

**MEETING MINUTES**

**MEETING DATE:** November 2, 2016  
**PROJECT NAME:** Portola Valley School District - Facilities Master Plan  
**PROJECT No.:** 16013  
**SUBJECT:** Community Outreach Forum  
**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.*

<b>ATTENDEES:</b>		<b>DISTRIBUTION:</b>
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<b>ITEM NO.:</b>	<b>DESCRIPTION:</b>	<b>ACTION BY:</b>
2016.11.02-01	<p><b>Purpose:</b></p> <ul style="list-style-type: none"> <li>- The purpose of this meeting was to introduce the master plan process and collect initial input from the broader community (parents, neighbors, board members) on facility needs and areas for improvement.</li> </ul>	

2016.11.02-02	<p><b><u>CAW Presentation (attached):</u></b></p> <ul style="list-style-type: none"> <li>- Introduction to CAW Architects</li> <li>- Overview of facilities master plan process <ul style="list-style-type: none"> <li>- Phases: facilities assessment, community outreach, district-wide core planning, school site master planning, master plan documentation</li> </ul> </li> <li>- Emerging trends in school facilities: <ul style="list-style-type: none"> <li>- Transparency (connecting classrooms)</li> <li>- Classroom breakout space</li> <li>- Informal gathering</li> <li>- Furniture / writable surfaces</li> <li>- Technology</li> <li>- S.T.E.M. programs</li> <li>- Indoor / outdoor gathering spaces</li> </ul> </li> </ul>	
2016.11.02-03	<p><b><u>Attendee Introductions:</u></b></p> <ul style="list-style-type: none"> <li>- Name, relation to district, what are your interests / what do you want to see come out of the master planning process?</li> </ul>	
2016.11.02-04	<p><b><u>Setting the Stage for Small Group Discussion:</u></b></p> <ul style="list-style-type: none"> <li>- Themes: <ul style="list-style-type: none"> <li>- State of the Art Education <ul style="list-style-type: none"> <li>- Existing facilities: smart boards, maker spaces</li> <li>- Emerging trends: connecting classrooms, breakout spaces, writable surfaces</li> </ul> </li> <li>- Face to the Community <ul style="list-style-type: none"> <li>- Existing facilities: existing signage at both campuses lack emphasis towards community &amp; gates lack full lockdown capabilities</li> </ul> </li> <li>- Sustainability &amp; Environment <ul style="list-style-type: none"> <li>- Existing facilities: Photovoltaics at both campuses, furnaces &amp; ductwork can be updated, gardens and fields add to environment</li> </ul> </li> <li>- Gathering Spaces <ul style="list-style-type: none"> <li>- Existing facilities: MUR at Ormondale used for indoor play at lunch, gym at Corte Madera used for indoor P.E. (not full size court)</li> <li>- Emerging trends: Outdoor learning / gathering spaces, full size gym, blackbox theater</li> </ul> </li> <li>- Preserving the PVSD Essence <ul style="list-style-type: none"> <li>- Aspects that make each campus unique: Picturesque surroundings, gardens at both campuses, chicken coop at Ormondale, oak trees at Corte Madera, murals</li> </ul> </li> </ul> </li> <li>- Considering these five themes, where do you see the greatest need for facility improvements?</li> <li>- Considering these five themes, what do you love about your schools and district?</li> </ul> <p><b>Each small group discussed and then reported back to the large group their ideas / input relating to each theme. Each group reported back their groups main priorities. (See feedback in sections below)</b></p>	

2016.11.02-05	<p><b><u>Report Back - Group #1:</u></b></p> <ul style="list-style-type: none"> <li>- Basic upgrades around campus: bathrooms, furniture, etc.</li> <li>- Enhance existing Portola Valley values</li> <li>- Improve flexibility / connection between indoors and outdoors using - furniture, windows, etc.</li> <li>- Performing Arts Center containing large and small flexible performance spaces <ul style="list-style-type: none"> <li>- Desire for great sound &amp; lighting, currently lacking from existing Performance spaces</li> <li>- Ability to commingle with community (community can use spaces when school is not in session for enrichment)</li> </ul> </li> <li>- Ambitious thinking - infusion of new ideas and creative thinking <ul style="list-style-type: none"> <li>- Use architects to bring ideas from across the country / world to spark thinking of what is possible</li> </ul> </li> <li>- Make sure spaces meet the needs of all the children (hands-on / vocational skills)</li> <li>- Incorporate furniture that is more flexible &amp; comfortable to spur creativity (Examples: Pixar, D-school)</li> <li>- Flex (breakout) space for teachers to facilitate smaller group instruction</li> <li>- More / bigger CTE shops (wood shop)</li> </ul>	
2016.11.02-06	<p><b><u>Report Back - Group #4:</u></b></p> <ul style="list-style-type: none"> <li>- Improve playground structures at both campuses, include swings (example: Magical Bridge Playground in Palo Alto)</li> <li>- Expand "fort" space/equipment/supplies at Ormondale play area</li> <li>- Fields: improve &amp; maintain quality &amp; safety, maintenance kept up for continuous use</li> <li>- Courtyard areas: make more inviting &amp; useable for both large and small gatherings, more shaded seating areas</li> <li>- Make creek more accessible at Ormondale</li> <li>- Connection to outdoors/nature through windows, connected classrooms etc.</li> <li>- Physical connection between classrooms</li> <li>- Trees: replace mature trees by planting new trees (need 3 new for every mature tree)</li> <li>- Improve pick-up &amp; drop-off (especially at Corte Madera because it impacts neighbors)</li> <li>- Safe routes to school, improve pedestrian / bike entrances &amp; sidewalks</li> <li>- Improve / continue gardens &amp; chickens (farm to table concept - would need a kitchen)</li> <li>- Full size basketball court at Corte Madera</li> <li>- Safe and easy basketball inserts at Ormondale</li> <li>- Student "hang out" room - group collab. work space during class time or recess</li> <li>- Improve maker space: enlarge space, potential to add kitchen</li> <li>- Basic upgrades to bathrooms &amp; leaky roof</li> <li>- Drinking fountains with bottle fillers to fill reusable water bottles</li> <li>- Gathering space w/ flexible sizes (foldable bleachers?) that can be accessed by the community <ul style="list-style-type: none"> <li>- Lighting, AV, sound for theater productions, lectures, etc.</li> </ul> </li> </ul>	

