

# DESIGNINGTHE



# ENGAGEMENT PROCESS

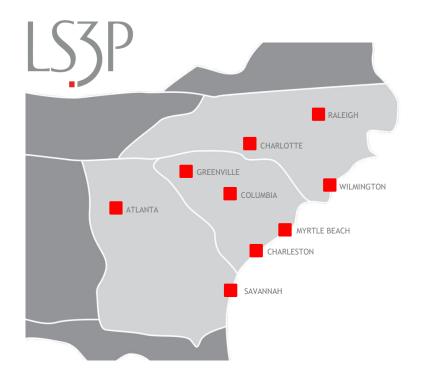
HYBRID SOLUTIONS FOR FEEDBACK METHODS AND PRESENTATION STRATEGIES





# **PRESENTERS**







#### Mary Beth Sims Branham, AIA

K-12 Programming & Design / Principal

Columbia, SC

35+ Years of K-12 Experience



# Kameron Quick, AIA

K-12 Architect/ Associate Principal

Charleston, SC

8 Years of K-12 Experience



# Bria Wigfall, Assoc. AIA

K-12 Emerging
Architectural Professional

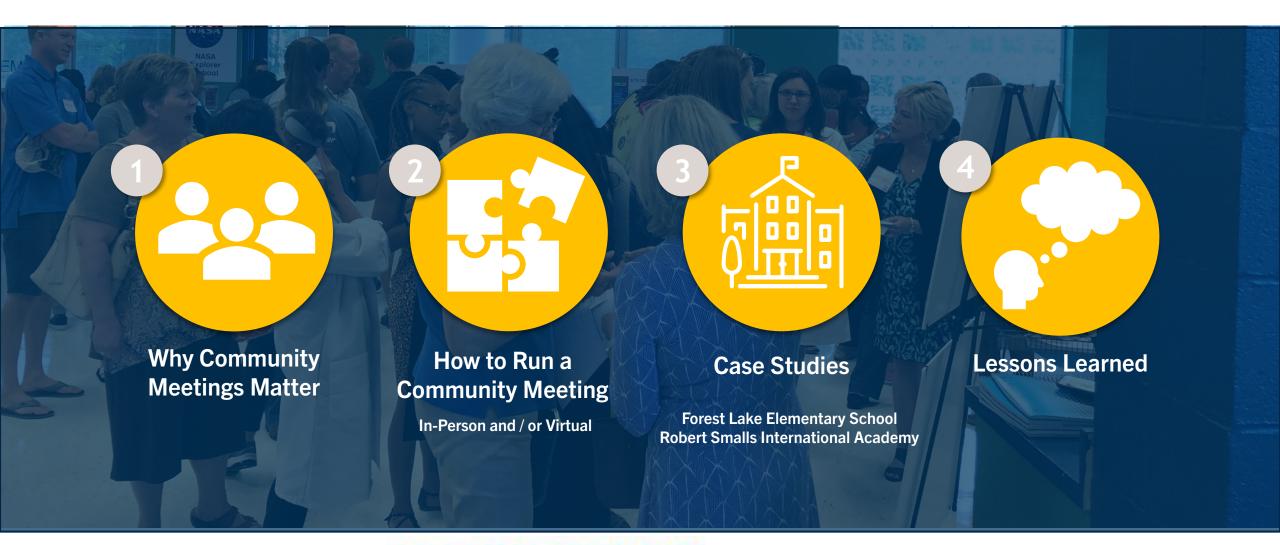
Columbia, SC

5 Years of K-12 Experience



# **TODAY'S DISCSSION**







# WHY COMMUNITY MEETINGS MATTER



SCHOOLS SHOULD REFLECT THE COMMUNITY THEY SERVE

EACH COMMUNITY IS UNIQUE AND HAS THEIR OWN HISTORY

**COMMUNITY FEEDBACK** IS KEY FOR DESIGNERS

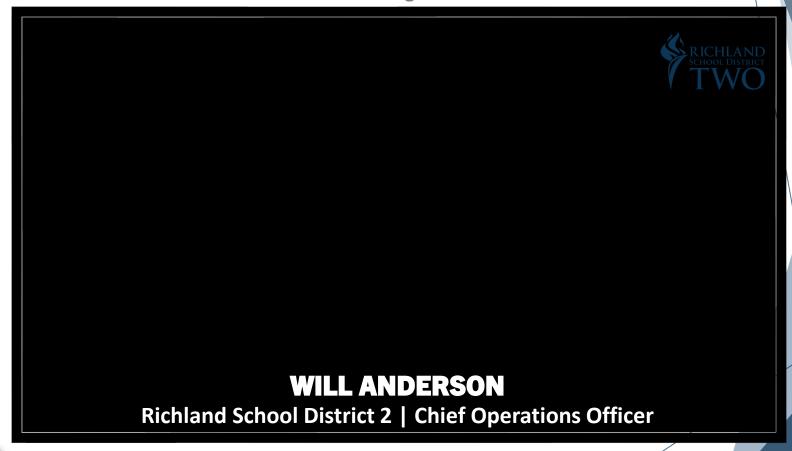
**COMMUNITY SUPPORT** LEADS TO BETTER OUTCOMES



# WHY COMMUNITY MEETINGS MATTER



What were the drivers for deciding to have a community meeting?

