



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 23, 2016 **District Office** User Group Meeting Minutes

Attendees:

Laura Stevens, Independent School District #879	laura.stevens@delanoschools.org
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Derek Gallagher, Wold Architects and Engineers	dgallagher@woldae.com

Absentees:

Joe Vieau, Independent School District #879	joe.vieau@delanoschools.org
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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. The District Office Suite is directly connected to the Student Services Suite in order to meet code-requirements for exiting and to allow use of a large shared conference room.
- B. Storage:
 1. Secure storage requires six (6) lateral file cabinets.
 2. The Vault requires six (6) lateral file cabinets.
 3. Secure storage and the Vault could be combined into a single space.

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4. The District is required to keep (16) pedestal file cabinets of archived finance and payroll records. This storage does not need to be housed within the District Office Suite. A possible solution is distributing some cabinets into offices, though it would be preferable to provide a dedicated storage area.
- C. Layout:
1. It was determined that the layout of the space could be improved with a number of changes.
 2. The large Conference Room would function better for most users if it were located near District Office Reception. The conference room would still be available for use by Student Services staff.
 3. Several offices could be moved farther into the suite to allow for more privacy.
 4. A workroom should be included in the suite in a location where it is not visible from Reception.
 5. Space for a full-size refrigerator should be included in the Workroom. The group determined that this was more important than including a coat closet in the space.
- D. It would be ideal if the second conference room were larger than currently shown.
- E. Reception:
1. Reception should include a branded feature wall.
 2. Reception requires a small work area.
 - a. Space for two (2) existing large lateral file cabinets
 - b. Open lower cabinets with countertop
 - c. Uppers are not necessary
- F. Wold will send updated drawings to the User Group and the group will determine whether another meeting is necessary.

cc: Attendees
Absentees