

ELEMENTARY SCHOOLS (K-5)

Bubb

Castro

Huff

Landels

Mistral

Monta Loma

Stevenson

Theuerkauf

MIDDLE SCHOOLS (6-8)

Crittenden

Graham

DISTRICT SERVICES/PROGRAMS

Maintenance, Operations, Transportation (MOT)

Preschools

Special Education

Technology



**Mountain View
Whisman
School District**

INTERVIEW NOTES

APPENDIX C



MEMORANDUM



TO: File FROM: Maria Madrigal/Gene Yong

COMPANY: Student Facilities Improvement Plan (SFIP)/ Ten-Year Master Plan Update DATE: 31 Jul 19
Mountain View Whisman School District

SUBJECT: Interview Notes JOB NUMBER/REFERENCE NUMBER: 02449
Principal-Bubb Elementary School
10:00am, Tuesday, 30 Jul 19

ATTENDEES

BUBB ELEMENTARY SCHOOL		
Bubb ES	Cyndee Nguyen	Principal
ARTIK (A3)		
A3	Gene Yong	Senior Project Manager
A3	Maria Madrigal	Project Architect

DISCUSSION NOTES

1. The school's educational programs are based on differentiated and diverse learning.
 - a. Each grade level has 75-100 students, equivalent to 3-4 classrooms per grade.
 - b. Students only sit in a fixed classroom during the first "home room" period.
 - c. Each subsequent period of instruction involves a fluid grouping of students by competency levels in a given subject. These grouping fluctuate from period to period and are changed approximately every two weeks.
 - i. The 3-4 teachers in each grade level will meet regularly/bi-weekly to identify students groupings.
 - ii. The size of groups can vary widely from a small group (<10 students) to a very large group (>40 students).
 - iii. Teachers collaborate with each other, both within each grade and within each subject matter. Teachers in each grade meet at the end of each week to plan for the following week (e.g., Thursday).
 - d. The school often hires an extra teacher for breakout groups in a given subject or grade level.