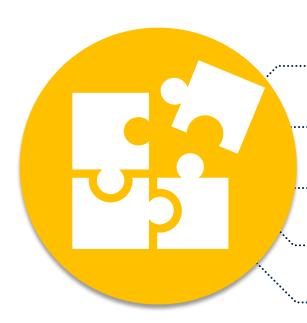






## STEPS FOR RUNNING THE MEETING





1 Preparing the Team and Presentation

2 Preparing the Community

3 Tools and Technology

4 Running the Meeting

5 Documenting the Meeting





# PREPARING THE TEAM & PRESENTATION





- What is the purpose of the meeting?
- ► Who are the team members that should be involved?
- What are the goals?
- ► Have you set up time to practice?



# PREPARING THE TEAM & PRESENTATION



#### **In-Person**

- ► Reserve & design the space.
- Assign team roles.
- Create exhibits and presentations.
- Provide take-aways and contact information.
- Practice, practice, practice!

#### Virtual

- Create the meeting invitation with security settings.
- Assign team roles.
- Create the digital presentation.
- Provide take-aways and contact information.
- Consider writing a script.
- Establish feedback methods.
- Practice, practice, practice!

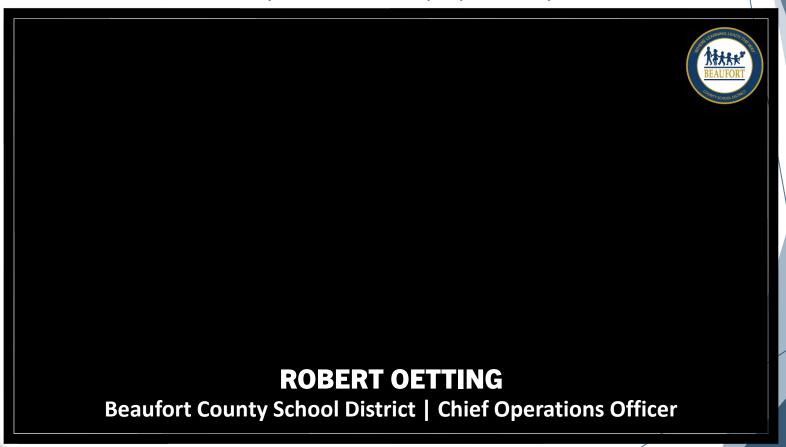




# PREPARING THE TEAM & PRESENTATION



What did you think of the preparation process?





# 2

# PREPARING THE COMMUNITY



- How will you communicate with the community?
- ► Who will the messages come from?
- ► Should you provide information in multiple languages?
- How should you advertise the event?





# PREPARING THE COMMUNITY



#### **In-Person**

- Provide clear, detailed instructions in simple language.
  - ▶ When & Where
- Communicate details consistently, early & often.

#### Virtual

- Provide clear, detailed instructions in simple language.
  - ► When & How
- Communicate details consistently, early & often.
- ► Provide help resources.
- Double check your meeting link and password.

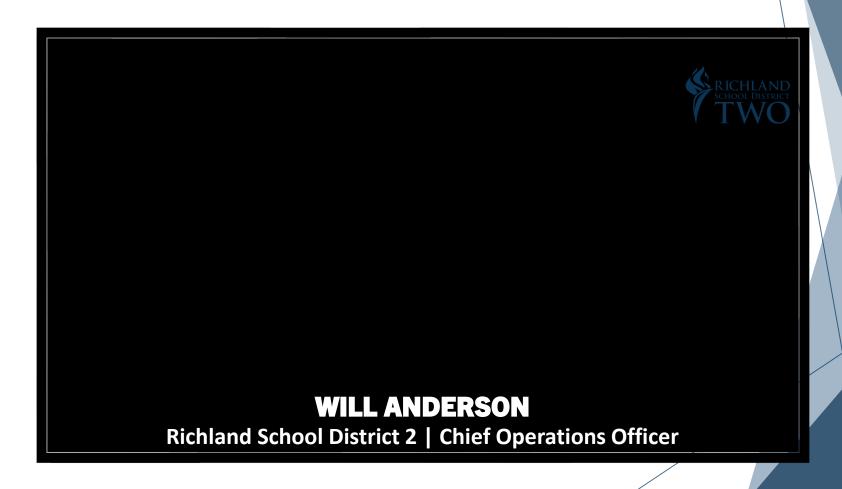




# PREPARING THE COMMUNITY



How do you help spread the word about a community meeting?





