

Administrative Services Center

Life Safety & Security:

- Improve security at main entry to create secure waiting area that limits access to remainder of building.
- Provide secure means of egress from HR and meeting areas for staff.

Learning & Curriculum:

- Provide large multi-purpose venue to hold 125 capacity. Venue to serve the Board of Education, Special District events, professional development training sessions, and general meetings. Room should be sub-dividable into four (4) smaller rooms for flexible use.
- Provide small conference/interview room for confidential HR discussions, interviews, and general conference tasks for internal and visiting staff. Locate near entry so limits access to main office areas.
- Provide an office for the payroll coordinator and additional offices to allow for relocation of personnel out of current storage areas. This would increase storage capacity for Administration and return space back to NKMS.
- Provide unloading, staging, and storage area for copy center, paper, and supplies. Would decrease daily deliveries and increase available storage space at facilities warehouse.
- Provide archival storage for District Documentation currently stored at Keysor Elementary School. Storage needs to be secure and fireproof.
- Upgrade HVAC system and building envelope insulation.
- Provide staging and preparation area for materials and food service to support all conference/training rooms.

Accessibility & Inclusiveness:

- Potential exists to relocate Technology Department to ASC so improved efficiency of management is achieved. This would require investigation of a new facility to serve as the ASC. Relocation of ASC functions would allow for expansion of NKMS into the current footprint.
- Parking is a challenge during ASC and NKMS events and activities. Additional parking would benefit both entities.