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To: Attendees
From: Derek Gallagher // DG
Date: January 12, 2016
Comm. No: 152235
Subject: Independent School District #879
Delano Core Planning Group
January 6, 2015 Meeting Minutes

Attendees:

Middle School/High School

Rhonda Almquist
Darrell Egly
Joe Finn
Amy Glitsos
Steve Heil
Karen Hohenstein
Jason Koets
Monica Kunkel
Nick Main
Heidi O'Donnell
Bill Sarine
Steve Schauburger
Mark Schramel
Tory Spanier
Shallyn Tordeur
Jim Vancura
Joe Vieau
Laura Weber

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New Intermediate School

Linda Althoff
Mike Bauer
Gwen Briesemeister
Katie Culviner
Mike Dailey
Gwen Egly
Steve Gilmer
Peter Grant
Brent Harder
JoAnn Huebsch
Carolyn Kivisto
Paul Ludwig
John McDonald
Jon Moen
Erin Olson
Patricia Osmon

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Minnesota
Illinois
Michigan
Colorado
Iowa



New Intermediate School (Continued)

Joe Schleper
Darren Schuler
Jason Seurer
Adam Steffl
Molly Stern
Stephanie Van Batana
Barry Voight
Heather Walberg
Jeremiah Werner

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Campus

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Rayme Bernick
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Britta Diem
Emilee Duske
Ryan Hayes
Greg Johnson
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Dan Paulson
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Sean Roff
Mitch Rue
Joe Schleper
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Performing Arts

Brad Bruhn
John Guidry
Jane Hemingway
Mark Hemingway
Diane Johnson
Melissa Koch
Jason Koets
Joe Lawrence
Ted May
Sandy Meyerson
Brad Pappas
Crystal Pawelk
Barb Roy

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Additional Attendees

Matthew Schoen, Delano Public Schools	matt.schoen@delanoschools.org
Bob Prell, ICS	bobp@ics-consult.com
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Allison Johnson, Wold Architects and Engineers	ajohnson@woldae.com
Patrick Triggs, Wold Architects and Engineers	ptriggs@woldae.com
Derek Gallagher, Wold Architects and Engineers	dgallagher@woldae.com

Members of the Core Planning Groups for the Middle School/High School, the New Intermediate School, the Campus, and the Performing Arts Addition met with architecture team members from Wold Architects and Engineers for a review of the Referendum and an introduction to the Core Planning Group process.

Discussion Topics:

- A. Wold reviewed the components of the Referendum, which include:
 - 1. Additions and renovations to the Middle School/High School.
 - a. Expanded Music & Industrial Technology Program Areas.
 - b. Science Renovation.
 - c. Cafeteria Expansion.
 - d. Office Relocation to Main Entry / Single Entry Point.
 - e. TAC & Performing Arts Additions.
 - f. Media Center Renovations.
 - g. Expansion to pool area.
 - 2. A new Grades 4-6 Intermediate School.
 - 3. An addition to the cafeteria at the existing Elementary School.
 - 4. Campus site improvements.
 - 5. Accessibility improvements at the Community Education Center, and.
 - 6. District-wide maintenance items.
- B. Wold provided an overview of the Core Planning Group process.
 - 1. The Core Planning Groups are part of the Schematic Design (SD) phase of design – this is the time for big ideas, deciding on programmatic adjacencies, and working in two dimensions.
 - 2. In contrast, the next step, User Groups, will be part of Design Development (DD) – this is when smaller areas will be considered in detail and in three dimensions with the people using specific spaces.
 - 3. There will be four Core Planning Groups.
 - a. Middle School/High School.
 - b. New Intermediate School.
 - c. Campus/site.
 - d. Performing Arts.
 - 4. The expansion to the pool area will be addressed by members of the Middle School/High School and Campus/Site planning groups.
 - 5. The projects at the existing elementary school and Community Education Center require more focused attention and will be addressed by User Groups.
 - 6. Each Core Planning Group will meet 5-6 times.
 - 7. Over the course of these meetings, Groups will:
 - a. Tour-existing buildings to develop a common language about design (not to establish benchmarks to copy).
 - b. Define criteria (not solutions) to initiate and develop a design.
 - c. Develop diagrams to address the defined criteria.



- d. Prepare a final plan to submit to the Board for approval.
8. Expectations for Core Planning Group members include:
 - a. Attending all meetings.
 - b. Reviewing meeting minutes and correcting any misunderstandings.
 - c. Respecting other group members.
 - d. Reaching decisions about the design of the project with the rest of the Core Planning Group.
- C. Community Members signed up for one or more of the four Core Planning Groups, as reflected in the attendees list at the top of these minutes, and decided collectively on a meeting schedule.
- D. Next steps:
 1. Each Core Planning group will meet every two weeks in the High School media center beginning at these dates and times:
 - a. Middle/School High School – Wednesday, January 20, 2016, from 7:15 PM – 8:45 PM
 - b. New Intermediate School – Wednesday, January 20, 2016, from 5:30 PM – 7:00PM
 - c. Campus/Site – Wednesday, January 27, 2016, from 5:30 PM – 7:00 PM
 - d. Performing Arts – Thursday, January 28, 2016, from 6:00 PM – 7:30 PM

cc: Mary Reeder, ISD #879
Eric Linner, Wold

MH/ISD_879/152235/mins/1.6.16