# **TOOLS & TECHNOLOGY**



- What tools and technology best support your goals and message?
- ► What is the best way to capture feedback?
- ► What are the demographics of your audience and how well will they be able to utilize technology or other methods for feedback?





# **TOOLS & TECHNOLOGY**



#### **In-Person**

- Create physical presentation boards.
- Create hand outs.
- Set up interactive displays.
- Assign dedicated point people to provide instructions and have discussions with community members.

#### Virtual

- Select the meeting platform that best suits your needs.
  - ➤ Zoom Live Meeting vs. Webinar
- Create interactive poll questions.
- Set up audio settings and chat capabilities.
- ▶ Double check camera set up for speakers.





# **RUNNING THE MEETING**



- What is the agenda for the meeting?
- Are there any special guests in attendance that should be acknowledged?
- ► Have you practiced?





# **RUNNING THE MEETING**



#### **In-Person**

- Arrive early for set up.
- ► Test all technology.
- Organize room layout and speakers.
- ► Make you and your team accessible afterwards for discussion.

#### Virtual

- Have all speakers and team members log in early.
- Set up & test permissions and co-host duties.
- Practice controls and security settings.







- ► How will you distribute follow up information to the community?
- ➤ Are there any leave behinds or take-aways that need to be collected?
- What will you use to compile this information?







#### **In-Person**

- Provide sign in sheets with contact information.
- ► Photograph the event establish a dedicated person.
- Document any interactive displays.
- Debrief with the team and compile notes.
- Collect any follow up feedback.
- ▶ Distribute the documentation.

#### Virtual

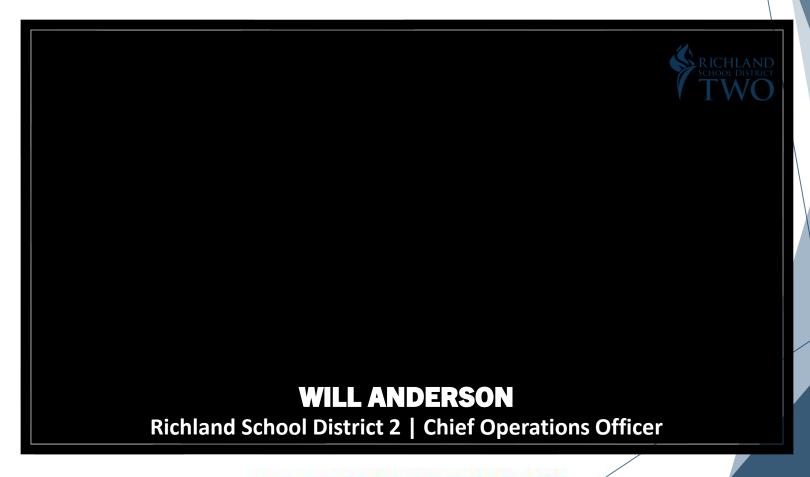
- Record the meeting.
- Save all poll responses and chat messages.
- Transcribe verbal answers and answer any questions not fully addressed.
- Share video of the event with the community.
- Collect any follow up feedback.
- ▶ Distribute document of event.







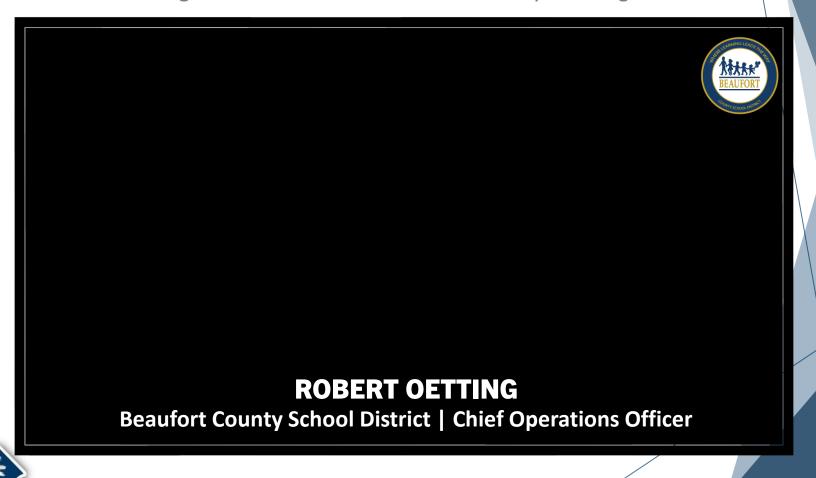
What do you think of the quantity and quality of information gathered from the **in-person** community meeting?







