

PALO ALTO HIGH SCHOOL MASTER PLAN
Palo Alto Unified School District

PROGRAMMING AND PREDESIGN: MEETING NO. 1

DATE: 05 May 2009, 3:15-5:00 pm

SUBJECT: Facilities Steering Committee Progress Meeting

ATTENDEES: See attached sign-in sheet

The following are the highlights of the meeting:

1. Principal Jacqueline McEvoy indicated that there are several career pathway opportunities available for CTE grants and that she will be exploring them. Possible program grants include performing arts and journalism. Grants are important because they fund equipment as well as capital improvements.
2. Tom presented a status update on the El Camino Field and the Multi-use Field:
 - The El Camino Field was bid during the end of April with bids coming in very favorably, allowing all bid alternates to be taken.
 - The project is currently waiting for DSA approval and permitting and cannot be awarded to the contractor until approval is granted. DSA approval is anticipated in mid-June.
 - Due to the El Camino Field schedule, the Multi-use Field will be pushed back until summer 2010.
3. Tom explained that the master plan and the projects associated with them will be going through the CEQA (California Environmental Quality Act) process. The process is required of all projects to determine the potential impact on the environment. The District's CEQA consultant has recommended a 'mitigated negative declaration' process for the master plan. This process will require a public review and comment period.
4. Although the Palo Alto Master Plan was approved by the Board of Trustees, Tom noted that it was approved with the following conditions:
 - Better community outreach including press releases, public notices, etc.
 - Inclusion of community members with expertise in areas such as sustainability, landscape and historic preservation
 - Preparation of a landscape master plan to accompany the Master Plan Document
5. Erwin gave a brief status update on the programming and predesign phase of the project development. Currently, he has met with Media Arts, Math, and Science. The Social Studies Department meeting is scheduled for Thursday, 7 May. The following are the major considerations discussed:
 - Student entry or access into classrooms of the 2-story building: from exterior (as elsewhere on campus), interior (which would be new), or a hybrid of both. Exterior on the second floor would require a perimeter balcony or walkway which

- can be restricting for pedestrian circulation. Concerns about supervision and adjacency to the corporation yard.
- Several departments have requested shower facilities for staff: should these be centralized or distributed? Should a central facility be provided for the campus or should individual facilities be provided at department, staff restrooms? One suggested, possible location would be in the future connection between the gyms (although this project comes later in the master plan)
 - Staff lounge as a campus-wide facility or by department—Jacquie indicated that this had been discussed before and that a central, staff lounge is not feasible or desirable.
 - Media Arts classrooms should be multi-use and flexible in nature, highly interactive, supervised entry into building due to late night operation, journalism computer configuration tends to be fixed (desktop) as opposed to laptop
 - Science has more concerns with their facility than a lab conversion, discussion of lab type based on room size and configuration
6. Jacquie indicated that book storage will eventually become centralized with an electronic tagging system. Possible use of high density storage systems should be investigated.
 7. Student Government is currently located in the Library. It was originally in the Tower Building. With the Tower Building renovation, the Student Government could eventually, return comfortably back into the Tower Building.
 8. Stu Berman gave a brief status update on the Theater Committee activities.
 - The group has visited several facilities including Los Altos HS, Woodside HS and Foothill College. They currently have identified several other facilities to visit.
 - The committee has three parent representatives (Holly, Carolyn, Stu) as well as the representative from each of the performing arts department
 - After the group completes its visitations, Erwin will schedule a meeting to discuss their findings, likes and dislikes and key features for the new facility
 - Tom offered to share cost information on theaters that his firm has from previous estimates
 - Erwin will invite his theater consultant to a meeting with the theater subcommittee when the process dictates
 9. An update on the programming and predesign phase will be given to the Board at the 23 June Board Meeting. This meeting will focus on current progress and findings. It will not be a presentation of conceptual designs.
 10. Public comments:
Kristen Essenmacher
 - Suggested considering converting the back of the Haymarket Theater to an academic resource center with a lecture center in the existing house area
 - Invite another architect to the committee as a sounding board to DLM
 - Invite an independent, sustainable focused, landscape consultant on the committee
 - Show what the master plan would be like in 15, 50 and 100 years from now.

Caroline Willis

- Regarding the two-story classroom building: Make sure that the tradeoffs between a centralized plan with exterior circulation and a single-loaded configuration is considered relative to indoor environmental quality such as natural lighting and cross ventilation. Understand what is being given up with each scheme.

The next meeting is scheduled for Wednesday, 3 June at 3:15pm

END

Prepared by Erwin Lee of Deems Lewis McKinley. Please advise if you feel that any of the above items are inaccurate or need further clarification or detail.

cc: Attendees
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