



**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 **Staff Area** User Group Meeting Minutes

**Attendees:**

Katie Schmidt, Delano Public Schools	katie.schmidt@delanoschools.org
Mike Stoudt, Delano Public Schools	mike.stoudt@delanoschools.org
Melody Soderberg, Delano Public Schools	melody.soderberg@delanoschools.org
Megan Halbeib, Delano Public Schools	megan.halbleib@delanoschools.org
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Bob Prell, ICS Consulting	bobp@ics-consult.com
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. The Group would like to have a door in order to have exterior access to the outdoor gathering area.
- B. The Outdoor Gathering Space should have space for at least 3 picnic tables to accommodate 24 people.
- C. It would be ideal to have power provided at the outdoor space.
- D. The Group would like to see a separation between the staff outdoor area and the student outdoor gathering area. It would be preferred to utilize a plant screen to achieve this.
- E. 25 staff members on average will be utilizing the space during the lunch hour. There will be three lunch hours.
- F. Equipment: There needs to be space for six microwaves, three refrigerator/freezers, two hand washing sinks, a water line for a coffee pot, and a vending machine. There should be a water line and an opening for a dishwasher. Staff to decide whether or not the dishwasher will be purchased.
- G. Water to be filtered at the sink for water bottles.



- H. The Group discussed the openness of the work area to the dining area. The Group favored the openness of the work room/ dining over partitioning off the work area.
- I. The partition wall concealing the copier should be extended approximately 3'.
- J. Flooring should be easily washable/ maintainable.
- K. The high-top work table should be a furniture piece.
- L. Other potential uses of the Staff Room: custodial meetings, potlucks, departmental meetings.
- M. If Staff meetings occur in the space, a ceiling mounted projector would be ideal. Infrastructure should be provided for this function.
- N. Infrastructure for outlets and data for LCD televisions should be accommodated for in the dining space.
- O. The next User Group meeting will be in approximately two to three weeks.

cc: Attendees

MH/ISD\_879/152235/min/4.26.16 Staff Area