



To: Core Planning Group

From: Derek Gallagher | DG

Date: May 25, 2016

Comm. No: 152235

Subject: Independent School District #879
 Delano Secondary School Additions and Renovations
 May 18, 2016 **Main Office** User Group Meeting Minutes

Attendees:

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Absentees:

Dolly Hedtke, Independent School District #879	dolly.hedtke@delanoschools.org
Emilee Duske, Independent School District #879	emilee.duske@delanoschools.org

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. The group reviewed an updated layout of the Main Office suite which included the following general program elements:
1. Secure Vestibule/ TAC Satellite Office

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2. Reception
 3. Nurse's Suite
 4. Athletic Director Suite
 5. Conference Room
 6. Workroom/Support Spaces
 7. Offices
- B. Secure Vestibule/TAC Office
1. The design includes a secure vestibule which requires visitors to enter by way of the Main Office during the school day.
 2. A satellite office for the TAC was shown to the south of the secure vestibule.
 - a. The space would function better with more counter space for working on projects.
 - b. Furniture storage options would allow for more flexibility.
- C. Reception
1. Reception requires space for four administrators including one TAC receptionist.
 2. It would be ideal if the TAC receptionist had access to standing-height workspace in the reception area. Wold will explore options for workspace with incorporated storage.
 3. The group preferred the flexibility of a furniture system rather than a fixed front desk. The option for standing desks in this area would be ideal.
 4. There is no need for student records to be stored at the front desk.
 5. The design should plan for a video announcement monitor.
 6. The group liked the idea of using carpet tiles in the reception area to allow for selective replacement in high-traffic areas. Carpet would be ideal in the remainder of the Main Office Suite as well.
- D. Nurse's Suite
1. The group liked that the suite has direct access from the Commons allowing sick students to bypass through the main office.
 2. Reception is to have a visual connection to the Nurse's suite, though it would be ideal if the glass were partially translucent to allow for privacy.
 3. The Nurse's Office should allow the option of placing the desk near the door.
 4. The layout should allow for a full-size refrigerator/freezer unit.
 5. The casework should include (10) stacked drawers that allow students to access diabetes supplies.
 6. Some tall storage will be needed for larger equipment.
 7. 10 feet of clear space will be required for an eye examination area.
- E. Athletic Director Suite
1. The Athletic Director and AD Administrator Offices are shown adjacent to Reception.
 2. Tall storage will be required in the AD Admin office. Additional storage for equipment could be located across the commons adjacent to the A La Carte area.
 3. An L-shaped desk would be ideal in the AD Admin Office.
 4. The Athletic Director Office should be equipped with display casework for awards.
- F. Conference Room
1. Floor to ceiling glass between the conference room and reception area would allow the conference room to be used for testing.



2. A markerboard and connections for a projector should be included in both conference rooms.
 3. Power and data should be provided in the floor for powered furniture.
- G. Workroom/Support Spaces
1. 12-15 mailbox slots should be provided in this workspace as well as in the District Office to allow for flexibility. Mailboxes should still be provided for all staff in the Staff Dining Area.
 2. Storage
 - a. Student record archives will be stored near the District Office.
 - b. The current storage needs are (6) cabinets for student records and (6) cabinets for the Nurse's records.
- H. Offices
1. The following offices were shown:
 - a. High School Principal
 - b. Two Assistant Principal Offices
 - c. Police Liaison
 - d. Two Counselor Offices
 - e. Athletic Director Office
 - f. AD Admin Office
 - g. Nurse Office
 2. The offices are sized to accommodate meetings of 2-4. The High School Principal's office is sized to accommodate meetings of 6-8.
 3. The offices of the Principal and Assistant Principals should be equipped with connections for flat-panel displays.
 4. Markerboards should be added to counselor offices, the Athletic Director's office, and the Police Liaison Office. Cabinet markerboards should be added to the Assistant Principal's Offices.
- I. No further Main Office User Group Meetings will be necessary as the group has accomplished its task of providing feedback on detailed room functions and layouts.

cc: Attendees

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KN/ISD_879/152235/min/5.18.16 Main Office