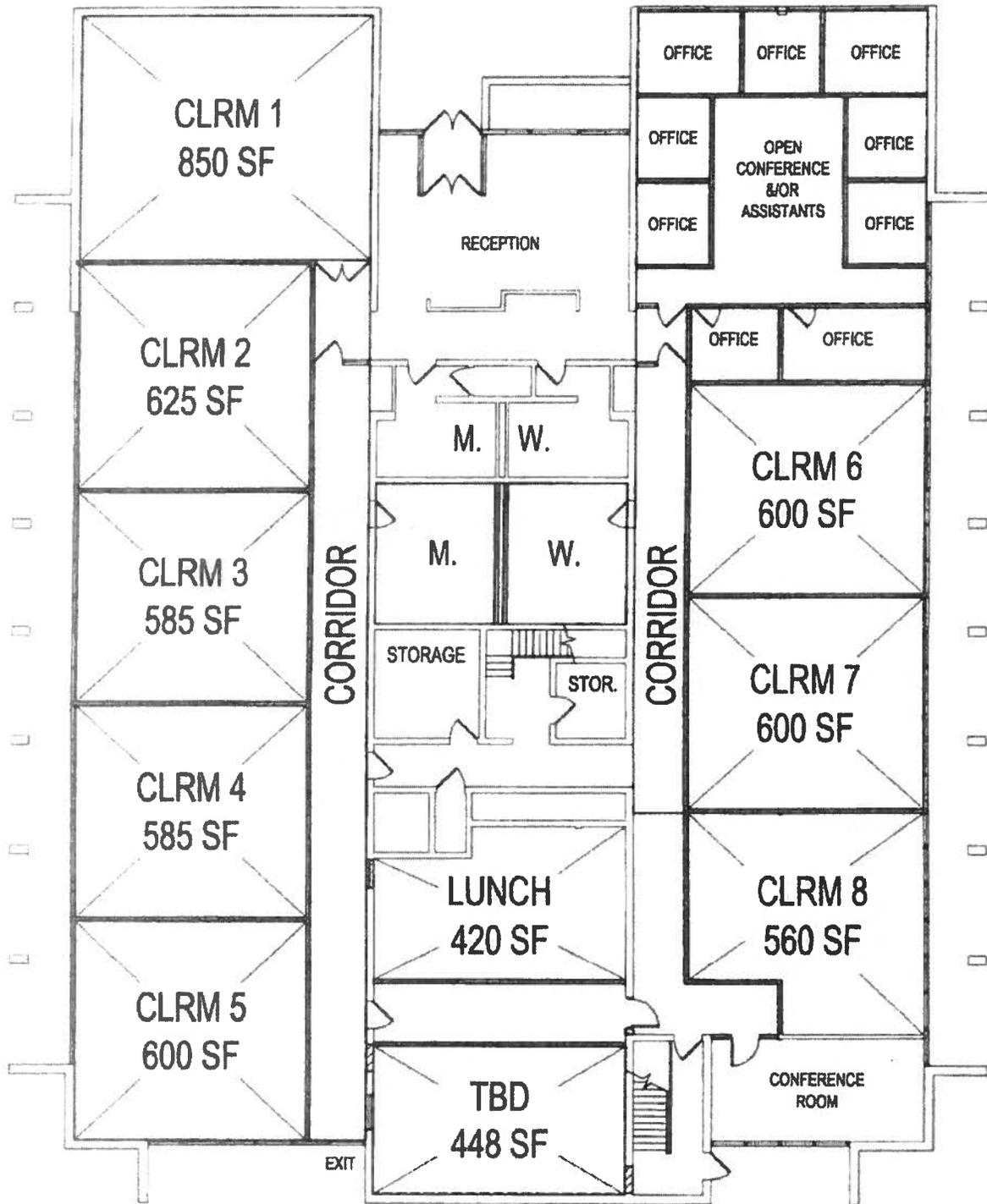
Current OC Square Footage	7,500
Phase 1 Square Footage	10,200
Phase 2 Square Footage	12,000

District Office Square Footage Analysis

Current DO SF	12,000
Current DO SF w/out tech, sped, reception and board room	8,500
Phase 1 Square Footage	8,000
Phase 2 Square Footage	18,000 (note phase 2 will add professional development rooms and transition program.)



phase 2 (w/out technology)



**DRAFT DESIGN CONCEPT OVERLAY - CLASSRMS / OFFICES**

3/32" = 1'-0" (ON 11 X 17)

PHASE 2 (without SPEC ED OFFICE & TECHNOLOGY); JULY 2, 2009

**GLENBROOK HIGH SCHOOLS  
Office of the Superintendent  
Glenview - Northbrook, Illinois**

To: Board of Education

From: Mike Riggle

Re: 3801 West Lake Property Recommendation

Date: July 8, 2009

**Recommendation**

It is the recommendation of the administration that a plan be developed for the renovation of the 3801 West Lake Avenue property to incorporate District 225 offices in the summer of 2010. It is further recommended that the current district office building be renovated to house the Glenbrook Off Campus program beginning in the second semester of the 2010-2011 school year.

