

MEETING MINUTES

MEETING DATE:	October 26, 2016
PROJECT NAME:	Portola Valley School District - Facilities Master Plan
PROJECT No.:	16013
SUBJECT:	Corte Madera School Site 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.

ATTENDEES:		DISTRIBUTION:
Teresa Richard, Science Teacher Cyndi Maijala, Principal (CMS) Kristen Shima, Asst. Principal (CMS) Juliet Green, Music / Drama Teacher Tim Sato, Teacher CAW Architects Brent McClure, Principal Sarah Vaccaro, Project Manager	trichard@pvsd.net cmaijala@pvsd.net kshima@pvsd.net jgreen@pvsd.net tsato@pvsd.net bmclure@kawarchitects.com svaccaro@kawarchitects.com	Attendees Jonathan Barth Eric Hartwig

ITEM NO.:	DESCRIPTION:	ACTION BY:
2016.10.26-01	Purpose: - The purpose of this meeting was to introduce the master plan process and collect initial input from the Corte Madera faculty on facility needs and areas for improvement.	
2016.10.26-02	CAW Presentation (attached): - Introduction to CAW Architects - 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 - Emerging trends in school facilities: <ul style="list-style-type: none"> - Transparency (connecting classrooms) - Classroom breakout space - Informal gathering - Furniture / writable surfaces - Technology - S.T.E.M. programs - Indoor / outdoor gathering spaces 	

2016.10.26-03	<p><u>Individual Input and Group Discussion Prompts & Questions (See feedback in sections below):</u></p> <ul style="list-style-type: none"> - Where do you see the greatest need for facility improvements on your campus? Think big and small. - How can your facilities better support your educational programs? - Consider how the following spaces on your campus could be improved: <ul style="list-style-type: none"> - a. the classroom learning environment - b. athletic spaces: Multi-use Room, playground, fields - c. public spaces: courtyards, Multi-use Room, performance spaces - d. outdoor spaces: courtyards, outdoor classrooms, outdoor amphitheater, gardens - e. academic support spaces: maker spaces, elective classrooms, RSP classrooms - Do you see a need for your classrooms / outdoor spaces / support spaces to be more flexible and connected? If so, what ideas do you have to improve flexibility and connectivity? - What are your thoughts on the current school grade-level configuration (Ormondale: K-3rd, Corte Madera: 4th-6th)? 	
2016.10.26-04	<p><u>Campus Security / Face to Community:</u></p> <ul style="list-style-type: none"> - Traffic flow/ student drop-off / pick-up: needs improvement, parents avoid coming on campus - Gateway: want to be visible but secure - Security: too porous at perimeter, want to be able to lock down campus - Gates: good at inner campus, but not complete around all classrooms 	
2016.10.26-05	<p><u>How could the Classroom Learning Environment be improved?:</u></p> <ul style="list-style-type: none"> - More daylight / transparency: <ul style="list-style-type: none"> - Potential safety / instructional issue: <ul style="list-style-type: none"> - projectors require a dark classroom, shades needed on all windows - less wall space & storage opportunities with more transparency - potential for distractions increases - Example: Charter school in Redwood City - behavioral rules decrease distraction, allows for more transparency - Desire for higher ceilings in classrooms - Connections between classrooms: <ul style="list-style-type: none"> - Sliding doors between rooms: open rooms to each other for joint teaching opportunities, close walls for more wall space & separation between classrooms <ul style="list-style-type: none"> - Co-teaching culture has to support facility improvements - Concern: acoustics between rooms, sound will travel between rooms more readily with a foldable wall than with a solid wall (acoustic technology has come a long way though) - Need breakout rooms/ shared spaces between rooms to teach different curriculum to meet needs of kids <ul style="list-style-type: none"> - Smaller groups could slide between spaces without traveling to a separate room for additional help - Currently only have 2 small conference rooms for breakout space - Open concept school (Classrooms can fully open to circulation / collaboration space) 	

2016.10.26-05	<p><u>How could the Classroom Learning Environment be improved?: (cont.)</u></p> <ul style="list-style-type: none"> - Connections to outdoors <ul style="list-style-type: none"> - Classes could benefit from one wall or large door opening to outdoor useable spill out space - Think BIG - go BIG (not just new furniture) <ul style="list-style-type: none"> - Need new construction to make new furniture work - Think holistically 	
2016.10.26-06	<p><u>How could the Academic Support Spaces be improved? (Maker Space, Science, Computer Lab):</u></p> <ul style="list-style-type: none"> - Maker Space <ul style="list-style-type: none"> - Need wood shop (more industrial) - Potential opportunity: swap maker space with library for larger room & more central location - Keep space flexible: as programatic trends change - Furniture: flexible, diversity, modular storage - Science <ul style="list-style-type: none"> - Would benefit from designated outdoor space out to back - Computer Lab <ul style="list-style-type: none"> - Underutilized: used for 4 out of 6 sections per day - Potential opportunity: convert to elective space - Chrome books 1:1, will change use of computer lab 	
2016.10.26-07	<p><u>How could Public Spaces be improved? (Gym, Performing Arts):</u></p> <ul style="list-style-type: none"> - Gym <ul style="list-style-type: none"> - Want full size gym: full size basketball plus flexible space, foldable bleachers - 2 MUR's: gym + smaller MUR (more than one indoor space to allow for multiple indoor P.E. stations) - Potential opportunity: Convert existing MUR into full gym (remove platform) - Performing Arts / Presentation/ Lecture Space <ul style="list-style-type: none"> - Want higher quality performance space: better audio / visual / lighting systems - Capacity options: <ul style="list-style-type: none"> - 150 people min capacity - 450 parents at band concert - All school space (380 students + staff) - Blackbox theater: flexible seating arrangement - Community resource - Need both Performing Arts & Gymnasium as separate spaces 	
2016.10.26-08	<p><u>How could the Outdoor Spaces be improved? (courtyards, outdoor classrooms, amphitheater, gardens):</u></p> <ul style="list-style-type: none"> - Keep oak trees - Playground beyond field: utilize empty / open space - Indoor / Outdoor Spaces: smaller individual spaces, shaded gathering areas - Outdoor eating (covered, but open) vs. rainy day eating in gym - Courtyards are under utilized: especially cafe seating in central courtyard 	

2016.10.26-09	<p><u>Other Spaces:</u></p> <ul style="list-style-type: none"> - Annex Building: <ul style="list-style-type: none"> - Currently cannot be used by students: no accessible path - Functional for District & community at current location and size - Potential opportunity: good spot for the black box theater + revitalized outdoor amphitheater - Hot Lunch Dispensary Area: <ul style="list-style-type: none"> - Current set-up doesn't work well - Need covered area for line to form - Potential opportunity: campus playing role in food service, want a kitchen 	
2016.10.26-10	<p><u>Additional Comments:</u></p> <ul style="list-style-type: none"> - Hard to get to back parking lot (staff only) - P.E. custodian storage needed - Emergency prep supplies in mobile storage unit - Outreach: Community outreach to townships beyond: generate income (fields) AYSO - Communication: new marque (for school & district) <ul style="list-style-type: none"> - digital (concern w/ Ranch) - turn-off at night - Should be a community hub 	
2016.10.26-11	<p><u>Next Steps:</u></p> <ul style="list-style-type: none"> - Community Outreach Forum: Nov. 2nd (completed) - Community Survey for additional comments to be distributed in Jan. 2017 	
2016.10.26-12	<p><u>Attachments:</u></p> <ul style="list-style-type: none"> - Agenda - Presentation - Photo Scans of post-it note exercise 	