

**MEETING MINUTES**

**MEETING DATE:** October 18, 2016  
**PROJECT NAME:** Portola Valley School District - Facilities Master Plan  
**PROJECT No.:** 16013  
**SUBJECT:** Ormondale 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.*

<b>ATTENDEES:</b>		<b>DISTRIBUTION:</b>
Jennifer Bloom-Smith Daphne Woolfe Silvia Martinez Lynette Hovland Wayne Rickert Kristin Bouman Suzanne Fast Adam Aehlbach Debbie Grech Jeanne Rusch Jenny Lebsack  <u>CAW Architects</u> Brent McClure, Principal Sarah Vaccaro, Project Manager Jen Winnett, Designer	<a href="mailto:jbloom-smith@pvsd.net">jbloom-smith@pvsd.net</a> <a href="mailto:dwoolfe@pvsd.net">dwoolfe@pvsd.net</a> <a href="mailto:smartinez@pvsd.net">smartinez@pvsd.net</a> <a href="mailto:lhovland@pvsd.net">lhovland@pvsd.net</a> <a href="mailto:wrickert@pvsd.net">wrickert@pvsd.net</a> <a href="mailto:kbouman@pvsd.net">kbouman@pvsd.net</a> <a href="mailto:sfast@pvsd.net">sfast@pvsd.net</a> <a href="mailto:adhbach@pvsd.net">adhbach@pvsd.net</a> <a href="mailto:jrusch@pvsd.net">jrusch@pvsd.net</a> <a href="mailto:jlebsack@pvsd.net">jlebsack@pvsd.net</a>  <a href="mailto:bmclure@cawarchitects.com">bmclure@cawarchitects.com</a> <a href="mailto:svaccaro@cawarchitects.com">svaccaro@cawarchitects.com</a> <a href="mailto:jwinnett@cawarchitects.com">jwinnett@cawarchitects.com</a>	Attendees Jonathan Barth Eric Hartwig

<b>ITEM NO.:</b>	<b>DESCRIPTION:</b>	<b>ACTION BY:</b>
2016.10.18-01	<b>Purpose:</b> - The purpose of this meeting was to introduce the master plan process and collect initial input from the Ormondale faculty on facility needs and areas for improvement.	

2016.10.18-02	<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>	
2016.10.18-03	<p><b><u>Individual Input and Group Discussion Prompts and Questions (See feedback below):</u></b></p> <ul style="list-style-type: none"> <li>- Where do you see the greatest need for facility improvements on your campus? Think big and small.</li> <li>- How can your facilities better support your educational programs?</li> <li>- Consider how the following spaces on your campus could be improved: <ul style="list-style-type: none"> <li>- a. the classroom learning environment</li> <li>- b. athletic spaces: Multi-use Room, playground, fields</li> <li>- c. public spaces: courtyards, Multi-use Room, performance spaces</li> <li>- d. outdoor spaces: courtyards, outdoor classrooms, outdoor amphitheater, gardens</li> <li>- e. academic support spaces: maker spaces, elective classrooms, RSP classrooms</li> </ul> </li> <li>- 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?</li> <li>- What are your thoughts on the current school grade-level configuration (Ormondale: K-3rd, Corte Madera: 4th-6th)?</li> </ul>	
2016.10.18-04	<p><b><u>How could the Classroom Learning Environment be improved?:</u></b></p> <p><u>Existing Conditions:</u></p> <ul style="list-style-type: none"> <li>- Existing windows are hard to open, high on walls / hard to reach</li> </ul> <p><u>Potential Opportunities:</u></p> <ul style="list-style-type: none"> <li>- Cluster classrooms w/ central shared outdoor space (semi covered for weather) <ul style="list-style-type: none"> <li>- Group classrooms based on grade level w/ smaller scale local resources for each grade zone</li> <li>- Easier for kids to flow from one class to another &amp; teachers to help each other w/ curriculum</li> </ul> </li> <li>- Shared spaces between rooms to teach different curriculum to meet needs of kids (smaller groups could slide between spaces without traveling to a separate room for additional help)</li> </ul> <p><u>Potential Concerns:</u></p> <ul style="list-style-type: none"> <li>- Folding walls / sliding doors between classrooms could cause noise between rooms &amp; less wall space</li> </ul>	

