

## MEETING AGENDA

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<b>DATE:</b>	November 2, 2016
<b>PROJECT NAME:</b>	Portola Valley School District - Facilities Master Plan
<b>PROJECT No.:</b>	16013
<b>SUBJECT:</b>	Community Outreach Forum
<b>DISTRIBUTION:</b>	Attendees
<b>BY:</b>	Sarah Vaccaro

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### Meeting Description:

Date: November 2, 2016  
Time: 6:30 - 8:00pm  
Location: Corte Madera School: Annex Building

1. **Introductions (5 min)**
  - A. Attendee Introductions
  - B. CAW Architects Introduction
2. **Facilities Master Plan Overview and Process (10 min)**
  - A. Purpose and Goals
  - B. Approach and Schedule
  - C. Starting Point: Community and School Outreach
3. **Input Gathering and Small Group Discussion**
  - A. Framing the Discussion (10 min)
    - i. *State of the Art Education*
    - ii. *Face to the Community*
    - iii. *Sustainability & Environment*
    - iv. *Gathering Spaces*
    - v. *Preserving the PVSD Essence*
  - B. Questions to Discuss:
    - i. *Considering these five themes, where do you see the greatest need for facility improvements?*
    - ii. *Considering these five themes, what do you love about your schools and district?*
  - C. Individual Input (5 min)
  - D. Small Group Discussion (20 min)
  - E. Group Reporting Out (20 min)
4. **Large Group Discussion (15 min)**
  - A. What are your concerns about the Facilities Master Plan process?
  - B. What are your thoughts on the current school grade-level configuration (Ormondale: K-3, Coret madera: 4th-6th)?
5. **Next Steps (5 min)**
  - A. Online Survey to be distributed for further input in November
  - B. District Wide Planning Workshops