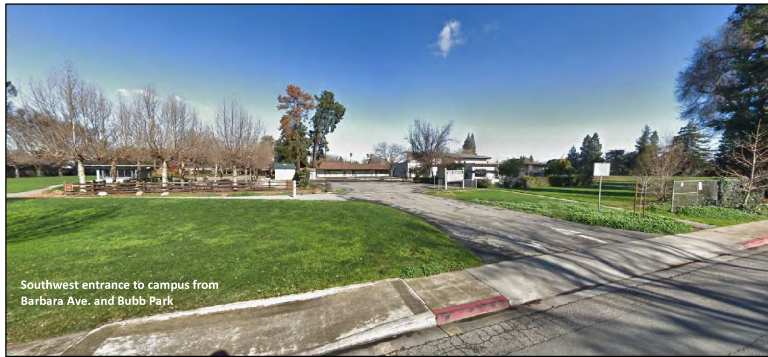
MEMORANDUM



2. Classrooms
 - a. Existing classrooms are standardized across the entire school and lack flexibility to handle small groups or very large groups.
 - b. Classrooms are often either too big for small groups or too small for very large groups.
 - c. Flexible, adaptable classrooms are needed to accommodate breakout groups and large groups.
 - i. Break out spaces attached to classrooms.
 - ii. Operable interior and exterior partitions to enable spaces to be combined and for classroom spaces to be extended to adjoining exterior spaces.
3. STEM-based education is a priority and there is no dedicated purposefully configured space for it.
 - a. The only difference between the school's existing STEM classroom and a regular classroom is the flooring (i.e., VCT vs. carpet) and sink.
 - b. A STEM classroom should be configured more like a workshop or lab (i.e., flexible, adaptable, messy, fabrication, utility support, etc.).
4. Competing Demands for Space-Extended Care
 - a. After school, several different vendors provide extended care services on campus (e.g., YMCA). They use the portables, MUR and library. They do not use any classrooms.
 - b. The school loses access to facilities used by Extended Care providers after hours.
 - c. The school needs access to these spaces for meetings, workshops and its own after school programs.
5. Circulation
 - a. 50% of students arrive through the front of the school along Hans Ave. and 50% arrive through the back of the school from Barbara Ave.
 - b. Students arriving by vehicles arrive primarily on Hans Ave. The existing pickup/dropoff area on Hans Ave. is too small and awkwardly configured.
 - c. There is no designated pickup/dropoff facilities on Barbara Ave. Students are dropped off curbside and walk through the back gates.
6. Safety and Security
 - a. There is minimal perimeter security along the back of the school campus along Barbara Ave. and Bubb Park. There is no gate to control entry at the SE corner of the campus and no fence or gate at the SW corner to control entry to/from the rear parking lot and along the shared boundary with Bubb Park.
 - b. Existing gates in the fence along the park edge are locked. Custodial staff open and lock the gates every day. Students and staff need to be able to exit the site even when the gates are locked (e.g. during an emergency event).



- c. There is minimal site lighting around the playground, parking lot and portables. It is very dark on campus after hours. Only the immediate areas around classrooms are lit. The lack of site lighting can make it very uncomfortable for staff walking from their classrooms to their cars in the dark (i.e., late afternoons in winter).



7. Play Equipment

- a. Has not been updated in 10 years and will need to be replaced.

8. Special Ed

- a. The SPED program is based in recently modernized spaces in Bldg. 6. Its existing facilities are less than ideal due to the following:
 - i. Location, gates and lack of windows isolates SPED students from the rest of campus.
 - ii. Classrooms are awkwardly configured (i.e., triangle-shaped space).
 - iii. Lack of windows gives space.
- b. Bubba ES has larger than average SPED population, many of whom are severely disabled.
- c. Need smaller spaces for service providers/specialists/counselors to support program.

9. Outdoor Spaces

- a. Campus lacks outdoor spaces for non-athletic, more passive activities (e.g., board games, drawing, reading). These spaces should be visibly connected to existing play areas.
- b. Outdoor Classrooms: Create outdoor, sheltered spaces for up to 30 student, including storage, utilities, and furnishings to support gatherings/instruction.



- c. Shade Structure: existing shade structure is very popular, but cannot be used during inclement weather since it is a fabric roof. Would be ideal to have an all-weather shade structure.

PROJECTS WORKSHEET
Update to the 2010 Student Facilities Improvement Plan
Mountain View Whisman School District