<p>2016.10.18-05</p>	<p><b><u>How could the Outdoor Spaces be improved? (courtyards, outdoor classrooms, amphitheater, gardens):</u></b></p> <p><u>Grass area in inner courtyard:</u></p> <ul style="list-style-type: none"> <li>- Big open wasted space, parents meet outside w/ kids (1:1) on cold concrete benches</li> <li>- Desire for covered comfortable seating</li> <li>- Want the ability for kids to break into smaller groups while maintaining a visual connection to/from classroom</li> </ul> <p><u>Garden behind Rm. 20 &amp; 21:</u></p> <ul style="list-style-type: none"> <li>- 2nd grade takes ownership over garden, used as part of their curriculum</li> <li>- 2nd grade classes take turns tending to the garden, can be disruptive to students inside</li> <li>- Desire for door leading directly from classrooms to the garden <ul style="list-style-type: none"> <li>- Currently walk around the building &amp; through gate, want easier access</li> </ul> </li> </ul> <p><u>Open space between Rm 22 &amp; 28:</u></p> <ul style="list-style-type: none"> <li>- Repurpose this outdoor space, could be used for a pond, ecosystem, orchard, etc.</li> <li>- Potential desire for school-wide shared garden (focal point of school) <ul style="list-style-type: none"> <li>- Would need to be larger &amp; more centralized if used by whole school</li> <li>- 3rd won't use garden because doesn't fit with their current curriculum</li> </ul> </li> <li>- Specialized classes need one spot of dedicated outdoor space</li> </ul>	
<p>2016.10.18-06</p>	<p><b><u>How could the Academic Support Spaces be improved?</u></b></p> <p><u>Science Classroom:</u></p> <ul style="list-style-type: none"> <li>- Uses a repurposed regular classroom, not built with science in mind</li> <li>- Needs hot water &amp; adult sink for dishes</li> </ul> <p><u>Maker Space:</u></p> <ul style="list-style-type: none"> <li>- Works well during lunchtime, but is "underutilized" during class time</li> <li>- Needs more storage for lunchtime projects so that it can be utilized for other classes during the school day</li> <li>- Important to maintain connection to the outside <ul style="list-style-type: none"> <li>- Kids need a place to destroy / get messy with paint, etc.</li> </ul> </li> <li>- Busy &amp; crowded when it is being used, if Maker Space is given a bigger space, then it will be better utilized</li> </ul> <p><u>STEM Lab (desired space):</u></p> <ul style="list-style-type: none"> <li>- Science &amp; tech are valued in this community, should be expanded &amp; celebrated</li> <li>- STEM Lab = Science + wood shop + maker space <ul style="list-style-type: none"> <li>- Locking tables &amp; stools, cord reels, garage doors</li> <li>- Would benefit if connected to the existing science classroom / maker space</li> <li>- Needs a designated area with weather protection outside (garage door overhang)</li> </ul> </li> </ul> <p><u>Art Room:</u></p> <ul style="list-style-type: none"> <li>- Needs to be larger, potentially one large space: Art / STEM / Science <ul style="list-style-type: none"> <li>- Would need connection to outdoors/ messy space</li> <li>- Could use foldable walls / partitions in the middle to split up for individual classes vs. open up for one big classroom</li> </ul> </li> </ul> <p><u>Library:</u></p> <ul style="list-style-type: none"> <li>- "Old school": set up for learning w/ physical books vs. learning w/ multi-media tools <ul style="list-style-type: none"> <li>- Small groups gather here, but noise becomes an issue</li> <li>- Could benefit from smaller breakout rooms</li> </ul> </li> <li>- Computer lab: connected to library; very small &amp; dark room (not used often)</li> </ul>	

2016.10.18-07	<p><b><u>How could the Public &amp; Staff Spaces be improved?</u></b></p> <p><u>Staff Lounge:</u></p> <ul style="list-style-type: none"> <li>- Would like to have a shower &amp; real kitchen (stove, dishwasher, microwave, etc.)</li> </ul> <p><u>Educational / Peer Review Room:</u></p> <ul style="list-style-type: none"> <li>- Contains a double mirror between rooms for viewing</li> <li>- Not much enthusiasm about using as a teaching or peer review tool</li> <li>- The size of space is desirable for breakout between classrooms</li> </ul> <p><u>Permanent Portables: (Second &amp; Third Grade Classrooms - Rm. 18-23)</u></p> <ul style="list-style-type: none"> <li>- Many issues: drainage (flooding issues in Rm. 22 &amp; 23), plumbing comes up through slab, mold issues</li> <li>- Music room is very far removed from campus, would like to have more central; acoustics are a concern</li> </ul> <p><u>Multi-Use Room:</u></p> <ul style="list-style-type: none"> <li>- Desire for air conditioning</li> <li>- Need better window shades for projecting slides / movies</li> </ul>	
2016.10.18-08	<p><b><u>Grade Level Configuration Discussion:</u></b></p> <ul style="list-style-type: none"> <li>- Ormondale: K-5 would be too many kids</li> <li>- Ormondale: K-4 might work well (want kids to have "Ormondale experience" for one more year)</li> <li>- Concern: Significant expense &amp; other logistical issues in reconfiguring grades</li> </ul>	
2016.10.18-09	<p><b><u>Campus Safety / Security:</u></b></p> <ul style="list-style-type: none"> <li>- 2nd/3rd grade completely open, outside of lockdown zone</li> <li>- Desire for whole campus to be integrated into lockdown zone</li> </ul>	
2016.10.18-10	<p><b><u>Next Steps:</u></b></p> <ul style="list-style-type: none"> <li>- Community Outreach Forum: Nov. 2nd (complete)</li> <li>- Community Survey for additional comments to be distributed in Jan. 2017</li> </ul>	
2016.10.18-11	<p><b><u>Attachments:</u></b></p> <ul style="list-style-type: none"> <li>- Agenda</li> <li>- Presentation</li> <li>- Photo Scans of post-it note exercise</li> </ul>	