



To: Attendees

From: Patrick Triggs | PT

Date: May 3, 2016

Comm. No: 152236

Subject: Independent School District #879 – Delano Public Schools
 New Intermediate School User Group Meeting – Classroom and Resource Areas
 April 25, 2016 Meeting Minutes

Attendees:

Katy Berggren, Independent School District #879	katy.berggren@delanoschools.org
Jessica Berker, Independent School District #879	jessica.berker@delanoschools.org
John Bingea, Independent School District #879	john.bingea@delanoschools.org
Cay Griep, Independent School District #879	cay.griep@delanoschools.org
Erin Olson, Independent School District #879	erin.olson@delanoschools.org
Nicky Pfeifer, Independent School District #879	nicky.pfeifer@delanoschools.org
Matt Schoen, Independent School District #879	matt.schoen@delanoschools.org
Barry Voight, Independent School District #879	barry.voight@delanoschools.org
Bob Prell, ICS Consulting	bobp@ics-consult.com
Lynae Schoen, Wold Architects and Engineers	lschoen@woldae.com
Patrick Triggs, Wold Architects and Engineers	ptringgs@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.

Discussion Topics:

- A. The Group reviewed the preliminary Classroom User Group drawing.
- B. The teaching wall in the classroom should include a 12' markerboard with a 4' tackboard on each side and an additional 4' tackboard and bookshelf at the teacher's station. Interactive projectors are expected in the building in lieu of smartboards.
- C. Each classroom in two of the three classroom clusters should have 30 casework lockers with doors but without locks. Each locker should have an open boot-shelf below and an open "handout" cubby above. Behind the door, an adjustable shelf near the top should accommodate a supply tote. Under this shelf, three hooks should be provided for a backpack, snow pants, and a coat. Above the lockers, upper cabinets are to be included for teacher storage.
- D. Additional teacher storage needs will be accommodated via mobile furniture that can be rearranged in each room, redistributed among rooms, or shared in resource areas.

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

**PLANNERS
 ARCHITECTS
 ENGINEERS**



- E. A locker bay of metal lockers with locks and adjustable shelves is to be provided adjacent to the third classroom. Administration will provide a locker count necessary for the locker commons associated with the third classroom cluster. Wold will assume 200 lockers until directed otherwise.
- F. Lockers are to be 12" wide and 15-18" deep to accommodate winter gear.
- G. Classroom casework should include a sink with water fountain and 4-5 poster storage drawers.
- H. Flooring in classrooms and resource areas should be carpet. Hard surface flooring should be provided at lockers and sinks.
- I. All "common area" water fountains in the building will include a water bottle filler.
- J. The "4th wall" of the classroom should be operable and glass. This glass should be modulated through material changes or films to provide a visual block when students are seated and the wall is closed.
- K. Options for the operable wall range from a glass set of double doors to a sliding barn door to an accordion-style wall.
- L. Any operable wall must be user friendly so a teacher can easily reconfigure it.
- M. Security will be provided via lockdown points at the entrances to the classroom cluster rather than at the individual classroom doors.
- N. Resource areas should have zoned lighting to allow portions to be turned off to accommodate classrooms showing films or projecting content.
- O. Resource areas should include areas for display of student work, artwork, and media.
- P. Storage should be provided in the resource area for shared materials including Foss science kits, shared novels, and shared textbooks.
- Q. Outside each classroom, sufficient solid wall should be provided to display thirty 12" x 12" items such as essays or artworks.
- R. Next Steps:
 - 1. Wold will revise the User Group drawing based on today's meeting.
 - 2. A follow-up meeting will be scheduled at a time and date to be determined.
 - 3. 6th grade teachers will consider what would be appropriate for the wall in 6th grade classrooms that is not occupied by lockers as in 4th and 5th grade.
 - 4. Wold will bring materials to the next meeting to help staff visualize furniture options.
 - 5. Wold will bring examples of different door/wall types to the next meeting to illustrate options for the operable 4th wall.

cc: Attendees
Traci Lawman, ISD #879
Vaughn Dierks, Wold
Eric Linner, Wold