2010 Student Facilities Improvement Plan (SIP) Projects							
PRIORITY CATEGORY	PROJECT DESCRIPTIONS		SITE REFERENCE	PROJECT STATUS	PRIORITY	NOTES	NOTES (STATUS)
<small>Safety & Enrollm Growth School Infrastructure Educational Enhancements</small>	PROJECT TYPE/CATEGORIES	PROJECT NOTES					
BUBB ELEMENTARY SCHOOL:							
<small>2 if not note; 1=High to 4=Low; NA=Not Needed</small>							
PROJECTS FROM 2010 SIP - NOT COMPLETED / PARTIALLY COMPLETED							
1	Safety&Growth	Campus Lighting	Add/replace parking and site lighting	Partial	2	Improve site lighting around campus, including parking areas.	Site & parking lighting not done.
1	Safety&Growth	Separate Parking, Pickup and Bus Loading Areas	Replace paving, curbs, fixtures; new driveways, ramps, landscaping	Partial	1	Expand capacity for pickups/dropoff. Discard parking from pickup/dropoff areas.	Still needed, not done, limited scope based on available land.
1	Safety&Growth	Restroom Modernization	Replace flooring, wall tiles, fixtures, lighting, cubicles	Partial	-	CN to defer to others	Restrooms are functional and up to current code. Wall tile is dated. Limited scope.
1	Safety&Growth	Gas Upgrade (code compliance, underground lines)	Gas shutoff valves/vacuum breakers, at bldgs to be modernized.	Not Completed	-	CN to defer to others	Not sure of current condition
1	Safety&Growth	Play Cluster (asphalt, turf, play structures)- Foster garden	New play box w/ rubber flooring, play structure, fencing, turf	Not Completed	3	See discussion in interview notes.	Replace aging play structures
1	Safety&Growth	Play Structures-Grades 1-3/4-5	New play structure, play box and surfaces (2)	Not Completed	3	See discussion in interview notes.	Replace aging facilities
1	Safety&Growth	Classroom Replacement-1 Story	New extended care bldg.	Not Completed	-	See discussion in interview notes.	Extended Care is in portable which was just modernized. Confirm if still needed.
1	Safety&Growth	Fencing	New 8' chainlink/gates at school perimeter, garden fencing.	Not Completed	1	Provide fencing and control gates along Barbara Ave. and Double Pass (SW corner of campus).	Side of school (west), abutting park
2	Infrastructure	Plumbing Upgrade (fixtures, eqpt., domestic lines, end-use fl)	Replace all plumbing fixtures, eqpt., and bldg. domestic water lines.	Partial	-	CN to defer to others	Fixtures replaced under phases 1 & 2. Replacement of concealed plumbing lines not completed, would be quite costly and require ripping open new finishes.
2	Infrastructure	Mechanical Upgrade (end of service life)	Replace all existing HVAC systems	Not Completed	-	CN to defer to others	HVAC systems replaced in 2003 (beyond exp. 15 year service life). Systems do not meet Title 24 standards.
2	Infrastructure	Underground utility survey/upgrade	Survey existing underground utilities, upgrade utilities if needed	Not Completed	-	CN to defer to others	Limited value. Site deficiencies recognized and addressed during completed projects. Consider on case-by-case basis with specific modernization projects.
2	Infrastructure	Hard-Court Play Area (new AC, AC overlay)	New asphalt-concrete	Not Completed	-	CN to defer to others	Include in scope of modular removal and site projects.
2	Infrastructure	Covered Walkway Repair (remove utilities, re-roof)	Replace concrete paving, repair/replace covered walkway, underground existing roof-mounted conduits	Not Completed	-	CN to defer to others	Covered walkways repaired and refurbished (5-10 yrs service life left). Roof mounted conduits not relocated. Limited benefit to undergrounding conduits. Consider when time to replace roof.
3	Enhancement	Alternative Energy-Solar Panels	New solar panel installation	Partial	-	CN to defer to others	Subject to District (electrical, cost) & School (shade structural) priorities
3	Enhancement	Energy Efficiency (mechanical, electrical, plumbing)	Upgrade MEP systems to energy efficient systems-existing bldg.	Partial	-	CN to defer to others	Controls/BMS done under phase 1 & 2. See HVAC replacement project.
3	Enhancement	Landscape (Frontage, programmatic spaces)	New hardscape/softscape at new frontage, outdoor spaces, garden area	Not Completed	2	Create outdoor learning spaces	Landscape is functional. Confirm with school & district if upgrade is a priority.
3	Enhancement	Existing Administration Expansion	3rd expansion of existing Admin Bldg (B2). Bldg #2 modernized by SEP #27	Not Completed	-		Existing admin building modernized summer 2018. Defer to school & district if still needed.
3	Enhancement	Athletic Fields (track, walking trail)	New decomposed granite trail around playground	Not Completed	-	See Landels interview notes	Condition of field is good. Confirm if trail is still needed or field surface to be changed.

