

MEETING DATE & TIME	March 28, 2017; 6:00 – 7:30pm
PROJECT NAME	Portola Valley School District - Facilities Master Plan
CAW PROJECT NO.	16013
SUBJECT	School District Community Outreach Meeting
DISTRIBUTION	Attendees
PREPARED BY	Sarah Vaccaro

MEETING DESCRIPTION/PURPOSE

The purpose of this meeting is meet with the broader school district community at the mid-point of the master planning process to summarize the emerging themes and areas for improvement, confirm the community’s priorities, and collect any ideas that may not have been raised.

AGENDA

1	Introductions (6:00-6:10pm)
2	Facilities Master Plan Overview: Process and Schedule (6:10-6:15pm)
3	Existing Facilities Overview and Analysis (6:15-6:25pm)
4	Summary of Emerging Themes, Ideas and Areas for Improvement (6:25-6:40pm) <ul style="list-style-type: none"> • Input from Initial Outreach Meetings • Themes Emerging from District-Wide Planning Workshops • Priorities from Community Survey
5	Small Group Discussion (6:40-6:55pm): <ul style="list-style-type: none"> • Discuss your groups top three themes/ideas/areas for improvement. Describe the critical components of these themes/ideas/areas. • Are there any items missing from these lists? • What are your concerns about these themes and/or process?
6	Large Group Reporting Out (6:55-7:10pm)
7	Individual Voting Exercise (7:10pm-7:20pm): <ul style="list-style-type: none"> • Vote (with red sticker dot) for your #1 top priority. • Vote (with orange sticker dots) for your next three priorities. • Vote (with green sticker dots) for your two least important priorities.
8	Large Group Summary (7:20-7:30pm)