

Interoffice Memo

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.