What do you think of the quantity and quality of information gathered from the **virtual** community meeting?











Forest Lake ~ A Dual Magnet School





#### WHO

Richland School District 2

#### **WHAT**

**Elementary Replacement School** 

#### **WHERE**

Columbia, South Carolina

#### HOW

On-Site Replacement School

#### **KEY FACTS**

Compact Buildable Area
Site Located in Heart of Small-Scale Neighborhood
Strong focus on NASA and ELC Magnet Programs



**JULY 2020** 

District / Faculty + Staff Virtual Follow-Up

**DECEMBER 2022** 

**Construction Complete** 



**SEPTEMBER 2019** 

In-Person Community
Meeting

**NOVEMBER 2020** 

**Construction Documents** 



PROJECT TIMELINE

PREPARING THE TEAM



#### **FLES/ DISTRICT TEAM**

### **DESIGN TEAM**

#### **CONSTRUCTION TEAM**







#### **GOALS**

- 1. Provide update on general design concept information
- 2. Receive feedback on what the community is hoping to see in the new school
- 3. Understand how the students, faculty / staff and community use the building



1921-2021 ENVIRON

Enhancing the Educational Experience

PREPARING THE COMMMUNITY



Join Forest Lake Elementary for a

Community Meeting about the new school construction

Tuesday, September 3, 2019 6:00 p.m. Forest Lake Elementary Cafeteria 6801 Brookfield Road Columbia, South Carolina

SCHOOL WEBSITE POSTS









**TOOLS AND TECHNOLOGY** 





Display Boards / Easels
Materials for Community
Station



PowerPoint Presentation / Projection Equipment



**Laptop Station** 

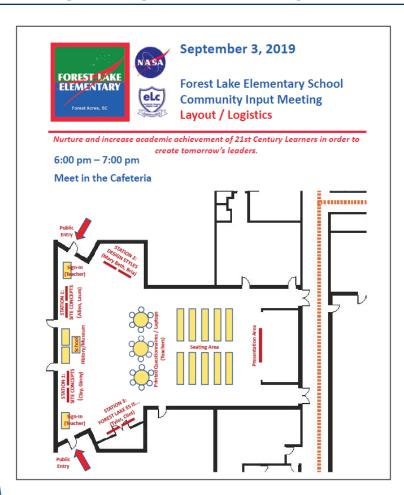


QR Code for Questionnaires



RUNNING THE MEETING









September 3, 2019

Forest Lake Elementary School Community Input Meeting AGENDA

Nurture and increase academic achievement of 21st Century Learners in order to create tomorrow's leaders.

Attendees enter and sign-in, get a nametag and a questionnaire (Teachers at Table)

6:00-6:10 pm Welcome and Purpose

Principal Kappy Steck and Dr. Baron Davis, Superintendent

6:10-6:30 pm Brief Presentation and Introduction of "Stations"

Mary Beth Branham & Team

6:30-7:00 pm Attendees visit "STATIONS" (10 min. each)

#### STATION 1: SITE CONCEPTS / MASSING (Clay, Ginny / Allen, Laura)

- Boards displaying more context aerial and bubble diagram site plans
- Site during construction / Safety
- Site Section showing massing and height

#### STATION 2: DESIGN STYLES (Bria, Mary Beth)

- Display boards with exterior photos indicating various architectural styles
- Community uses green stickers to indicate what style they like (2 stickers each)

#### STATION 3: FOREST LAKE ELEMENTARY SCHOOL IS ... (Tyler, Clint)

- . Attendees will use sticky notes to write down their thoughts and stick it to the boards
- Some sticky notes will already be in place as ideas

#### TABLES FOR INPUT

• Fill in questionnaires / laptops

7:00 pm - Closing comments/thank you for participation (LS3P/RSD2)

#### COMMUNITY INPUT MEETING PRESENTATION





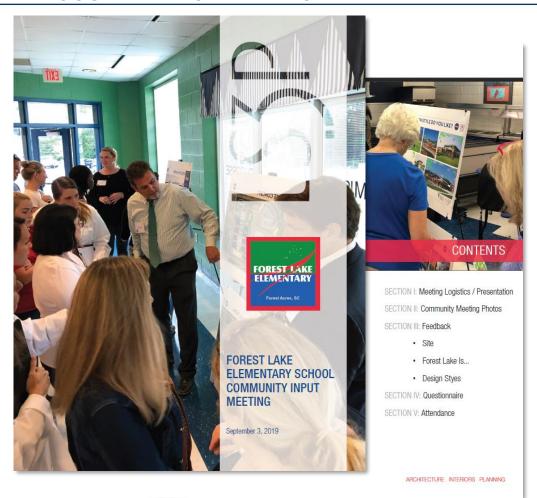
ARCHITECTURE INTERIORS PLANNING



Enhancing the Educational Experience

FRICHLAND LS3P

DOCUMENTING FEEDBACK







ASSOCIATION FOR LEARNING
LEARNING
ENVIRONMENTS

Enhancing the Educational Experience

**DESIGN IMPACT** 



Providing Spaces for Community Activities and Collaborative Learning on the Interior and Exterior of the New Design

