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**To:** Attendees  
**From:** Derek Gallagher // DG  
**Date:** March 18, 2016  
**Comm. No:** 152235  
**Subject:** Independent School District #879  
Delano Redesigned Secondary Core Planning Group  
March 16, 2016 Meeting Minutes

**Attendees:**

Steve Heil, Delano High School Principal	steve.heil@delanoschools.org
Joe Vieau, Delano High School Assistant Principal	joe.vieau@delanoschools.org
Steve Schauburger, Delano Middle School Assistant Principal	steve.schauburger@delanoschools.org
Joe Finn, Delano High School Technology Ed. Teacher	joe.finn@delanoschools.org
Amy Glitsos, Delano Middle School/High School Special Ed. DCD	amy.glitsos@delanoschools.org
Karen Hohenstein, Delano High School Chemistry Teacher	karen.hohenstein@delanoschools.org
Heidi O'Donnell, 7 <sup>th</sup> and 8 <sup>th</sup> Grade English	heidi.odonnell@delanoschools.org
Amanda Roff, Delano Middle School Math Teacher	amanda.roff@delanoschools.org
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Tory Spanier, PLTW Technology Teacher	tory.spanier@delanoschools.org
Shallyn Tordeur, Project Base Teacher	shallyn.tordeur@delanoschools.org
Marty Kittok, Custodian	marty.kittok@delanoschools.org
Bob Prell, ICS Consulting, Inc.	bobp@ics-consult.com
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Patrick Triggs, Wold Architects and Engineers	ptriggs@woldae.com
Derek Gallagher, Wold Architects and Engineers	dgallagher@woldae.com

**Absentees:**

Shane Baughman, Delano High School Social Studies Teacher	shane.baughman@delanoschools.org
John Fitzer, Spanish Teacher	john.fitzer@delanoschools.org
Jason Koets, Band Teacher	jason.koets@delanoschools.org
Monica Kunkel, Media Center Specialist	monica.kunkel@delanoschools.org
Nick Main, IT Coordinator	nick.main@delanoschools.org
Mark Schramel, 8th Grade Social Studies Teacher	mark.schramel@delanoschools.org
Jim VanCura, Delano High School English Teacher	jim.vancura@delanoschools.org
Mandy Weinandt, Delano High School Math Teacher	mandy.weinandt@delanoschools.org
Laura Weber, Parent	mnwebers@frontiernet.net
Bill Sarine, Community	wsarine@gmail.com

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

Discussion Topics:

- A. The group reviewed draft principles and design criteria that have been established at previous meetings.
- B. The group reviewed a single revised bubble diagram of the arrangement of program elements in the building.
  1. The following is a list of some of the features of the diagram:
    - a. Middle School and High School Science clustered together on the West side of the building. Middle school Science located on main shared Circulation Hub.
    - b. Middle School and High School Art clustered together in the location of the existing District Office.
    - c. The District Office relocated to the East side of the building with its own secure entry.
    - d. Staff Lounge located near the pool.
    - e. Physical Media housed in the existing Middle School Media Center with a Digital Commons adjacent to the Cafeteria and a large collaboration/flex area at the location of the existing High School Media Center.
    - f. The Nurse's Office and Student Services clustered near the new entrance to the Media Center.
    - g. STEM labs adjacent to technology education.
    - h. A DCD suite on the North side of the building, near the new bus entry.
    - i. Matching the elevation of the cafeteria expansion and Auditorium Lobby to the existing Cafeteria elevation.
  2. The group discussed the bubble diagram.
    - a. It was noted that the Nurse's Office would benefit from being included in the Main Office suite. DCD also requires close proximity to the Nurse, and the group determined that a small satellite nurse's office adjacent to the DCD suite should be included as well.
    - b. The DCD suite functions best where it is shown in the diagram with easy access to bus pickup.
    - c. The group determined that the District Office should be moved to the East side of the building with its own secure entry.
    - d. The location shown for the staff lounge is not central enough. The group discussed several options for relocation. This will be explored further in the next version of the diagram. Possible locations could be the current High School FACS Lab or adjacent to the Digital Commons.
    - e. FACS will be clustered on the East side of the building. The existing FACS room adjacent to the Gymnastics Gym will be reprogrammed. Several options were discussed including relocation of the Staff Lounge or a black box theater. One FACS room will be sufficient as long as there is enough space for both food prep and sewing functions to occur.
    - f. The group liked the location of the Art suite with its adjacency to the Digital Commons.
    - g. The circuit room and the weights room should both be on the South end of the TAC.
    - h. It would be ideal if a TAC office were located adjacent to the circuit and weights rooms for supervision of those spaces; however, the group determined that the check-in for the TAC should occur at a TAC desk located at the main entry to the building to allow proper screening of visitors by the Main Office.
    - i. The group decided to cluster all Middle School and High School Science in one location for the following reasons:
      - 1) Clustering Science will facilitate collaboration between staff within the science department.
      - 2) Clustering creates flexibility in short-term decisions about how students are grouped in the school (e.g. by grade level, academies, or teams).
      - 3) Clustering creates the most flexibility in the long term as the needs of the district evolve.
    - j. The group liked the two clusters of Special Ed for each side of the building.
    - k. The group was in favor of the Student Services being adjacent to both the District Office and the Media Center.
    - l. The Flex Space on the West side of the building (formerly the High School Media Center) should be accessible to all grade levels, 7-12, for collaboration.



- m. The group liked the location of the outdoor gathering space. It was important to the group that a safe location, away from the Main Entry and vehicle traffic, was accessible to students during lunch hours.
  - n. The Auditorium Lobby should be accessible to Cafeteria functions during the day.
3. Next Steps
- a. The draft principles/design criteria and bubble diagram will be revised to reflect the group discussion.
  - b. The group will meet again on **Wednesday, March 30, 7:15 p.m. – 8:45 p.m.** in the High School Media Center.

cc: Traci Lawman      traci.lawman@delanoschools.org  
Attendees  
Absentees

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