



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 – Main Office
April 25, 2016 Meeting Minutes

Attendees:

Joy Bolea, Independent School District #879	joy.bolea@delanoschools.org
Debbie Findley, Independent School District #879	debbie.findley@delanoschools.org
Nicole Gohman, Independent School District #879	nicole.gohman@delanoschools.org
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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 Main Office User Group drawing.
- B. A secure vestibule is a component of the referendum.
- C. The principal's office should provide a landing spot for the principal and a table for six to eight people. This room is mostly a conference room.
- D. The main conference room should seat eight to ten people. It will be used as the IEP meeting space and cannot be "on display." Walls can include glass, but cannot be fully glass.
- E. About three offices should be located along the exterior wall of the office suite. These are essentially four to six person conference rooms with a landing pad.
- F. The social worker and colocation services offices should be located on the hallway and provide a landing pad along with a table for a four to six person group. The social worker's office should be as close to Special Ed as is practical.
- G. Any offices adjacent to toilet rooms should be sound-isolated.
- H. Student records should be kept in a remote room in the suite, not at the main desk.
- I. The front desk should include height-adjustable work stations.

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- J. For security, someone must be at the front desk at all times. If this cannot be accommodated, the vestibule-to-office door must be locked when no one is at the desk. In this case, a sign should be provided in the vestibule indicating that the door is locked when no one is present.
- K. The principal's office should have a borrowed light to provide a view to the main desk.
- L. The workroom should have a borrowed light to provide a view to the main desk.
- M. The nurse's area:
 - 1. One cot per 200 students, which is three cots in this building. The three cots could be together or one could be isolated in the nurse's office for students with communicable diseases.
 - 2. A counter with a sink and eyewash station with an adjacent fridge/freezer with lock for ice packs and medication should have only drawers below. The size for the drawers will be forwarded to Wold by the nurse. Upper cabinets with lights onto the counter should be provided.
 - 3. No backup generator is necessary for the fridge. No vaccines will be stored and insulin can be without refrigeration for up to 30 days.
 - 4. A 3' x 18" Med Cart adjacent to the counter is double-locked and holds narcotics, epinephrine pens, inhalers, oral medication, etc. A trash can should be next to the Med Cart.
 - 5. The triage/treatment area is a peninsula at standing height with lower cabinets and drawers.
 - 6. The nurse's office desk should look out onto the treatment area.
 - 7. The toilet room should include a shower if possible.
- N. Next Steps:
 - 1. Wold will revise the User Group drawing based on today's meeting.
 - 2. The nurse will provide drawer sizes for exam area casework.
 - 3. A follow-up meeting will be scheduled at a time and date to be determined.

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