NASA / Planetary Graphics incorporated throughout interior design











Scaling down building to fit within neighborhood context

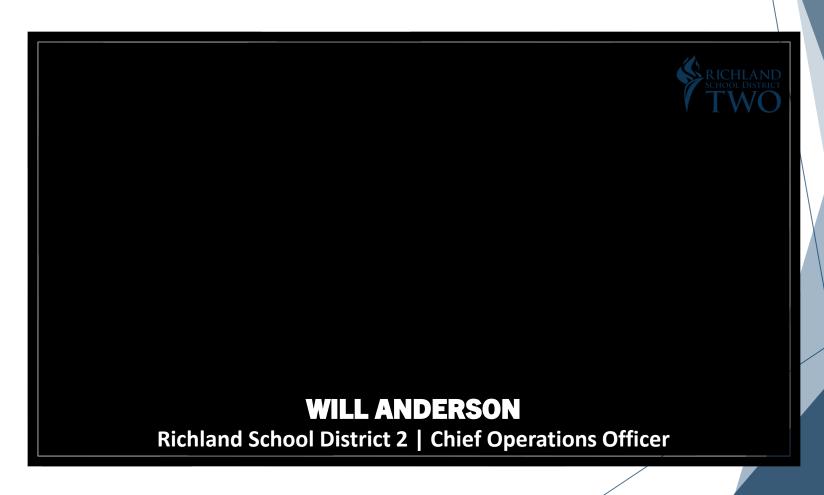


**DESIGN IMPACT** 

CLIENT FEEDBACK



What was your overall impression of the in-person community meeting?





## **ROBERT SMALLS INTERNATIONAL ACADEMY**



# LeaderinMe





#### WHO

**Beaufort County School District** 

#### **WHAT**

New K-8 Replacement School

#### **WHERE**

Beaufort, South Carolina

#### HOW

On-Site Replacement School

#### **KEY FACTS**

Robert Smalls was an American hero and native son to Beaufort RSIA has been part of the community in multiple forms since 1925 RSIA is a Leader In Me School



## ROBERT SMALLS INTERNATIONAL ACADEMY

ASSOCIATION FOR LEARNING ENVIRONMENTS

Enhancing the Educational Experience

PROJECT TIMELINE

**MAY 2020** 

**Project Awarded** 

**NOVEMBER 2020** 

Virtual Community Meeting #2

**TBD 2021** 

Community Meeting #3



**JULY 2020**Virtual Community Meeting #1

**MAY 2021** 

**Construction Documents** 



Enhancing the Educational Experience

PREPARING THE TEAM

### **DISTRICT TEAM**

### **RSIA TEAM**

### **DESIGN TEAM**



DR. FRANK RODRIGUEZ **SUPERINTENDENT** 



**RICHARD GEIER** SCHOOL BOARD MEMBER DISTRICT 5



Principal



Assistant Principal Upper Academy



Assistant Principal Lower Academy











J. K. TILLER ASSOCIATES, INC





### **GOALS**

- 1. What does the community envision for their school?
- How does the community want their history displayed in the school?
- Provide update on general design concept information and schedule



Enhancing the Educational Experience

PREPARING THE COMMMUNITY



**Virtual Community Input Meeting** 

**SAVE THE DATE Tuesday, July 21, 2020 6:00 pm – 7:00 pm** 

Join on-line via Zoom, your Web Browser or Call-In



More Information to Follow

LS3P



Martes 21 de julio de 2020 6:00pm - 7:00pn

Nota: Por favor, únase a la reunión entre las 5:45pm -6:00pm y estará en una "Sala de

Espera" virtual hasta que comience la reunión.

Esto se aplica a aquellos que se unen en línea y que llaman.

LS3P

# ROBERT SMALLS INTERNATIONAL ACADEMY

#### Virtual Community

Información para uni Para unirse a través de su naveg enlace:

https://ls3p.zoom.us/j/3246262060 1pDbVNmZFJCUT09

(Nota: Si no tiene Zoom cargado pedirá que "Abra las reuniones o y "Unirse". Por favor considere o Zoom a su dispositivo antes de l preparado con anticipación cuar

Para unirse a través de la aplicac siguiente:

Reunión ID: 324 626 2060 Contraseña: 603886

Un toque móvil: +16465588656 3246262060# 0#

Marca por tu ubicación: +1 646 558 8656 US Reunión ID: 324 626 2060 Contraseña: 603886

Su reunión "Host" será Mary Beth Branham, AIA con LS3P Arquitectura, Interiores, P.



