

Mission: The Ludington Area School District, in partnership with parents and community, will educate and empower students to adapt and succeed in their future.

Building & Site Committee Meeting: Electronic / Virtual

Date: December 11, 2020

Time: 7:00 a.m.

Place: Ludington Area School District Administration Office
809 E. Tinkham Avenue, Ludington, Michigan

- 1) CALL TO ORDER & ROLL CALL
 Mike Nagle Bret Autrey Stephanie Reed
- 2) CITIZEN PARTICIPATION
- 3) AGENDA MODIFICATION
- 4) DISCUSSION ITEMS
 - a) Review Owner, Architect, Construction Team Meeting Notes and Progress
 - b) Update on Notice of Condition of Sale of Buildings
 - c) Review Secondary School Complex Schematic Design Meetings
 - i) Activity #1: Empathy Mapping and Ideas that Stick
 - ii) Activity #2: Dot Polling Activity
 - d) Update on Extended COVID-19 Continuity of Learning Plan
 - e) Updates from Other Committees
- 5) OTHER ITEMS OF BUSINESS AND ANNOUNCEMENTS
- 6) ADJOURNMENT

This is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. Official minutes of the Ludington Board of Education are available for public inspection during normal business hours at the Board of Education's Central Business Office, 809 E. Tinkham Avenue, Ludington, Michigan, 231-845-7303. The Ludington Area School District is an equal opportunity employer and provider. If you are an individual with a disability who is in need of special accommodations to attend or participate in a public meeting please contact Superintendent Jason J. Kennedy at 231-845-7303 at least 24 hours prior to the meeting or as soon as possible.

Memorandum - Office of the Superintendent

TO: Board of Education
FROM: Jason J. Kennedy, Superintendent
RE: Electronic/Virtual Committee Meeting

Meeting Notice and Meeting Access Information:

This notice is given and published pursuant to the Epidemic Emergency Order issued by Michigan Department of Health and Human Services Director Robert Gordon.

The Building and Site Committee of the Board of Education for Ludington Area School District will meet on Friday, December 11 2020 at 7:00 am for a committee meeting as a virtual meeting (online and/or by phone) to protect the health, safety, and welfare of the citizens of Ludington Area School District from Coronavirus/COVID-19. This virtual meeting is authorized pursuant to the Michigan Open Meetings Act, MCL 15.263a.

Public comment will be handled using the participant controls of the Google Meet platform. These will be discussed at the start of the meeting. If you are listening by telephone only, you will be called upon by the host during the time for public participation in the meeting.

To comply with the Americans with Disabilities Act (ADA), any citizen requesting accommodation to attend this meeting and/or to obtain this notice in an alternative format, should contact Superintendent Jason Kennedy, Ludington Area School District at (231) 845-7303 at least twenty-four (24) hours prior to this meeting.

Google Meet Instructions for Participants

To join the conference by telephone:

1. On your phone, dial the teleconferencing number provided below:
 - Phone number: (US) +1 707-408-4323
2. Enter the meeting pin number below when prompted using your touch-tone (DTMF) keypad:
 - Pin number: 155 459 576#

Before the meeting:

1. You will need a computer, tablet, or smartphone with speakers or headphones. You will have the opportunity to check your audio immediately upon joining the meeting.

To join the meeting via video conference or technology device:

1. At the start time of the meeting, click on the link below to join via computer. You may be instructed to download the Google Meet application.

Meeting Link: meet.google.com/udv-nocn-xec

Memorandum - Office of the Superintendent

To: Board of Education
FROM: Jason Kennedy, Superintendent
RE: Building & Site Committee Meeting ~ Agenda Notes

CITIZEN PARTICIPATION

Review Board Policy 0167.3: Public Participation at Board Meetings

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

To permit fair and orderly public expression, the Board shall provide a period for public participation at every regular meeting of the Board and publish rules to govern such participation in Board meetings. The rules shall be administered and enforced by the presiding officer of the meeting.

The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted as indicated on the order of business, or at the discretion of the presiding officer.
- B. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name, address, and group affiliation, if and when appropriate.
- C. Each statement made by a participant shall be limited to three (3) minutes duration.
- D. No participant may speak more than once.
- E. Participants shall direct all comments to the Board and not to staff or other participants.
- F. The presiding officer may:
 1. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 2. request any individual to leave the meeting when that person does not observe reasonable decorum;
 3. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 4. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
 5. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.
- G. The portion of the meeting during which the participation of the public is invited shall be limited to thirty (30) minutes, but the timeframe will be extended, if necessary, so that no one's right to address the Board will be denied.
- H. Tape or video recordings are permitted. The person operating the recorder should contact the Superintendent prior to the Board meeting to review possible placement of the equipment, and agrees to abide by the following conditions:
 1. No obstructions are created between the Board and the audience.
 2. No interviews are conducted in the meeting room while the Board is in session.

3. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session.
- I. Each Board agenda will include the following statement, "Public participation shall be permitted only as indicated on the order of business."

Revised: January 21, 2019

Legal: M.C.L.A. 15.263(4)(5)(6), 380.1808

DISCUSSION ITEMS

Review Owner, Architect, Construction Team Meeting Notes and Progress

We will review the most recent owner, architect, and construction team meeting notes for the elementary school project, as well as the construction progress update that has been provided to the District by the Christman Company, as a way to continue to keep the building and site committee apprised of the work and progress at the elementary school project site.

Update on Notice of Condition of Sale of Buildings

We will discuss updates associated with the Notice of Condition of Sale of Buildings with the committee. As a reminder, sealed bid forms from prospective buyers are due to the District by Friday, January 8, 2020 at 3:30 pm.

Review Secondary School Complex Schematic Design Meetings

- Activity #1: Empathy Mapping and Ideas that Stick

Several staff members and administrators completed these activities this week to officially begin the work of developing the schematic design of the secondary complex. The Ideas that Stick exercise was facilitated asynchronously through a Mural Canvas prior to a live Zoom session to capture individual thoughts and ideas around three different questions. The questions included:

1. What is the future of education at the HS/MS?
2. What is the future student experience at the HS/MS?
3. What are the qualities of the current building that will make it challenging to the future of education?

During the live Zoom session that is scheduled for the afternoon of December 11, 2020, an empathy mapping exercise will be completed, while also discussing the feedback that the design team received from the asynchronous activity.

- Activity #2: Dot Polling Activity

The week of December 14, 2020, an activity called dot polling will be introduced to members of the staff and administrative team. This exercise will be facilitated asynchronously through multiple Mural Canvases to capture the qualitative aspects of potential design ideas and solutions asking individuals to use red and green dots to describe what elements they do not like (red) and like (green) in a series of image categories. Notes of the specific reasons why a red or green dot were will be used to help the team process people's thoughts. This activity will help the team see common themes. Areas such as the building exterior, general classroom layout, the layout of science classrooms and extended

learning areas, athletics, collaboration spaces, the main office, CTE spaces will be reviewed in this activity.

As a reminder, the proposed milestone schedule for the secondary project is outlined below:

- Pool Equipment Project:
 - Schematic Design: 12/2/20
 - Design Development: 1/6/21
 - Specifications Due: 1/31/21
 - Construction Documents: 2/3/21

- Building Additions/Renovations:
 - Programming Deliverable: 12/16/20
 - Schematic Design: 2/23/21
 - Design Development: 6/28/21
 - Specifications Due: 10/25/21
 - Construction Documents: 11/3/21

Update on Extended COVID-19 Continuity of Learning Plan

On August 20, 2020, Governor Whitmer signed House Bill 5913 into law as Public Act 149. Section 98a states that in order to receive state aid for 2020-2021, districts must provide for instruction under an extended COVID-19 Learning Plan (“Plan”) that has been approved by an intermediate district or authorizing body. The Plan does not replace the District’s/PSA’s COVID-19 Preparedness and Response Plan, it is an additional plan that includes new assurances and sections on educational goals, instructional delivery, grading, and equitable access.

Section 98a(1)(c) states, “Thirty days after the approval of the plan under subsection (2), and every 30 days thereafter, the district must, at a meeting of the board or board of directors, as applicable, of the district, reconfirm how instruction is going to be delivered during the 2020-2021 school year. Public comment must be solicited from the parents or legal guardians of the pupils enrolled in the district during a meeting described in this subdivision.” Section 98a(1)(i) states, “The district shall publicly announce its weekly interaction rates under this subdivision at each reconfirmation meeting described in subdivision (c) and make those rates accessible through the transparency reporting link located on the district’s website each month.”

We will review the Extended Continuity of Learning Plan Reconfirmation Meeting template and reconfirm how instruction is going to be delivered during the 2020-2021 school year, accept public comment during the meeting from parents and/or guardians on the Extended Learning Plan, and review weekly 2-way interaction rates. We will also discuss any changes to the plan. We will also complete each of these tasks at the Board meeting on Monday so that the Board can reconfirm the District’s Extended Continuity of Learning Plan.

Updates from Other Committees

We will review updates from each of the other committees in preparation for the Board meeting on December 14, 2020.