**Rationale**

Our primary focus for the purchase of the 3801 West Lake property was to find a permanent home for the Off Campus (OC) program, which has been part of the Glenbrook special education offerings for 25 years. The building had approximately twice the square footage sought for the offerings with the ability to allow other district programs to occupy the remaining square footage in the future. Since OC had been housed in a mixed atmosphere with business and health entities in a leased facility on Waukegan Road for a number of years, entertaining a mixed tenant facility situation was not a major deterrent to our pursuit of a lease/purchase agreement. The location of the 3801 West Lake property also offered logistical advantages and potential cost savings for the district.

During the spring, we learned that the district office building would be in need of roof replacement. We were hopeful that only a repair would be required, but the analysis revealed that there was no original decking to the roof, which mandates the installation of decking with a full roof replacement that needs to be completed in the summer of 2010. In discussing the situation, Dr. Schilling agreed with me that we should look at the effective use of both the district office and the 3801 West Lake property since they would both require extensive work at the same time.

A meeting was held with George Tuttle, Doug Strong, the building principals and appropriate district administrators to discuss the most effective use of the two facilities. At that meeting, special education administrators and staff strongly recommended that the district office building become the new home for the OC program. They clearly articulated a number of important advantages to housing the program in the district office building. No commitment was made at that time and we began working with ARCON to determine the functionality of such a move and the overall costs involved in comparison to placing Off Campus in the 3801 West Lake building and renovating the district office.

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July 8, 2009

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The following is a comparison of the two proposed scenarios:

**Scenario #1:** Off Campus at 3801 West Lake, District Office renovated for present use:

**Advantages**

1. OC will be able to expand to meet their needs both now and in the future.
2. The transition program can be eventually placed in the facility to eliminate current lease payments for offices on Waukegan Road to NSSD.
3. The configuration of the facility can be customized to meet the needs of OC.
4. Physical education facilities as well as other supplemental services will be in close proximity at GBS. Closer walking proximity to inside gym space.

**Disadvantages**

1. The OC program would require the occupancy of multiple floors, which introduces a supervision concern.
2. The 3801 West Lake facility cannot be converted to provide the desired level of security for OC until all current tenants are gone and the facility is completely occupied by District 225 programs.
3. The mixture of the OC program with tenants who are conducting business and community services is not the best scenario. Unpredictable behavior and the resulting situations that can occur are a concern of both current tenants and the OC staff.
4. The 3801 West Lake property will need to be rezoned prior to occupancy by OC, which the Village of Glenview feels is acceptable.

**Scenario #2:** Renovating the district office building to house the OC program and converting the 3801 West Lake property to accommodate the current district office staff and operations.

**Advantages**

1. The total square footage of the first floor of the district office building matches the needs of the OC program with enough room for limited expansion in the future. The current scope of OC is probably near the limit we should consider due to federal regulation concerns regarding inclusion.
2. The district office building can easily be converted to provide the desired level of security for students and staff.
3. The only interaction OC students will have with adults are with district staff members. Concerns regarding their interaction with businesses or community service clientele is eliminated.
4. The students and staff will be in close proximity to outdoor athletic fields for physical education activities. Shuttle buses would need to be provided for indoor facility use.
5. The increased distance from the GBS facility continues to give students the feeling of being "off campus," which is important to the program.

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Advantages (continued)

6. District office will be able to expand within the 3801 West Lake building in the future to include a new board room, as well as a professional development center that can be used for multiple training programs during the day and at night.
7. The special education transition program and other district services can be easily housed in the 3801 West Lake facility and would not come in contact with the OC program.
8. Travel time and distance will be reduced for district office and GBS administrators since the district office and GBS would be within walking distance.
9. The 3801 West Lake facility can be easily converted to house up to eight additional GBS classrooms on the first floor if necessary beginning in the summer of 2013.
10. No rezoning of the 3801 West Lake property will be required, although it is in our best interest to complete the rezoning process.

Disadvantages

1. The OC program would still require shuttle transportation to utilize the GBS indoor facilities.
2. Due to space occupied by current tenants and the length of their leases, the district office will be unable to completely occupy the 3801 West Lake property until the summer of 2013.



# Interoffice Memo

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The Glenbrook High Schools

TO: Mike Riggle  
FROM: George Tuttle  
RE: New OC location  
DATE: July 7, 2009

The availability of a permanent space for the Off Campus Program is an exciting opportunity. The new location will offer permanency to a long-standing district program, closer proximity (and therefore the potential for greater integration) to the main campuses, and greater square footage. Of the two options being considered for its relocation, the District Office option is preferable to the Passport Plaza location. Reasons for this determination are as follows:

- The District Office location provides appropriate square footage for effective programming on a single floor (as opposed to a multiple floor situation at the Passport Plaza). A single floor avoids potential supervisory issues inherent in a multiple floor location.
- One entrance (at the District Office) and no tenants offers a potentially higher level of security than the multiple entrances and tenants at Passport Plaza.
- The reception area at the District Office can be located at the door as opposed to within the building at Passport Plaza.
- Because the District Office has no tenants, all restrooms would be used by students and staff instead of sharing with other tenants and businesses.
- Finally, the presence of current tenants at the Passport location would require a 'phase in' of Off Campus programming and require a 'build out' of the space for the classrooms. This would occur over time, possibly extending into a multiple year period. The District Office could be 'built out' in one stage thus eliminating the moving inherent in a 'phase in' situation.