Tuesday July 21, 2020

6:00pm - 7:00pm

Note: Please join the meeting between 5:45pm - 6:00pm and you will be in a virtual "Waiting Room" until the meeting begins.

This applies to those both joining on-line and calling in.

LS3P

#### ROBERT SMALLS INTERNATIONAL ACADEMY

**Virtual Community Input Meeting** 

Information for joining the meeting:

To join via your browser, click this link:

https://ls3p.zoom.us/i/3246262060?pwd=eGZtbEYrTGJLW W8xQ1pDbVNmZFJCUT09

(Note: If you do not have Zoom loaded on your device, you will be asked to "Open Zoom Meetings" or "Open Zoom.us" and "Join". Please consider downloading the Zoom app to your device in <u>advance</u> of the meeting so you are prepared ahead when you join the meeting.)

To join via the Zoom app, please enter the following: Meeting ID: 324 626 2060

Password: 603886

One tap mobile:

+16465588656,,3246262060#,,,,0#,,603886#

Dial by your location: +1 646 558 8656 US Meeting ID: 324 626 2060 Password: 603886

Your meeting "Host" will be Mary Beth Branham, AIA with LS3P Architecture, Interiors, Planning





### **TOOLS AND TECHNOLOGY**



#### HOST, CO-HOST AND KEY PARTICIPANTS/SPEAKERS NOTES FOR PRESENTATION

- Check your background and perspective ALL LS3P and Presentation Team
  - Neutral background similar to interview and check lighting on your face
     Stand up if at all possible or sit down facing camera with good posture
- Turn Off All Notifications on your computer
- Turn Off Your Phone

#### Meeting Invit

- . Alter text so invite looks like it is coming from District and School, not MBB
- Make sure link in included that allows to join via Browser, but participants will have to Download or launch zoom
- · For Zoom users: Make sure password and meeting ID are included
- · Call in participants: Make sure number is clear
- · Insert the Spanish version as well

#### 5:00 - Host Settings to adjust in Meeting before Co-hosts Join:

- . Allow Co-hosts in from the Waiting Room
- . Click "Participants" and Host to assign Co-hosts by clicking next to their name
- Unmute while doing rest of setup and then mute again or they can mute themselves
- Click "Security" and click
  - o Enable the "Waiting Room" (It may already be set)

#### 5:00 - Co-Host Settings to adjust in Meeting before participants Join:

Becka: Click "Participants" and go to 3 dots

"Share" your screen in full view mode

- Uncheck that they can unmute themselves, so they can't
- Bria: Click "Chat" and go to the 3 dots
  - o Check "Participant can chat with No One" until it is time for Chat
  - When appropriate time, click: "Participant can Chat with Everyone"
  - o Reclose Chat after Chat Period is Over
- Kameron: Open the .pdf of the Presentation
  - Go to "annotations" and turn off others ability to annotate
- Bria: Open the .pdf of the Presentation
  - o "This will be a backup in case of technical difficulties on Kameron's end.





