

MEETING MINUTES

MEETING DATE:	March 28, 2017
PROJECT NAME:	Portola Valley School District - Facilities Master Plan
PROJECT No.:	16013
SUBJECT:	School District Community Outreach Meeting
BY:	Jen Winnett

This report, if not corrected within seven (7) working days of issuance, by an party in attendance, shall be acknowledged as an accurate report of events that took place at this meeting.

ATTENDEES:		DISTRIBUTION:
Eric Hartwig, Superintendent Jonathan Barth, Chief Business Official	ehartwig@pvsd.net jbarth@pvsd.net	Attendees
Lynette Hovland, Principal - Ormondale Cyndi Maijala, Principal - Corte Madera	lhovland@pvsd.net cmajjala@pvsd.net	
Jennifer Youstra, Board Member & Parent Teresa Richard, Teacher at CMS Kristin Wong, Teacher at ORM Tricia Christensen, Parent Caroline Krauskopf, Parent Karen Tate, Board Member & Parent Erin Sanders, Parent Hayley Leinfelder, Parent Helen Wolter, Parent Linda Wong, Parent Matt Richter, Parent Sarrie Paguirigan, CMS	jennifer@youstra.com trichard@pvsd.net kwong@pvsd.net triciahc@yahoo.com caroline@krauskopf.com ktate@pvsd.net erin.sanders@yahoo.com hleinfelder@yahoo.com helenwolter@yahoo.com lswong888@yahoo.com spaguirigan@pvsd.net	
<u>CAW Architects</u> Brent McClure, Principal Sarah Vaccaro, Project Manager Jen Winnett, Designer	bmccclure@cawarchitects.com svaccaro@cawarchitects.com jwinnett@cawarchitects.com	

ITEM NO.:	DESCRIPTION:	ACTION BY:
2017.03.28-01	<p>Purpose:</p> <ul style="list-style-type: none"> - The purpose of this meeting was to 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 additional ideas / input. 	

2017.03.28-01	<p><u>Facilities Master Plan + Existing Facilities Overview:</u></p> <ul style="list-style-type: none"> - Project introduction by CBO Jonathan Barth - CAW presentation (attached): - Overview of facilities master plan process <ul style="list-style-type: none"> - Phases: facilities assessment, community outreach, district-wide core planning, school site master planning, master plan documentation - Existing facilities assessment <ul style="list-style-type: none"> - Campus overview, history, program zones 	
2017.03.28-02	<p><u>Summary of Emerging Themes, Ideas, and Areas for Improvement:</u></p> <ul style="list-style-type: none"> - CAW presentation (attached): - Review of input and emerging themes from the following sources: <ul style="list-style-type: none"> - School Site Community Outreach meetings - District-Wide Planning Committee - Community Online Survey - Case Study Images - Facility Master Plan Guiding Principles <ul style="list-style-type: none"> - A - Kids’ learning comes first: <ul style="list-style-type: none"> - Student centered, “Core-education”, find their “spark” - B - Consistent with Portola Valley aesthetic: <ul style="list-style-type: none"> - Rural nature, sustainable, durable - C - Cultivate strong community relations: <ul style="list-style-type: none"> - Community hub, relevant - D - Create an adaptable campus: <ul style="list-style-type: none"> - Flexible, scalable - E - Improve Campus Safety & Security: <ul style="list-style-type: none"> - Securely lock core, invite community - Emerging Themes: Priorities from Community Survey <ul style="list-style-type: none"> - 1. Modernize classrooms: flexibility & breakout spaces - 2. Improving general infrastructure - 3. Modernize technology in classrooms - 4. Upgrade playground and play structures - 5. Improve outdoor educational spaces - 6. Improve parking, pick-up, and drop-off - 7. Larger maker space / creativity lab space - 8. Multi-use performance space - 9. Repair soccer fields - 10. Larger Gymnasium 	
2017.03.28-03	<p><u>Small Group Discussion:</u></p> <ul style="list-style-type: none"> - Prompt Questions: <ul style="list-style-type: none"> - What are your groups top three themes and what components should be included? - Are there any additional themes to consider? - What should the District consider regarding grade reconfiguration? <p>Each small group discussed and then reported back to the large group their ideas / input relating to the prompt questions. (See feedback in sections below)</p>	

