



**To:** Core Planning Group

**From:** Kaitlin Schalow | KS

**Date:** May 4, 2016

**Comm. No:** 152235

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

**Attendees:**

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*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. District Office Program Requirements:
1. Receptionist.
  2. Superintendent Office.
  3. Business Manager Office.
  4. Director of Teaching and Learning Office.
  5. HR Coordinator Office.
  6. Payroll Specialist Office.
  7. Accountant Office.
  8. Food Service Account Coordinator Office.
  9. Secured Room ("Vault").
  10. Storage.



- B. Future Expansion?
  - 1. Buildings and Grounds Manager Office(mid-2017).
- C. The Group discussed team/collaborative areas within the District Office.
- D. Payroll and HR should be located adjacent to one another. Each person should have an individual office for privacy and confidentiality. Payroll and HR should be located close off the Reception. All visitors will enter into the Reception area.
- E. The Group was in favor of the Conference rooms located near the Reception.
- F. Food Service Account Coordinator does not need to be located directly off the Main Hallway.
- G. The Superintendent's Office location as currently shown is adequate.
- H. The Business Manager's Office should be centrally located for internal coordination.
- I. Director of Teaching and Learning and the Superintendent's Office should be located next to one another. The Director of Teaching and Learning's Office needs to be larger than shown to aide in conferencing abilities.
- J. The Group discussed options on getting daylight into inbound offices. Offices will have sidelights at the doors to get daylight into the hallway. The HR Office will be an exception, which will need privacy.
- K. The District Office will reuse their existing furniture, which was recently purchased.
- L. The Director of Teaching and Learning needs conferencing abilities for four to six people.
- M. The Superintendent's Office needs conferencing abilities for six to eight people.
- N. The Secure Room should be located off the Main Hallway for future flexibility.
- O. HR Office Needs:
  - 1. Desk.
  - 2. Three chairs (preferably at round table).
  - 3. Five pedestal file cabinets-personnel files.
  - 4. Office not to be on display.
- P. Business Manager Office Needs:
  - 1. Desk.
  - 2. Lateral file (in desk system).
  - 3. (7) four-drawer pedestal file.
  - 4. Two guest chairs (meetings occur at workstation).
- Q. Teaching and Learning Office Needs:
  - 1. Desk.
  - 2. Collaborative ability for groups of four to six.
  - 3. (2) four-drawer lateral files.
  - 4. Two bookshelves.
- R. Superintendent's Office Needs:
  - 1. Match Existing furniture.
  - 2. Provide future power capabilities for flat screen TV.
- S. Payroll Office Needs:
  - 1. Desk.
  - 2. Four pedestal files.
  - 3. Two chairs for guest seating (at workstation).



- T. Accounting:
  - 1. Desk.
  - 2. (4) four-drawer pedestal files.
  - 3. One lateral file.
  - 4. Two guest chairs at workstation.
- U. Reception:
  - 1. Wide desk.
  - 2. It would be ideal to have the ability to stand.
  - 3. Two lateral files.
  - 4. Desktop work area with drawers.
  - 5. One printer (large).
  - 6. Color printer.
- V. The Group was in favor of a branding wall behind the Reception desk.
- W. The large Conference Room needs to accommodate 20 people.
- X. It would be ideal to have a small staff area for lunch at the District Office.
- Y. The next User Group meeting will occur in approximately two to three weeks.

cc: Attendees

MH/ISD\_879/152235/min/4.26.16 District Office