



**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 **Performing Arts** User Group Meeting Minutes

**Attendees:**

Jason Koets, Delano Public Schools	jason.koets@delanoschools.org
Mike Dailey, Delano Public Schools	mike.dailey@delanoschools.org
John Guidry, Delano Public Schools	john.guidry@delanoschools.org
Melissa Koch, Delano Public Schools	melissa.koch@delanoschools.org
Barb Roy, Delano Public Schools	barb.roy@delanoschools.org
Sandy Meyerson, Delano Public Schools	sandy.meyerson@delanoschools.org
Britta Diem, Delano Public Schools	britta.diem@delanoschools.org
Joe Lawrence, Delano Public Schools	joe.lawrence@delanoschools.org
Ryan Hayes, Delano Public Schools	ryan.hayes@delanoschools.org
Mike Lindquist, Delano Public Schools	mike.lindquist@delanoschools.org
Steve Heil, Delano Public Schools	steve.heil@delanoschools.org
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. Existing Performing Arts Activities/Concerts:
  - 1. Community Ed:
    - a. Crow River Church rents current Auditorium-200 people every week.
    - b. Youth Groups.
    - c. Athletic Teams.
  - 2. Music:
    - a. Choir:
      - 1. 5/6<sup>th</sup> Grade:
        - a. December concert.
        - b. 127 students per grade level (stage, risers, shell, piano).

**Wold Architects and Engineers**  
332 Minnesota Street, Suite W2000  
Saint Paul, MN 55101  
woldae.com | 651 227 7773

**PLANNERS  
ARCHITECTS  
ENGINEERS**



- c. Four dress rehearsals, one final concert.
    - d. 450+ seats.
3. 7/8th Grade:
  - a. 100 boys.
  - b. 120 girls.
  - c. One rehearsal, one final performance.
  - d. May/December Performances.
4. High School:
  - a. All Choir-End of October.
  - b. Would be preferred to house concert in the new Auditorium.
  - c. Concert February.
  - d. Concert May.
  - e. 70 freshman, 60 mid level, 45 concert choir, 20 chamber choir.
5. Theater:
  - a. Six productions per year:
    1. Middle School-September, 50-100 students.
    2. Fall High School Play, 30-50 students.
    3. Junior High One Act-December, 25-30 students (stay in existing auditorium).
    4. Contest One Act -January, February, 20 students, occurs on weekends.
    5. Elementary Play, February/March, 75 students.
    6. High School Musical-May, 50 students.
6. Dance:
  - a. May use the new Auditorium for fundraising events?
  - b. Side lighting would be beneficial that could be removed.
  - c. Existing auditorium floor not conducive for dance performances.
7. Theater Class:
  - a. Average of 28 students.
  - b. Would prefer to use Black Box theater, existing auditorium (more intimate space).
  - c. There is potential for a tech theater class?- this would occur in the new auditorium.
8. Band:
  - a. 5th/6th Grade- 120 students.
  - b. 6th Grade- December/May, 80 students.
  - c. 7th/8th Grade- 70 in 7th grade, 50 in 8th grade.
    1. Would like to add a performance in February.
  - d. 9-12th Grade – three ensembles.
    1. 9/10th Grade- 75 students.
    2. 11/12th Ensemble-50 to 75 students.
    3. Jazz Band- 20 students.
    4. Performances:
      - a. October concert.
      - b. May Concert.
      - c. February: HS Band concert.



- d. Small Concert Ensembles-end of April, four to eight students on stage at one time.
- e. Middle School Jazz:
  1. One invitational per year, 20 students.
- f. Music Sectionals:
  1. Band/Choir separate competitions.
  2. February each year.
9. General Education:
  - a. Productions from other grade levels may occur in the new Auditorium.
  - b. Public Speaking presentations.
10. New Activities/Future Uses:
  - a. Lighting Sound.
  - b. Tech Theater.
  - c. Community Theater.
  - d. Dance Company Rentals.
11. Other Activities:
  - a. Athletics Awards Night.
  - b. Prom/Grand March.
  - c. NHS induction-May, 300 people with meal after.
  - d. Follies-every Spring.
  - e. Visiting performance groups-theater, music.
- B. Existing Auditorium Use:
  1. Groups that need a large group meeting space should be directed to the existing auditorium.
  2. Current Use: Concert in the Parks-Summer Concerts (Rain Out location), 200 people max.
  3. Potential Use for:
    - a. District Meetings.
    - b. Student Meetings.
    - c. Grade-level meetings.
  4. Renovations:
    - a. It would be ideal to have a new floor.
  5. Wold to bring existing auditorium proscenium dimension to the next meeting.
  6. The Group liked the availability of the smaller Auditorium in addition to the new auditorium.
- C. Auditorium Design:
  1. Storage should be accommodated for a grand piano.
  2. It would be ideal to have diva shells for acoustics.
  3. Floor outlets.
  4. Back stage lighting.
  5. Stage pin for electrical
  6. It would be preferred to have a sprung floor that can be painted black after each show.
  7. The Group discussed restrictions on food/drink use in the new Auditorium.



- D. Ticket Sales:
  - 1. District is currently exploring an electronic ticketing and reserved seating system. It would be ideal to have a mobile station for ticket selling/taking. The mobile cart could be used for other activities also. There should be a designated storage space for this cart.
- E. Auditorium Lobby:
  - 1. There should be display space for past performances/shows.
    - a. Poster display.
    - b. Historical recognition.
- F. House Chairs:
  - 1. Dedicated storage for chairs for performances would be ideal.
- G. Storage:
  - 1. Chair storage.
  - 2. Piano storage.
- H. Auditorium Support:
  - 1. Scene Shop:
    - a. Exterior overhead door: 10'x10'.
    - b. Interior double doors: match doors at Auditorium.
    - c. Paint Storage-Flammable Cabinet.
    - d. Lockable Tool Storage.
    - e. Community Ed-some costume storage may remain there.
  - 2. Costume Storage:
    - a. More expensive/current costumes to be housed in costume shop.
    - b. Costume storage to be expanded to accommodate more storage.
  - 3. Green Room:
    - a. Mobile racks in open space.
    - b. The Group would rather have more space in the Green Room over the Dressing Rooms.
- I. Black Box Theater:
  - 1. Potential Activities/Use:
    - a. Dance.
    - b. Public Speaking.
  - 2. It would be ideal to have a sprung floor.
  - 3. Mirrors along one wall with bars on the opposite wall.
    - a. 32" T, 42" T double bar.
  - 4. Student productions may occur in the Black Box.
  - 5. Sound system to be included. Audio Monitor system infrastructure to be provided.
  - 6. Lighting options? For House lights.
  - 7. Storage for lighting equipment?
- J. The next User Group meeting to occur in approximately two to three weeks.

cc: Attendees