



To: Core Planning Group

From: Kaitlin Schalow | KS

Date: May 4, 2016

Comm. No: 152235

Subject: Independent School District #879
Delano Secondary School Additions and Renovations
April 26, 2016 **Commons/Cafeteria** User Group Meeting Minutes

Attendees:

Marty Kittok, Delano Public Schools	marty.kittok@delanoschools.org
Kris Larson, Delano Public Schools	kris.larson@delanoschools.org
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Lynae Schoen, Wold Architects and Engineers	lschoen@woldae.com
Kaitlin Schalow, Wold Architects and Engineers	kschalow@woldae.com

The Group met to discuss the preliminary User Group drawing. The drawings presented in the meeting are for diagrammatic purposes only, intended to facilitate discussion and visualize spatial adjacencies. The following is a brief summary of topics discussed.

Discussion Topics:

- A. Activities that could occur in the Cafeteria/Commons:
 - 1. Student before/after use- hang out area.
 - 2. Dining during lunch hours.
 - 3. Weekend tournament use.
 - 4. Athletic Banquets.
- B. Commons:
 - 1. Flooring to be hard surface/easily cleanable.
 - 2. Furniture should be flexible and easily movable.
 - 3. The Group liked the variety of seating options shown on the drawing.
 - 4. Furniture should be easy to clean.
 - 5. There should be plenty of power for charging up devices.
 - 6. Members of the Group liked the high top tables around the columns at Pequot Lakes HS.
 - 7. It would be optimal if there was a sink area available to use for the Upper Commons to clean tables, especially for weekend use.

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8. The Group would like to see the Commons have a “coffee shop” feel, such as an LVT wood floor.
- C. Flex Classroom:
 1. Flooring to be carpet.
 2. Furniture to be flexible and mobile.
 3. The Group was in favor of the visual connection between the Flex Classroom and the Commons space.
- D. All furniture should be movable and easy to reconfigure.
- E. It would be ideal to have a drop down projection screen for presentations and athletic banquets. This should be centered on the stage area.
- F. The Group would like an informational station/kiosk highlighting current activities. This function could be provided by an LCD display.
- G. The Group would like to get student input for furniture options.
- H. The Group liked the small “stage” area for student presentations and concerts.
- I. Concessions and a la carte need to be separated. The two functions cannot overlap. Each should have their own lockable storage.
- J. Infrastructure should be provided for several LCD Screen displays.
- K. The next User Group meeting will occur in approximately two to three weeks.

cc: Attendees

MH/ISD_879/152235/mins/4.26.16Commons&Cafeteria