2021 0302 LASD MS/HS Design Mtg.

OWNER NAME: Ludington Area School District
PROJECT: 5-4961
SUBJECT: MS/HS Additions & Renovations
LOCATION: Virtual

THE AFOREMENTIONED CONSTITUTES THE WRITERS INTERPRETATION OF THE MATTERS DISCUSSED OR DECISIONS REACHED. ANY ADDITIONS OR CORRECTIONS SHOULD BE BROUGHT TO THE ATTENTION OF THIS WRITER.

ATTENDEES:	Checked box - present	Distribution: All
☑ Nicole Smith - GMB	☑ Jason Kennedy - LASD	☐ Dan LaMore - Christman
☑ Thom Danckaert - GMB	☑ Andy Klevorn - LASD	☑ Ben Globke - Christman
☑ Luke Kamp - GMB	☐ Jesse Rickard - LASD	☐ Pat Zawacki - Christman
☑ Julia Nieman - GMB	☑ Dan Mesyar- LASD	☐ Carl Vander Zee - CBD
☐ Jeff Hoag - GMB	☑ Steve Forsberg- LASD	☐ Rebecca Szilagy - CBD
☑ Dana Hernalsteen - GMB	☑ Mike Hart - LASD	☐ Sara Easter- CBD
☐ Jim Rozema - GMB	☑ Abby Schaperkotter- LASD	☐ Aram Sparks - CBD
☑ Matt Heidloff - GMB	☑ Randy Fountain- LASD	☐
☐ Paul Hector- GMB	☐	☐
☐ Jeff Reed- GMB	☐	
☐ Laura VanRietema- GMB		
☑ Anna Wightman- GMB		
☑ Jon D- GMB		
☐ Nick Von Myhr- GMB		
☐ Drew Valentine- GMB		

MEETING NOTES:

1. General Items
   a. Guiding Principles- Good to go with revisions made.
   b. SF/Budget reconciliation- We continue to be mindful of this and work through. We all understanding wants will need to be prioritized in the near future.
2. Review Building Organization Concepts
   a. Concept Feedback
      i. High School Office- feels like it's in the MS. May want to be closer to the HS student areas.
   b. Review quantitative and qualitative data for office suites- MS, HS, Athletics, District Admin:
      i. <u>High School Office Suite:</u>
         i. Office + Attendance office, student resource center could go to counseling area.
         ii. Experience of entrance into office- welcoming and safe, customer service feel right away.
         iii. Visibility from site and into the building from office suite.
         iv. Attendance needs to be direct access to students and quick access for parents from receptionist to talk to them after checking in.
            a) Access to attendance office prior to entering the "building" or office.
         v. PRIN/AP private offices
         vi. 2 private offices guidance counselors
            a) Skyline High School good example of peer to peer conflict resolution space

b) Zen den concept near counseling and accessible easily for students.
vii. 1 private office for School resource
viii. 2 flex spaces for visiting staff- this could be in the counseling suite. More student access focus.

ii. Middle School Office Suite:
i. Secretary is doing attendance work. Visibility to exterior and monitor vestibule but also a student window for attendance.
ii. PRIN/APRIN private offices
a) connecting door between the two
b) Could be on the window with shades.
iii. 2 private office for guidance counselors in offices
iv. 1 private office for behavior intervention
v. Community organization uses an office, preferably not in the office

iii. Athletic Office Suite:
i. Private office for AD with meeting space
ii. Recreation Director private office
iii. Receptionist w/ waiting
iv. Storage- athletic carts, banners, etc…swim and track computers, timing systems for cross country.
v. Concession space for athletic events- does not need to be

iv. Special education suite:
i. For itinerant staff from ESD in different location than main offices. LASD to provide list of spaces to accommodate.

v. District Administration Office- approx. 2K SF
i. Not focal point of the project but will utilize bond funds that were allocated to the admin office updates in series 2 if it stays part of the MSHS project.
ii. Like Byron Center Setup
iii. 3-4 people at entrance desk / open office
iv. Needs 6-8 120SF-ish private offices
v. Workroom/Lunchroom space
vi. Restroom(s)
vii. Tech Workspace for hardware trouble shooting. This function could stay at the current space possibly.
viii. Board Meeting space- would utilize media center or other large flexible spaces in the MS/HS for these.
ix. Current building- would remain for storage and maintenance uses.

c. Media Center spaces both MS and HS:
i. Collegiate services feel
ii. Still need books for circulation but not primary focus of space. GMB will need volume count targets for each media center space.
iii. Feel much more collaborative, even more so than current HS media center.
iv. Academic center, academic success, and support for testing, math center, tutoring
v. Adjacent to commons spaces and provide balance of group collaboration, quiet space and enclosed but visible small group spaces, etc…
vi. Precedents for reference:
i. Mona Shores + Byron Center- good examples of student run coffee shop and college campus feel adjacent to larger collaborative spaces.
ii. West Shore Community College- balance of open and private spaces within a media center

3. Upcoming Meetings
a. Design progress meeting 3/9/21.
4. Scope:
a. Additions and Renovations to MS/HS project including demolition of Franklin Elementary.
5. Proposed Milestone Schedule:
i. Building Additions/Renovations
i. Programming Deliverable 1/29/21--COMPLETED
ii. Schematic Design 3/26/21
iii. Design Development 7/14/21
iv. Specifications Due 10/19/21
v. Construction Documents 10/27/21
6. Vocab List (for fun):
- "Architecting"
7. Kudos/EBI

a. Flexibility of team
b. Responsiveness of team- excited to see vision come to life and progress forward from each meeting.