



To: Attendees

From: Patrick Triggs | PT

Date: June 3, 2016

Comm. No: 152236

Subject: Independent School District #879
 New Intermediate School User Group Meeting – Main Office and Nurse
 May 16, 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
Mel Koch, Independent School District #879	melissa.koch@delanoschools.org
Jane Larter, Independent School District #879	jane.larter@delanoschools.org
Matt Schoen, Independent School District #879	matt.schoen@delanoschools.org
Barry Voight, Independent School District #879	barry.voight@delanoschools.org
Lynae Schoen, Wold Architects & Engineers	lschoen@woldae.com
Patrick Triggs, Wold Architects & Engineers	ptringgs@woldae.com

Discussion Topics:

A. Main Office:

1. The reception desk must have a minimum width of 15' to properly accommodate 2 workstations.
2. The wall between reception and the ISS room should be glass. A window should connect the Principal office and ISS room.
3. The Principal office should have a markerboard.
4. Record storage needs for the office are accommodated by (3) lateral files and (3) 4-drawer pedestal files. These can be located at the front desk or in a records room.
5. The records room should also house the safe.
6. The small office adjacent to the conference room should be absorbed into the conference room. The conference room should seat 16 people at a table and include a markerboard and projector.
7. The Social Worker office should be larger than originally shown. It should provide room for a round table with 6 chairs in addition to a desk, a 5-drawer lateral file, and a tall bookcase. A 4' tackboard and 4' markerboard should be near the table.
8. The colocation services office should have a desk, a lateral file, and a table with 4 chairs. Flooring in the Social Worker and Colocation Services offices should be carpet.



9. The workroom should have tackboards on the open wall. (2) tall cabinets should be included for paper storage.
- B. Nurse:
1. All three cots should be placed together rather than having one on the nurse's office.
 2. The Special Ed toilet is located near enough to nurse's office to accommodate the needs of any patients with need for a toilet so equipped.
 3. The District Nurse will be housed at the Intermediate School. This nurse's storage needs are:
 - a. A work desk.
 - b. A lateral file.
 - c. (2) 4-drawer vertical files.
 - d. (1) 2-drawer vertical file.
 - e. A bookcase.
 4. A second workstation should be provided at the exam room peninsula with a vertical file and data and power for a laptop.
 5. The casework behind the peninsula should have 24 small drawers and 8 deeper drawers.
 6. The med cart can be placed outside the nurse's office. Power must be provided.
 7. Storage for an audiometer, wheelchair, crutches, etc. should be accommodated.
 8. The 10' vision test can be accommodated in the space at the foot of the cots.
 9. A stacked washer/dryer should be in the space for nurse and special education use.
- C. Next Steps:
1. Wold will revise the User Group drawing based on today's meeting.
 2. Furniture choices and exact layout will be discussed at a future meeting, date and time to be determined.

cc: Traci Lawman, ISD #879
Bob Prell, ICS
Vaughn Dierks, Wold
Eric Linner, Wold

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