

29 October 2025

Mr. Michael Plourde
Meridian Community Unit School District 223
207 W. Main Street
Stillman Valley, IL 61084

RE: Master Plan Report

Dear Mr. Plourde,

GreenAssociates is pleased to assist with the request for information on a long-range Master Plan for the District facilities.

District Master Planning Process

GreenAssociates has assisted many Illinois school districts with developing comprehensive plans of action for improving and maintaining their facilities. Our process is outlined below.

When is a Master Plan Required?

Numerous issues can trigger the need for a Master Plan. These can be aging buildings and maintenance needs; a change in population; additional or modified educational programs; student/teacher ratios; a change in funding sources or a change in teaching methodologies.

Other complex issues that put pressure on a school's instructional space are the evolving use of technology, increases in pupil services and the need for flexible learning spaces. When teaching efficiency begins to suffer because of these excessive infrastructure demands, a corrective plan is required.

I. Visioning

A kickoff meeting is paramount for the District to discuss planning goals, their relation to other strategic District goals, expectations, timeline, and the level of stakeholder participation in the process. This should also bring out dialogue on potential options as well as those aspects that must remain the same.

II. Facility Assessment

The physical review of the District's existing facilities in terms of the following:

- Building structure
- Building envelope
- Electrical service
- Thermal comfort
- Lighting
- Interior finishes and furnishing
- Mechanical Equipment
- Technology
- Health life/safety status as well as site conditions will provide us key information regarding their condition and expected remaining useful life.

Enlightened Design
Practical Solutions

1437 Harmony Court
Itasca, Illinois 60143
telephone 847-317-0852

954 West Washington Blvd
Suite 605
Chicago, Illinois 60607
telephone 847-317-0852

1413 South MacArthur Blvd
Springfield, Illinois 62704
telephone 217-522-3355

www.greenassociates.com

Carole Donovan Pugh, AIA
Stephen M. Chassee
William H.R. Taylor, AIA
Andrew G. McCall, AIA
Todd R. Hannah, AIA
George T. Prosilakos, AIA
Andrew C. Jose

III. Data Gathering Program Review

A review of the educational programs is essential to any long-range Master Plan. It identifies and quantifies the spaces currently used to house a district's curriculum, and should have sufficient detail to reveal any current and potential shortfalls. A shortfall may occur if there are changes to the curriculum. These changes may involve subject matter – such as the addition of a foreign language, or delivery processes – such as team-teaching, project-based learning, and technology. Additionally, increasing student services such as language skills, reading, and counseling, can affect the use of existing spaces. We will want to re-confirm your educational delivery preferences and methodologies in order to maintain/enhance your current learning environment.

Interviews

In any district, there are a number of stakeholders— groups with direct involvement with the schools and their operations. The diverse nature of these stakeholders requires each group's specific needs and objectives to be understood. We can interview and gather facts from school groups that the District elects to consult. The end result is a cache of invaluable programming information and a constituency that has been both involved and informed.

District-provided Information

The District's own technology plan – complete with priorities and timetables – is also an important background component of the master plan affecting facility design.

The District's demographic study of the community as well as internal student enrollment will help determine space needs for the master plan. The study should include changes in growth patterns by grade, as well as any special needs of the population.

A master plan also needs contextual input to be complete. A digital community survey is important to determine the role school buildings play and impressions within the community.

Surveys of the District properties will be useful in developing the potential options available to the District.

IV. Analysis

GreenAssociates collects and quantifies information relating to the above components and converts it into programmatic education and support areas following state and national planning guidelines. The resulting 'program' represents the ideal number and size of spaces required to support the district's curriculum. The current district buildings would then be compared against this model via BIM software and a tally of differences is generated. These differences are then examined to determine which spaces are deficient, underutilized, in surplus, unassigned, or missing altogether. Following this process, and folding in the information gained in walk-thru and interviews, allows us to determine the capacity and 'educational adequacy' of each facility.

V. Facility Planning and Recommendations

With the above information in place, the GreenAssociates design team will then review each building to determine which spaces need to be modified or created. After analysis, potential building concept scenario descriptions are generated and reviewed with the Administration. Aerial concepts will be provided if a recommendation is for new construction. The Plan will be presented to the Administration for review and revised as needed for subsequent presentation to the Board. Recommendations will include estimated costs (SF cost basis) to assist District's long-range planning.



The documents will be provided digitally and minimal reimbursables will be invoiced per the standard reimbursable list. There are many pieces to a Master Plan, and the cost is broken down per building as follows:

Break down of cost by study:

Facility Assessment	\$55,946	COMPLETE
Educational Adequacy	\$8,834	No Charge if GA performs phase 1 work
Utilization Analysis	\$26,500	No Charge if GA performs phase 1 work
Capacity Analysis	\$2,945	COMPLETE
Total Master Plan Fee	\$94,225 / SF	

Conclusion

The Master Plan is structured as a working document and should be revisited periodically to ensure applicability in light of changes and for tracking recommendations which are complete. By following the steps outlined above, GreenAssociates will ensure the district has a very successful Master Plan to serve as the road map for future facility improvements over many years.

Implementation Next Steps

Once the Plan recommendations are reviewed and accepted, the next step in planning following the Master Plan is to reconfirm the priorities and grouping of recommendations for implementation for optimum cost efficiency. Concept designs will be next for the selected options needing further study with a timeline set for implementation.

The composition and timing of each phase of implementation or construction is determined by your priorities, the cost of the proposed work, its duration and complexity, funding sources, and any related external legislative considerations such as grant programs.

Respectfully,

A handwritten signature in black ink, appearing to read 'SMC', is written over a horizontal line.

Stephen M. Chassee

Principal, GreenAssociates Inc.

Acceptance

Date