

## District Office Renovation

### Current Office:

- Remodeled in 2001. Northwest was a 9-12 District. Only 3 full time staff members in the office (Supt, Bus. Manager & Secretary)
- Prior office had its own location. The public had a direct access to the Business Office. When the office was moved towards the main hall, it was a negative for the public. Since the District was only one building, it was more convenient for the administration, but it made things more confusing for the public.
- The Conference Room was transformed into the Board Room. It needs to be updated. The flooring and walls need to be remodeled and removal of bi-fold doors needs to be completed.

### Current Situation:

- PK-12 District. The numbers of students and staff have doubled.
- Hired an additional full-time person in the District Office
- All visitors should stop at the Central Office for a pass and get directions to the Business office. This number has expanded greatly the past few years:
  - Parents with options students: All grades K-12
  - Patrons who are completing free and reduced paperwork: K-12
  - Patrons requesting mileage reimbursement: K-8
  - Patrons with District concerns – Budgets, Transgender, etc.
  - Sales people doing business only with the District Office
- High School office closes at 4:00 p.m. during the school. Gates are locked to the Business Office at 4:00 p.m.
- During the holidays or the summer break, the High School office is not always open. It is not very convenient or welcoming to visitors when they enter the building and can't locate anyone.
- The District office contact with the High School is continuing to decline. Students and Teachers need to have contact with the High School office.
- There are a large number of visitors entering the high school that could be eliminated if there was direct access to the District Office. Better security for high school.
- Correlate this to locating the GI Admin Building within one of the hallways of Grand Island Senior High.

We need a presence with the public. The District office is for the entire district, not just the High School. We need to be easily accessible. Parents with small children, patrons, salespersons do not need to follow long directions and battle the hallway traffic just to reach the District office to do business.