



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 27, 2016 **Main Office/Secure Entry** 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. Offices that need to be in the Main Office:
1. High School Principal
 2. Two High School Assistant Principals.
 3. Two full time counselors. It would be ideal to have three offices for future flexibility.
 4. Athletic Director.
 5. Police Liaison.
 6. Activities Administrator-with AD.



- B. Reception:
 - 1. The Main Reception desk will serve as the gatekeeper for guests.
 - 2. There should be three stations for admin staff/TAC for flexibility.
 - 3. There should be four to six guest chairs at the Main Reception.
- C. TAC Satellite Office:
 - 1. There is an equipment checking-out component to the TAC Office.
 - 2. Equipment that needs to be checked out:
 - a. Basketballs.
 - b. Footballs.
 - c. Jump ropes.
 - 3. The majority of equipment is checked out after school.
 - 4. The Group would prefer that the equipment was not checked out from the Main Office.
- D. Athletics:
 - 1. It would be ideal for the Athletic Office and Administrator to be located closer to the Main Reception.
 - 2. There needs to be adequate storage for Athletic specific items: ticket store, first aide, etc.
 - 3. Guests will be greeted first by the Reception Area and then directed to the Athletic Administrator.
 - 4. Both offices to be located directly off the main Reception space.
- E. Summer Hours:
 - 1. There will be staff intermittingly present in the office during summer hours.
 - 2. The Group discussed an option to have the TAC office out of the Main Reception space during the summer.
- F. TAC:
 - 1. During the school day, TAC will office out of the Main Reception space.
 - 2. For before, after, and summer hours TAC staff will office out of the TAC satellite office.
- G. Counselor Office:
 - 1. Need to accommodate groups of four to six people.
 - 2. Larger family meetings can occur in the Conference Room in Student Services.
- H. Private Offices:
 - 1. All Private offices: Desking option (5' wide) with small four to six person group table.
 - 2. Group to brainstorm on file storage options for next meeting.
- I. Nurse:
 - 1. The Group discussed the desire to have one cot for every 200 students.
 - 2. Currently, there are three cots for the High School and two cots for Middle School.
 - 3. Office: District Nurse, Nurse.
 - a. The Group discussed the need for confidential conversations between the Nurse and the students.
 - b. There could be a combined office for District Nurse and the Nurse.
 - c. The nurse's office needs to observe the Cot Area.



4. Equipment:
 - a. Med Cart.
 - b. Full size refrigerator.
 - c. Tall lockable storage.
 - d. Hand washing station.
5. There should be an outlet and individual lights for each cot.
6. Back-up for the Nurse is the administration team. There needs to be easy access to the Nurse area for the Admin team.
7. Access for diabetic students: 10-12 students. Students will self-administer. This activity should occur out of the main circulation area.
8. There should be storage area for self-cathetering. It would be preferred if this was a mobile furniture piece for clean ability.
9. There should be considerations for ambulance access to the Nurse Area/student pick up.
- J. The next User Group meeting will be in approximately two to three weeks.

cc: Attendees

MH/ISD_879/152235/min/4.27.16 Main Office