

Memo

To: Jim Snyder and Bob Kushner
From: Judy Rubin, Educational Director
Date: February 17, 1994

In order to assist you further with your long range planning, please consider the following.

1. The religious school is overcrowded on Sunday mornings. we are currently utilizing 8 classrooms, the library and the community room for grades K-5. We really need 10 classrooms (see below).
2. The Kindergarten and first grades are overcrowded and should be divided into two classrooms which we cannot do due to lack of space.
3. Therefore, we are 6 classrooms short on Sundays. (It would be better to have our own facility and not share space with the nursery school.)
4. We need 2 rooms for tutoring on the same level as our classrooms. Currently we utilize the library during the mid-week Hebrew classes and the Bingo office for B'nai Mitzvah training.
5. If a new school wing were to be built, we could tear down the permanent dividers between rooms 1 & 2 and rooms 2 & 3 and create a large room which could serve as a multipurpose room--a teacher's lounge, a room for combining classes, a room for art, the high holidays, etc. It will need to be refurbished with carpeting in a selected section of the room and improved lighting. Portable sound-proof dividers could be installed if the room were to be subdivided. They should also be widened into the existing hallway.
6. The remaining classrooms rooms 4-6 could be enlarged and refurbished.
7. We would need a total of 20 classrooms to accommodate all of the school's present and future needs. That would mean that 3 classrooms would remain upstairs, two classrooms would remain downstairs (if nursery school gets its own wing), and 15 more classrooms would have to be built which would be larger than our current rooms and outfitted for specific needs which could be discussed with the architect/engineer. For example: built in closets and bookshelves, storage areas, bathrooms and drinking fountains in each of the primary rooms, art sinks, observation windows, etc. The primary grades (K-2) which should be in 6 classrooms should be on one level. Grades 3-5 should be grouped in one area and grades 6-10 in another area.
8. Besides needing a multipurpose room for school programs, High Holidays, teachers' lounge, copy machine room, etc., our older students need a lounge to gather for socializing during their school break. Our younger students need a place to play indoors when it is raining or too cold to go outside. A gymnasium would be ideal.
9. If all of the above come into fruition, we will need additional school furnishings, desks, chairs, chalkboards, bulletin boards, etc.

I hope this helps you both. Best of luck.

cc: Mark Yogman