



To: Attendees

From: Patrick Triggs | PT

Date: May 3, 2016

Comm. No: 152236

Subject: Independent School District #879 – Delano Public Schools
New Intermediate School User Group Meeting - Music
April 25, 2016 Meeting Minutes

Attendees:

Mike Dailey, Independent School District #879	mike.dailey@delanoschools.org
Sandy Meyerson, Independent School District #879	sandy.meyerson@delanoschools.org
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The Group met to discuss the preliminary User Group drawing. The drawings presented in the meeting are for diagrammatic purposes only, intended to facilitate discussion and visualize spatial adjacencies.

Discussion Topics:

- A. The Group reviewed the preliminary Music User Group drawing.
- B. Band:
 1. Band is currently taught on an A-B schedule. Grades 5 and 6 are each split in half and these four groups each have a 40 minutes class every other day, for 80 total minutes of band instruction happening every day of the week.
 2. Band classes have up to 60 students.
 3. Groups of three to six students have one 25-minute lesson per week.
 4. A total of one teacher is needed to cover this instruction.
 5. Instrument lockers should be provided for student-owned instruments. There should be one locker per student. The size and number of lockers needed is to be determined by the band teacher and forwarded to Wold.
 6. Band furniture needs are posture chairs, music stands, and a conductor's podium. This podium is furniture, not a built-in item.
- C. Choir:
 1. Choir is taught on the same schedule as band.

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2. Choir classes have approximately 45 students per section for 5th grade and up to 67 students for 6th grade.
 3. Choir ensemble groups are typically three to four students.
 4. Choir furniture needs are posture chairs and a conductor's podium. This podium is furniture, not a built-in item.
 5. Choir needs a mobile cart with slots for 50-60 music folders.
- D. General Music:
1. General Music is taught to 4th grade in seven sections of about 25 students. Each section meets twice a week for a total weekly class time of 75 minutes per student.
 2. General Music activities include singing, playing xylophone and recorders, and lots of movement.
 3. General Music furniture needs are occasional posture chairs. Most activity in this class is movement based and benefits from open space.
 4. General Music needs to store xylophones and recorders. The quantity and size of these instruments will be forwarded to Wold for storage planning. The instruments are not student-owned and can be stored in cabinets with adjustable shelves, potentially in the main music room.
- E. General storage/accessory needs.
1. A hand washing sink and drinking fountain with three to four feet of adjacent counter should be provided in the main music room.
 2. A dedicated storage room for student instruments/lockers should be provided.
 3. Access to ensemble space and storage should be provided from outside the music room to allow for access without disturbing in-session classes. This may compromise sound isolation of the music suite to the rest of the building and is a tradeoff for convenience.
 4. The rooms currently shown as one ensemble and one office should be developed as an instrumental office/ensemble room and a vocal office/ensemble room.
 - a. Each office should provide a 5' desk as a landing spot for a teacher as well as lockable personal cabinets for storage of teacher-specific items.
 - b. The total space for the two offices should be split 60/40 for instrumental/vocal based on the difference in small group sizes.
 - c. Each office/ensemble space should include an 8' markerboard.
 - d. The vocal office is likely to be used by the teacher currently using the large music room and does not need to be accessible from outside the room.
 - e. The vocal office should include four 5-drawer pedestal file cabinets for choir and one 5-drawer pedestal file cabinet for general music. Most general music storage will be at the existing elementary school.
 - f. The instrumental office should provide three 5-drawer pedestal file cabinets.
 5. A flat floor is desirable for flexibility. Furniture and equipment can customize the space as needed.
 6. The main music room teaching wall should have an 8' markerboard for direct projection from an interactive projector (not a smartboard) with a 6' markerboard on each side. One of these 6' boards should have music staff lines.



7. A cabinet with CD player, stereo, an aux input for mobile devices, laptop connection, and sound amplification control should be provided in a corner at the teaching wall near offices. A floor connection should be provided for teaching from the middle of the room.
 8. Tackboard should be provided near the entrance to the suite for posting announcements.
- F. Other Notes:
1. An acoustical consultant will help design wall angles and ceiling height to optimize sound in the space.
 2. Flooring throughout the suite should be carpet.
 3. Storage of the chairs and music stands through stacking and zoning in the room should be illustrated.
 4. Percussion instruments will need to be accommodated, but they will not be stored in the student instrument storage room.
 5. Space should be provided for an electric piano on a cart. Music teachers will provide information about the dimensions of this equipment to Wold.
- G. Next Steps:
1. Wold will revise the User Group drawing based on today's meeting.
 2. Band will forward number and dimensions of lockers needed to Wold
 3. Music teachers will forward dimensions of the electric piano and cart to Wold.
 4. General Music will forward dimensions and quantities of instruments to be stored to Wold.
 5. Music teachers will consider possible uses of the flex lab as an extended space for instruction. What would be needed in this space to make it useful?
 6. A follow-up meeting will be scheduled at a time and date to be determined.

cc: Attendees
Vaughn Dierks, Wold
Eric Linner, Wold