



**To:** Attendees/Absentees  
**From:** Derek Gallagher | DG  
**Date:** April 5, 2016  
**Comm. No:** 152235

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**Subject:** Independent School District #879 – Delano Public Schools  
Delano Redesigned Secondary Core Planning Group  
March 30, 2016 Meeting Minutes

**Attendees:**

Steve Heil, High School Principal	steve.heil@delanoschools.org
Joe Vieau, High School Assistant Principal	joe.vieau@delanoschools.org
Steve Schauburger, Middle School Assistant Principal	steve.schauburger@delanoschools.org
Joe Finn, High School Technology Education	joe.finn@delanoschools.org
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Shane Baughman, High School Social Studies	shane.baughman@delanoschools.org
Jim Vancura, High School English	jim.vancura@delanoschools.org
Jason Koets, Band	jason.koets@delanoschools.org
Monica Kunkel, Media Center Specialist	monica.kunkel@delanoschools.org
Tory Spanier, PLTW Technology	tory.spanier@delanoschools.org
Chris Runke, Community Education	chris.runke@delanoschools.org
Nick Main, IT Coordinator	nick.main@delanoschools.org
Heidi O'Donnell, Middle School English	heidi.odonnell@delanoschools.org
Becca Rue, Middle School Science	becca.rue@delanoschools.org
Mark Schramel, 8 <sup>th</sup> Grade Social Studies	mark.schramel@delanoschools.org
Marty Kittok, Custodian	marty.kittok@delanoschools.org
Shallyn Tordeur, Project Base	shallyn.tordeur@delanoschools.org
Rhonda Almquist, Parent	rksjalm@yahoo.com
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Kaitlin Schalow, Wold Architects and Engineers	kschalow@woldae.com
Derek Gallagher, Wold Architects and Engineers	dgallagher@woldae.com

**Absentees:**

Laura Weber, Parent	mnwebers@frontiernet.net
Bill Sarine, Community	wsarine@gmail.com

**Absentees (continued):**

Amy Glitsos, Middle School/High School Special Education	amy.glitsos@delanoschools.org
Mandy Weinandt, High School Math	mandy.weinandt@delanoschools.org
John Fitzer, Spanish	john.fitzer@delanoschools.org
Darrell Egly, Parent	darrell_egly@cargill.com
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Lynae Schoen, Wold Architects and Engineers	lschoen@woldae.com

*The Core Planning Group met at Delano High School Media Center to discuss a revised program diagram and draft criteria.*

**Discussion Topics:**

- A. The group discussed the decision to locate the combined Media Center at the location of the existing Middle School Media Center.
  1. Several reasons were given for the decision:
    - a. This would locate the Media Center on the central elective loop around which the group decided to cluster shared functions.
    - b. The location allows access to a large flex space between the Media Center and the existing Auditorium.
    - c. The existing High School Media Center is well-suited for flex/collaboration space which would benefit the high school students the most whereas middle school students would make better use of physical media.
  2. This location will require that the existing space is renovated. The success of the Media Center will be heavily dependent upon designing a pleasant space with a large amount of natural light.
  3. The group agreed that access to natural light in the Media Center should be a design criterion.
- B. The reprogramming of the space adjacent to the Game Gym currently serving as a FACS Lab was discussed. Two possibilities were considered: a Black Box Theater and the Staff Lounge.
  1. The group agreed that the location of the space would lend itself to a heavily-used function like the Staff Lounge due to its central location; however, the group determined that the space is better suited to the needs of a Black Box Theater for the following reasons:
    - a. The space has no access to natural light which is a benefit to the Black Box and a detriment to a pleasant Staff Lounge.
    - b. The space has no access to the outdoors and the group agreed that the Staff Lounge would ideally have outdoor access.
    - c. The space served as a stage for the Gym in the past and therefore already has the height necessary (above the existing ceiling) for theatrical light rigging, making this option much more cost effective.



2. There was concern about staff privacy with the proximity to the Outdoor Gathering area, though the group agreed that measures to reduce visual transparency or a screened-in patio would mitigate this issue.
- C. The group revisited its decision to group Science as a department. It was determined that the reasons given at the last meeting (e.g. better collaboration within the department, maximum flexibility for the use of the building, etc.) were enough to outweigh the group's concerns. The discussion led to two additional decisions by the group:
  1. A criterion will be added calling for an increase in square footage for the Science Department.
  2. It would be beneficial to maintain the Physics classroom to the North of the existing High School Media Center. The group determined that the Science User Group could make the final decision if necessary.
- D. Care should be taken to avoid isolating classrooms or small groups of classrooms. The group established the criterion that the design should keep the general-purpose classrooms arranged contiguously.
- E. Ideally the STEM Labs and Technology Education would all be contiguous; however, the group recognized that splitting the STEM Labs would allow all general-purpose middle school classrooms to be contiguous and make use of existing breakout/flex spaces. The group decided that the final layout of STEM would be determined during the User Group process, though the DCD Suite must remain adjacent to the bus entry.
- F. The group discussed the existing classroom in the TAC that will no longer serve as a classroom after the renovation.
  1. The classroom is used for several Community Education functions. It was determined that these functions could be met by other classrooms in the building.
  2. Meetings, including some attended by members of the public are held in this room. This function can be met in the design of the Digital Commons.
  3. The space is used to view media by athletics teams. This function will be met by the redesigned locker rooms
  4. The room is used as a secure space for coaches and officials during tournaments. This function can be met with a small dedicated space in the redesign of the TAC Locker Rooms.
- G. Restrooms will be added and renovated as needed to meet building code. It was noted that the building is in need of Staff Restrooms.
- H. Next Steps:
  1. The group determined that with the changes to the diagram and criteria made at this meeting, the goals of the Schematic Design phase of the project have been accomplished.



2. No further Core Planning Group meetings will be necessary; however, the group will reconvene for an informational meeting after the Design Development phase in approximately two months. Specific information about the time and location for this meeting will be forthcoming.

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