



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 **Music Suite** User Group Meeting Minutes

Attendees:

Jason Koets, Independent School District #879	jason.koets@delanoschools.org
Mike Dailey, Independent School District #879	mike.dailey@delanoschools.org
John Guidry, Independent School District #879	john.guidry@delanoschools.org
Steve Heil, Independent School District #879	steve.heil@delanoschools.org
Shane Baughman, Independent School District #879	shane.baughman@delanoschools.org
Matt Schoen, Independent School District #879	matt.schoen@delanoschools.org
Lynae Schoen, Wold Architects and Engineers	lschoen@woldae.com
Kaitlin Schalow, Wold Architects and Engineers	kschalow@woldae.com
Derek Gallagher, Wold Architects and Engineers	dgallagher@woldae.com

Absentees:

Bob Prell, ICS Consulting	bobp@ics-consult.com
---------------------------	----------------------

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. Instrument Storage Room:
1. An open area for percussion storage should be included in the layout.
 2. It would be preferable if storage units were not arranged by instrument type.
 3. No sink is required in this room.
 4. Existing marching band storage should be relocated to the south wall of this room. Music department staff will provide dimensions of existing storage furniture to Steve Heil.
 5. The group would prefer lockers with open grille doors that work with padlocks. Music department staff will research preferred instrument storage models and provide them to Steve Heil.
 6. A hard surface floor finish would be ideal in this space.



- B. Choir Storage Room:
 - 1. The space to the south of the Choir room should be used for choir storage.
 - 2. (3) 24" deep robe storage cabinets.
 - 3. (16) existing sheet music file cabinets.
 - 4. Ideally the existing lockers in this area would be removed.
- C. Sheet Music Storage:
 - 1. The circulation area to the west of Music Suite Gathering should be used for sheet music storage.
 - 2. Existing sheet music storage can be relocated.
- D. Large Ensemble Spaces:
 - 1. Ideally the Choir Room and Music Ensemble Room would be equipped with new built-in risers that match standard Wenger specifications.
 - 2. It was noted that new chairs for the ensemble spaces would not be part of this scope of work.
 - 3. Mobile portfolio storage in the all ensemble spaces would be ideal, though this would be purchased by the District.
 - 4. It would be ideal to remove a portion of the existing Band Room casework to allow space for a markerboard and projector.
 - 5. The existing risers in the Band Room should be removed.
- E. Music Gathering:
 - 1. There is existing casework in this area that will need to be removed.
 - 2. A water fountain/bottle filler should be included in this space.
 - 3. This space would function best if adjacent rooms had a visual connection. It was noted that the ceiling might need to be raised due to the difference in floor height.
- F. Next Steps:
 - 1. Music department staff will provide Steve Heil with information about marching band storage and preferred instrument storage. This information will be communicated to Wold.
 - 2. No further Music Suite User Group Meetings will be necessary as the group has accomplished its task of providing feedback on detailed room functions and layouts.

cc: Attendees
Absentees
Traci Lawman, ISD #879