<p>2017.03.28-04</p>	<p>Report Back - Group #1:</p> <ul style="list-style-type: none"> - Top themes <ul style="list-style-type: none"> - #9: Improve general infrastructure such as bathrooms, heating, lighting, and drainage - #2: Modernize and update classrooms to create flexibility, connections to break-out spaces, and connections to outdoor educational spaces - #11: Provide multi-use space for performances and larger meetings - #3: Improve outdoor learning spaces to better support educational programs - Grade level configuration: <ul style="list-style-type: none"> - Need to know what it will cost (trade-offs) before decisions can be made - This change would influence a lot, complicated; many pro's & con's - 4th grade is more elementary - Depends on who has more space... Are there reasons to change the grade configuration beyond purely space needs? (educational pedagogical) - K-2 / 3-5 / 6-8 (ideal pedagogical) 	
<p>2017.03.28-05</p>	<p>Report Back - Group #2:</p> <ul style="list-style-type: none"> - Top themes <ul style="list-style-type: none"> - #9: Improve general infrastructure such as bathrooms, heating, lighting, and drainage - #4: Create a larger, more centrally located Maker Space / Creativity Lab space - #2: Modernize and update classrooms to create flexibility, connections to break-out spaces, and connections to outdoor educational spaces - #11: Provide multi-use space for performances and larger meetings; "multi-performance room" - #3: Improve outdoor spaces (open ended play / educational / gathering) - #12: Provide larger gym to accommodate full length competition courts at CMS - Additional theme, plant new trees (3 new trees for every mature tree) - Grade level configuration: <ul style="list-style-type: none"> - Perceived fear for parents of younger students; parents of older students not as concerned - Might just be a PR / educational issue - K-4 / 5-6 / 7-8 = good configuration 	

<p>2017.03.28-06</p>	<p><u>Report Back - Group #3:</u></p> <ul style="list-style-type: none"> - Top themes <ul style="list-style-type: none"> - Maximize the landscape; make whole campus flexible; everything outside is used as gathering / teaching space <ul style="list-style-type: none"> - #2: Modernize and update classrooms to create flexibility, connections to break-out spaces, and connections to outdoor educational spaces - #3: Improve outdoor learning spaces to better support educational programs; especially garden at CMS - Deferred maintenance - #4: Create a larger, more centrally located Maker Space / Creativity Lab space; w/ garden outside (grow, cook, & serve in one area) - Grade level configuration: <ul style="list-style-type: none"> - Interest to learn history of grade splits <ul style="list-style-type: none"> - 1990-2000 shift to K-5 / 6-8; survey teachers about school dynamic before and after the shift 	
<p>2017.03.28-07</p>	<p><u>Individual Voting Exercise:</u></p> <ul style="list-style-type: none"> - Each attendee was given a set of different colored sticker dots to indicate their choice of their one top priority, three additional high priorities, and two least important priorities. - The emerging themes that received the most support were: <ul style="list-style-type: none"> - #9: Improve general infrastructure such as bathrooms, heating, lighting, and drainage - #2: Modernize and update classrooms to create flexibility, connections to break-out spaces, and connections to outdoor educational spaces - #11: Provide multi-use space for performances and larger meetings - #4: Create a larger, more centrally located Maker Space / Creativity Lab space - #12: Provide larger gym to accommodate full length competition courts at CMS - The emerging themes that received the least support were <ul style="list-style-type: none"> - #13: Repair and upgrade turf field for aesthetic and community programs - #14: Repair, upgrade and/or relocate the outdoor amphitheater. (currently in disrepair) - #1: Modernize and update technology in classrooms to create state-of-the-art teaching spaces 	
<p>2017.03.28-08</p>	<p><u>Next Steps:</u></p> <ul style="list-style-type: none"> - CAW will present community outreach input to PVSD Board of Trustees in May 	
<p>2017.03.28-09</p>	<p><u>Attachments:</u></p> <ul style="list-style-type: none"> - Agenda - Presentation 	