



**To:** Core Planning Group

**From:** Derek Gallagher | DG

**Date:** May 26, 2016

**Comm. No:** 152235

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**Subject:** Independent School District #879  
 Delano Secondary School Additions and Renovations  
 May 23, 2016 **Commons/Cafeteria** User Group Meeting Minutes

**Attendees:**

Chris Runke, Independent School District #879	chris.runke@delanoschools.org
Kris Larson, Independent School District #879	kris.larson@delanoschools.org
Monica Kunkel, Independent School District #879	monica.kunkel@delanoschools.org
Marty Kittok, Independent School District #879	marty.kittok@delanoschools.org
Steve Heil, Independent School District #879	steve.heil@delanoschools.org
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Lynae Schoen, Wold Architects and Engineers	lschoen@woldae.com
Kaitlin Schalow, Wold Architects and Engineers	kschalow@woldae.com
Derek Gallagher, Wold Architects and Engineers	dgallagher@woldae.com

**Absentees:**

Gwen Briesemesiter, Independent School District #879      gwen.briesemeister@delanoschools.org

*The Group met to discuss the preliminary User Group drawings. 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. Digital Commons:
1. Power outlets in this space should be maximized.
  2. It would be ideal if the vestibule at the exit to the outdoor gathering space were eliminated.
  3. Ideally, existing columns in the space would host standing-height seating options and power outlets.
  4. This space should be furnished with a variety of flexible seating options. All furniture will be purchased from the FF&E budget and specifics will be determined after the User Group process.
  5. Natural light and visual connection are important to the functionality of this space.
  6. Connections for LCD displays in this space would be ideal.

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7. LVT flooring is preferred in the Digital Commons.
  8. Floor outlets are not ideal in this space due to existing conditions.
- B. A circulation space adjacent to kitchen storage will allow a direct route to the loading dock from the Cafeteria for trash disposal.
- C. Flex Space:
1. A sliding glass door or retractable glass wall for sound separation would be ideal between the Flex Classroom and the open Flex Space.
  2. The Flex Space should include some spaces where small groups can meet. The group approved of a mixture of small glass-enclosed conference rooms and open breakout spaces with markerboards.
  3. It was noted that there is a large amount of required archive files in the existing storage room adjacent to the new Digital Arts Computer Lab. This storage will either need to be relocated or the space will need to remain.
  4. It was noted that staff will use the Flex Space for large group meetings. The existing ceiling-mounted projector and screen are to remain.
- D. No further Commons/Cafeteria User Group Meetings will be necessary as the group has accomplished its task of providing feedback on detailed room functions and layouts.

cc: Attendees  
Absentees  
Traci Lawman, ISD #879

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