2016.11.02-07	<p><b>Report Back - Group #2:</b></p> <ul style="list-style-type: none"> <li>- Order of importance themes / priorities: <ul style="list-style-type: none"> <li>- 1. State of the Art Education</li> <li>- 2. Preserving the Essence of PVSD / Face to the Community <ul style="list-style-type: none"> <li>- Feel of the outdoors all around campus</li> </ul> </li> <li>- 3. Gathering Spaces</li> <li>- 4. Sustainability &amp; Environment</li> </ul> </li> <li>- Facilitate the excellent team teaching already happening (without razing the school)</li> <li>- Multi-use performance space @ Corte Madera to be used for performances, meetings, parent education, etc.</li> <li>- Outdoor gathering space at both campuses</li> <li>- Maintain &amp; expand garden programs at both campuses</li> <li>- New STEAM Lab at Ormondale (maker space, cooking, etc.)</li> <li>- Make fields work year-round and make useable for outside vendors</li> </ul>	
2016.11.02-08	<p><b>Report Back - Group #3:</b></p> <ul style="list-style-type: none"> <li>- Currently untapped talent &amp; resources at both campuses</li> <li>- Maintain rural/outdoors feel of both campuses, with state of the art education inside <ul style="list-style-type: none"> <li>- Unified exterior aesthetic</li> </ul> </li> <li>- Enlivening campuses w/ art displays (campus beautification)</li> <li>- Optimize outdoor spaces, make more flexible, bring nature in <ul style="list-style-type: none"> <li>- Covered outdoor space for parent volunteers</li> </ul> </li> <li>- Improve lunch distribution / delivery area (make more permanent) <ul style="list-style-type: none"> <li>- Create rainy day lunch area that is not the gym</li> </ul> </li> <li>- New kitchen that can be operated by kids</li> <li>- Shared use gym/performance space at Corte Madera that both campuses can utilize <ul style="list-style-type: none"> <li>- Ormondale students get an introduction to Corte Madera campus when using shared space</li> <li>- Bigger than a blackbox theater</li> </ul> </li> <li>- Green campus - part of culture, water bottle, enhance PV panels, compost <ul style="list-style-type: none"> <li>- Teaching kids good sustainable habits through examples at school</li> </ul> </li> </ul>	
2016.11.02-09	<p><b>Grade Level Configuration Discussion:</b></p> <ul style="list-style-type: none"> <li>- Moving 4th/5th to Ormondale doesn't work w/ amount of space available at Ormondale (not enough critical mass at Corte Madera with only 6/7/8th grades)</li> <li>- Demographics: potential for growth in Portola Valley with new younger tech families replacing "first settlers" (more young kids replacing existing older population)</li> <li>- 60 student classes: grades 1-3</li> <li>- 75 kid classes: grades 4-8</li> <li>- Families tend to move kids to private schools in transition between Ormondale and Corte Madera <ul style="list-style-type: none"> <li>- Need to relieve transition anxiety between schools</li> <li>- If Corte Madera is improved, then kids are more likely to attend Corte Madera instead of switching schools</li> </ul> </li> <li>- Potential solution: create 4th/5th grade zone identity at CMS <ul style="list-style-type: none"> <li>- A place for them to identify with (more comfortable, ease transition to new school)</li> <li>- Younger kid play structure</li> </ul> </li> </ul>	

2016.11.02-10	<b><u>Next Steps:</u></b> <ul style="list-style-type: none"><li>- Form District-Wide Planning Core Team and begin workshops - contact Jonathan if interested in participating.</li></ul>	
2016.11.02-11	<b><u>Attachments:</u></b> <ul style="list-style-type: none"><li>- Agenda</li><li>- Presentation</li><li>- Photo Scans of post-it note exercise</li></ul>	