QR Codes & Questionnaires Attendees are now viewing the poll results

1. Who/Which of the following should be honored in some way in the new school?

Robert Smalls (1) 100%

WK Alston (0) 0%

All of the Above (0) 0%

2. Is incorporating natural light in the school important to you? (Multiple choice)

Yes (1/1) 100%

No (0/1) 0%

**Sharing Poll Results** 

Zoom Meeting Platform

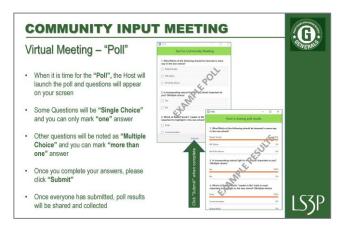
Live Meeting Chat

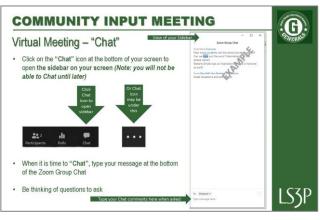
Poll Questions & Survey Monkey

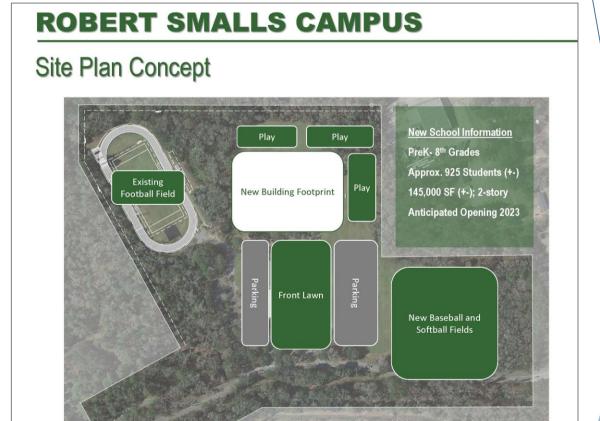


# LEARNING 1921-2021 ENVIRONMENTS Enhancing the Educational Experience

RUNNING THE MEETING







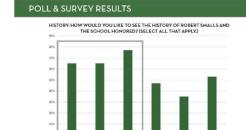


Enhancing the Educational Experience

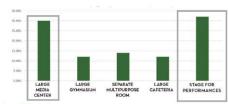
DOCUMENTING FEEDBACK



### RECAP OF PREVIOUS MEETING



#### PROGRAM: WHAT SPACE IS THE MOST IMPORTANT TO YOU?





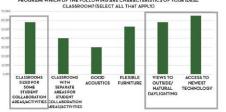




TIMELINES QUOTES MURALS

#### **POLL & SURVEY RESULTS**





#### COMMUNITY INPUT MEETING QUESTIONS & ANSWERS

#### COMMUNITY MEETING - JULY 21, 2020

#### 1. Storm water retention pond location?

We are not at that point in design yet, but it is certainly a thing we take quite serious in terms of run-off on the site and we will be doing that later as part of a more formal site plan. Our divil engineering team will locate storm water ponds based on the existing water drainage patterns on site.

#### 2. What arts spaces will be provided?

We are looking at a variety of spaces, some that will be aimed at the elementary school level and some at the middle school level. We will also be having music rooms and a performance area, so a variety of arts will be provided.

The cafeteria/dining area will be sized for seating approximately 320 students at the same time (3 seatings/day). Currently, the space is programmed for approximately 5,000 SF

#### 4. Will the older and younger children be together?

The current plan is to have the middle school students on the second floor and the elementary school students on the first floor. The intent is for the students to be in the same building, but in different locations.

#### 5. Have there been considerations for the size of the early childhood classrooms and bathrooms in the early childhood and elementary classrooms?

Absolutely. We will be sizing the classroom for the younger children to the size they need to be and including private bathrooms in those spaces. We are currently planning bathrooms within the classrooms for grades Pre-K through second grade, so we will be looking at that as we begin designing.

#### 6. Robert Smalls (& W.K. Alston) was a member of Son of Beaufort Lodge #36 & highly influential as a freemason. We want to hold the ceremonial laying of the cornerstone of the building in honor of our brother. I am the lodge historian. What do we need to do to make that happen?

We have heard about this relationship and history and we absolutely want to create some type of memorial to that in terms of a corner stone of the building. It was brought up in a previous input session and we would love to integrate Mr. Morall into that discussion and see how we can make that happen.

#### 7. If someone has suggestions for the previous three questions, are you still accepting

Absolutely, we can repost those on the website and when you see the questionnaire that is coming, there are a lot of



**DESIGN IMPACT** 

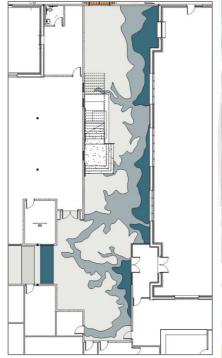




Murals, timelines and maps add layers of learning to the main lobby

Lowcountry design & materials

A grand entrance with touches of nautical inspiration





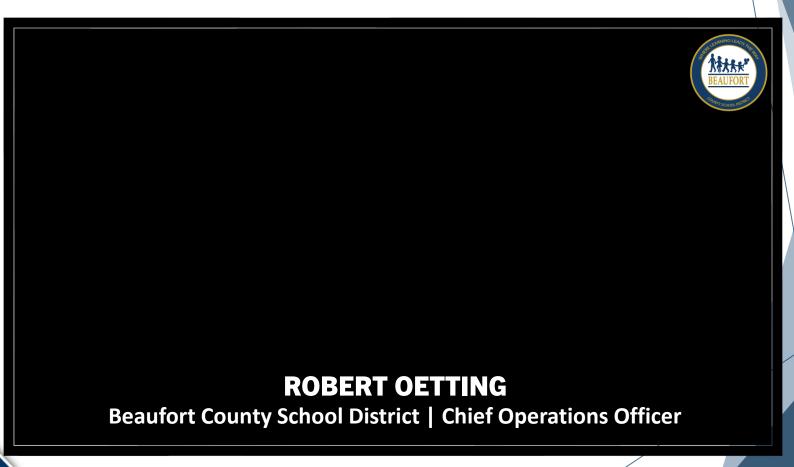


LEARNING

Service Serv

CLIENT FEEDBACK

Do you think the community meeting was a success?



