



To: Core Planning Group

From: Derek Gallagher | DG

Date: May 26, 2016

Comm. No: 152235

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

Attendees:

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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. Reception Area:
1. Special Education Coordinator workstation.
 2. Desk furniture.
 3. Six pedestal files.
 4. Coat closet/Coffee area.
 5. Visual connection to team and hallway.
- B. Small Conference Room:
1. Used for team meetings and IEP meetings.

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2. Speech pathologists will not need use of this room if their offices are sized appropriately.
3. Projector connections.
- C. Speech Pathology Offices:
 1. It would be ideal if the size of these rooms could accommodate groups of four to five adults as well as the following furniture:
 - a. Desk furniture.
 - b. Two large bookshelves.
 - c. Two pedestal file cabinets.
 - d. Two furniture or built-in cabinets.
 - e. Space for large kidney shaped table.
- D. Social Workers:
 1. Meetings with up to six people at a time.
 2. It would be ideal to increase the size of these offices to allow these small group meetings, though a small shared meeting space between the offices would be acceptable as well.
- E. In order to allow for the larger offices, the group agreed that the following offices could be made smaller:
 1. Psychologist Offices.
 2. Shared Offices.
 3. Youth Development Coordinator Office.
- F. Youth Development Coordinator Office:
 1. This office can be resized to house an L-shaped desk instead of a separate table.
 2. Ideally this office would have a direct connection to a dedicated storage room.
- G. Volunteer Coordinator:
 1. This office is used by two part-time employees for four hour shifts. This space requires one desk and no table.
 2. Needs industrial shelving for supplies and snacks.
- H. Shared Offices:
 1. Uses:
 - a. Collocated social work.
 - b. Public Health Nurse.
 - c. Chemical Health.
 - d. Therapist.
 - e. Part-time ELL instruction.
- I. Technology:
 1. Hardwire data connections.
 2. Projector connections in medium-sized Conference Room and District Office Conference Room.
 3. Multiple power outlets and Data connections to allow for flexibility in desk layout.
- J. Wold will send updated drawings to the User Group and the group will determine whether another meeting is necessary.

cc: Attendees

Traci Lawman, ISD #879

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