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**To:** Attendees  
**From:** Derek Gallagher   
**Date:** February 23, 2016  
**Comm. No:** 152235  
**Subject:** Independent School District #879  
Delano Redesigned Secondary Core Planning Group  
February 17, 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          |
| Amy Glitsos, Middle School/High School Special Education | amy.glitsos@delanoschools.org       |
| Karen Hohenstein, High School Chemistry                  | karen.hohenstein@delanoschools.org  |
| 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      |
| Shallyn Tordeur, Project Base                            | shallyn.tordeur@delanoschools.org   |
| Nick Main, IT Coordinator                                | nick.main@delanoschools.org         |
| Heidi O'Donnell, Middle School English                   | heidi.odonnell@delanoschools.org    |
| Amanda Roff, Middle School Math                          | amanda.roff@delanoschools.org       |
| Becca Rue, Middle School Science                         | becca.rue@delanoschools.org         |
| Mark Schramel, 8 <sup>th</sup> Grade Social Studies      | mark.schramel@delanoschools.org     |
| Darrell Egly, Parent                                     | darrell_egly@cargill.com            |
| Bill Sarine, Community                                   | wsarine@gmail.com                   |
| Bob Prell, ICS Consulting                                | bobp@ics-consult.com                |
| Vaughn Dierks, Wold Architects and Engineers             | vdierks@woldae.com                  |
| Lynae Schoen, Wold Architects and Engineers              | lschoen@woldae.com                  |
| Patrick Triggs, Wold Architects and Engineers            | ptriggs@woldae.com                  |
| Kaitlin Schalow, Wold Architects and Engineers           | kschalow@woldae.com                 |
| Derek Gallagher, Wold Architects and Engineers           | dgallagher@woldae.com               |

**Absentees:**

- |  |                                  |
|--|----------------------------------|
| John Fitzer, Spanish                       | john.fitzer@delanoschools.org    |
| Many Weinandt, High School Math            | mandy.weinandt@delanoschools.org |
| Chris Runke, Community Education           | chris.runke@delanoschools.org    |
| Marty Kittok, Custodian                    | marty.kittok@delanoschools.org   |
| Rhonda Almquist, Parent                    | rksjalm@yahoo.com                |
| Laura Weber, Parent                        | mnwebers@frontiernet.net         |
| Eric Linner, Wold Architects and Engineers | elinner@woldae.com               |

*The Core Planning Group met at Delano High School Media Center to discuss the recent school tours and define design criteria.*

Minnesota  
Illinois  
Michigan  
Colorado  
Iowa

Discussion Topics:

- A. The group discussed their impressions of the schools visited on the tour.
1. Rockford High School:
    - a. Weather prevented the group from touring Rockford High School.
  2. Rogers High School:
    - a. Some of the flex spaces in common areas are unused because they are not properly furnished.
    - b. The cafeteria was too small.
    - c. Several group members believed that the Media Center was out of date and does not meet the gathering function needed in a secondary media center, though the group agreed that the technology help desk and natural light were beneficial features.
    - d. The group liked that the classroom wings could be closed off after hours.
    - e. The group liked the school store.
    - f. The classrooms seemed small because of their square proportions.
    - g. Sloped ceilings helped to distribute natural light through the classrooms.
    - h. The group liked the convenience of the student restrooms adjacent to the cafeteria.
    - i. The science classrooms had lecture and lab space in the same room, but there was a clear distinction between them.
  3. Chanhassen High School:
    - a. The amount of flexible program space made the building feel open and more collegiate.
    - b. The group liked the openness and flexibility of the Media Center, though some members felt that there should be a better-defined quiet zone. The group disliked the lack of natural light in the Media Center.
    - c. The faculty lounge had amenities and furnishings that the group felt fostered a good professional culture.
    - d. The flat floors in the music rooms were a positive feature.
    - e. The group did not like that the front desk lacked a view of the entrance.
    - f. The group liked the stage area in the cafeteria.
    - g. The locker bays helped keep the hallways open.
  4. Watertown-Mayer Middle School and High School:
    - a. Flex rooms with abundant natural light were heavily used.
    - b. Open flex spaces at the ends of hallways were not well furnished.
    - c. The group liked the natural light in the Media Center.
    - d. The group disliked the connection between the Middle School and High School.
    - e. Entry at the High School required visitors to immediately climb a stair to the second level.
- B. The group discussed the general layout of the Remodeled Secondary School. Several criteria were established:
1. The new design should not remove any of the existing gymnasiums.
  2. The staff lounge should be near, but not adjacent to the cafeteria.
  3. The staff lounge should open to a workroom and include staff restrooms.
  4. The design should include a coffee shop.
  5. The Media Center should have distinct active learning and quiet zones.
  6. The Media Center should have a central technology desk.
  7. There should be flex spaces distributed throughout the building.
  8. The cafeteria design should include an exterior plaza.
  9. DCD should be relocated to a quieter portion of the northern side of the school.
  10. The reception desk needs a clear view of the approach to the front door.
  11. Main office reception and TAC reception should share one space with the ability to lock down the main office after hours.
  12. The cafeteria should offer a variety of spaces and seating options.



- C. There were several discussion points over which the group did not reach a decision:
1. Generally, a single Media Center would be better than two, though its placement could be problematic given the current building layout. The group discussed locating physical media closer to the Middle School classrooms and a large active learning area near the High School classrooms. The Media Center should be located \_\_\_\_\_.
  2. The group discussed the possibility of reorganizing the lockers on the middle school side of the building into banks.
  3. There should be some sort of relationship between the music department and the auditorium, though site constraints make direct adjacency infeasible.
  4. The group discussed the adjacency of technology education, art classrooms, and the science classrooms. \_\_\_\_\_ classrooms should have adjacency to technology education.
  5. The group discussed grouping specialist classrooms near the center of the building, though there was some concern about interaction between Middle School and High School students. The group did generally agree that shared flex areas between specialist classrooms would be an improvement. Classrooms should be organized by \_\_\_\_\_. (grade or discipline)
- D. Next Steps:
1. Homework for the next meeting is to discuss the undecided discussion topics among core planning group members and other stakeholders with emphasis on the following subjects:
    - a. One or two Media Centers?
    - b. Interaction between 7-8 and 9-12.
    - c. Relationships – who is next to whom?
    - d. What are some different sequences?
  2. The group will tour Pequot Lakes High School on February 24, 2016. More information will be provided via email.
  3. The next meeting will be held on March 2, 2016 from 7:15 p.m.-8:45 p.m.

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