A4LE ASSOCIATION DAYS

LEARNING

1921-2021 ENVIRONMENTS

Enhancing the Educational Experience

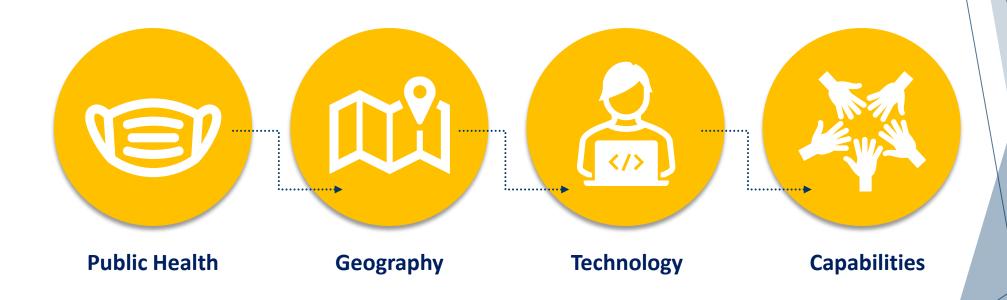
DOCUMENTING FEEDBACK







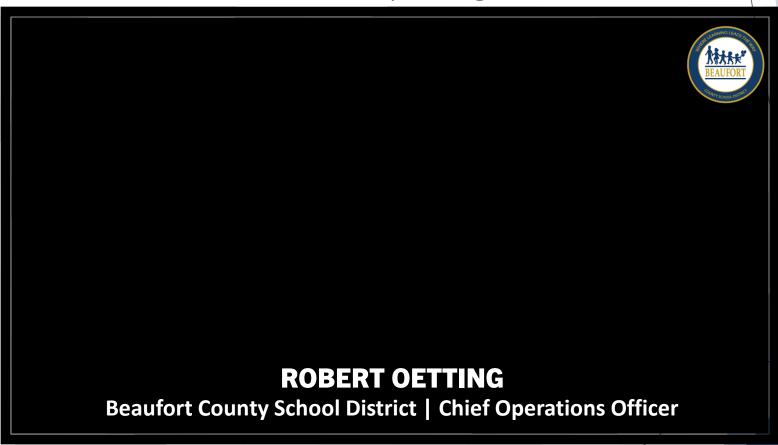








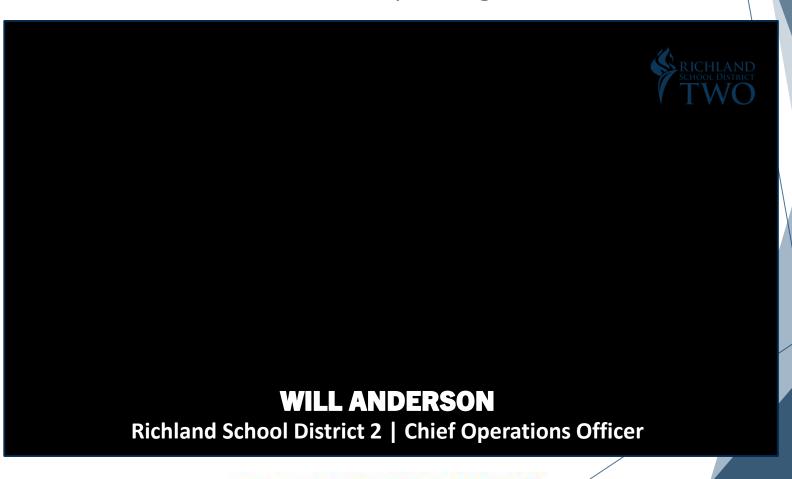
What are the biggest takeaways from holding a **virtual** community meeting?



A4LE ASSOCIATION DAYS



What are the biggest takeaways from holding an **in-person** community meeting?



**A4LE ASSOCIATION DAYS** 





**Tuesday** 

July 21, 2020

6:00pm - 7:00pm

meeting begins.

This applies to

joining on-line

and calling in.

those both

ROBERT SMALLS
INTERNATIONAL
ACADEMY

**Virtual Community Input Meeting** 

Information for joining the meeting

To join via your browser, click this link:

https://ls3p.zoom.us/j/3246262060?pwd=eGZtbEYrTGJL\W8xQ1pDbVNmZFJCUT09

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loaded on your device om Meetings" or "Open onsider downloading

the Zoom app to your device in <u>advance</u> of the meetin so you are prepared ahead when you join the meeting

To join via the Zoom app, please enter the following:

Meeting ID: 324 626 2060 Password: 603886

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+16465588656,,3246262060#,,,,0#,,603886#

**Dial by your location:** +1 646 558 8656 US

Meeting ID: 324 626 2060

**Password:** 603886

Your meeting "Host" will be Mary Beth Branham, AIA with LS3P Architecture. Interiors. Planning