PROJECTS WORKSHEET
Update to the 2010 Student Facilities Improvement Plan
Mountain View Whisman School District

2010 Student Facilities Improvement Plan (SIP) Projects							
PRIORITY CATEGORY	PROJECT DESCRIPTIONS		SITE REFERENCE	PROJECT STATUS	PRIORITY	NOTES	NOTES (STATUS)
<small>Safety & Enrollm Growth School Infrastructure Educational Enhancements</small>	PROJECT TYPE/CATEGORIES	PROJECT NOTES					
BUBB ELEMENTARY SCHOOL:							
<small>2 if not note; 1=High to 4=Low; NA=Not Needed</small>							
OTHER PROJECTS STILL NEEDED TO ADDRESS ANY PRIORITY AREA-1) STUDENT SAFETY & ENROLLMENT GROWTH, 2) SCHOOL INFRASTRUCTURE, 3) EDUCATIONAL PROGRAM ENHANCEMENTS							
2	Infrastructure	Existing Classrooms-Modernization			#1, #3-5		Create flexible, collaborative spaces with breakout rooms and operable partitions.
2	Infrastructure	Existing Classrooms-Modernization (EPED)			TBD		2
2	Infrastructure	Technology Upgrade	Replace all fiber optic cables with OM3 cables Replace all copper cables with Cat6a cables Repair network cabling		A1		2
							OM3 upgrades available bandwidth to approx. 4,700 megabits (approx. double existing) Upgrade from Cat5e copper, support higher bandwidth/data rates over longer distances. Portions of network cabling hasn't worked since being installed in 2018.



MEMORANDUM

TO# File	FROM# Maria Madrigal/Gene Yong
COMPANY# Student Facilities Improvement Plan (SFIP)/ Ten-Year Master Plan Update Mountain View Whisman School District	DATE# 29 Jul 19
SUBJECT# Interview Notes Principal-Castro Elementary School 9:00am, Monday, 29 Jul 19	JOB NUMBER/REFERENCE NUMBER# 02449

ATTENDEES

CASTRO ELEMENTARY SCHOOL		
Castro ES	Theresa Lambert	Principal
ARTIK (A3)		
A3	Gene Yong	Senior Project Manager
A3	Maria Madrigal	Project Architect

DISCUSSION NOTES

1. Castro ES is a Title 1 School
 - a. Castro ES and Theuerkauf ES are MVWSD's two Title 1 elementary schools.
 - b. Title 1 Schools are part of a federal program which provides additional resources and services for public schools which serve students from predominantly lower-income communities (min. of 40% to students).
 - c. Approximately 82% of Castro ES students come from low-income families, while 68% of Theuerkauf ES' students do (source: Great Schools.org).
 - d. Castro ES is required to provide additional support services that other MVWSD schools are not required to.



MEMORANDUM

2. Location
 - a. Castro ES is situated on the eastern half of the combined Mistral/Castro ES campus. The majority of its students come from areas to the west of the campus.
 - b. This create some circulation issues since many students/parents travel through the Mistral portion of the campus to get to Castro ES.
3. Three most significant facilities-related needs include:
 - a. Storage
 - b. Administrative support space
 - c. Parking
4. Storage
 - a. Need/Workarounds
 - i. There are only three storage closets/rooms on campus.
 1. A storage closet in the Admin Office for general school materials (Bldg. A)
 2. An upstairs custodial closet in Classroom wing (Bldg. C)
 3. An L-shaped closet in the MUR (Bldg. F)
 - ii. Classrooms have no storage closets. Built-in storage facilities in classrooms are limited to a half-bank of shelves/cabinets and a sink.
 1. School bought storage cabinets and shelves for classrooms. This results in net loss of usable classroom space.
 - iii. Classrooms do not have storage hooks for students backpacks outside of classrooms. Storage hooks are on a wall inside classrooms, resulting in loss of wall space and increasing clutter in classroom spaces.
 - iv. P.E. does not have any storage.
 1. Castro ES shares use of Mistral's P.E. storage for outdoor P.E. equipment.
 2. K Playground equipment/material storage uses the nurse's office in the Admin. Bldg.
 - v. MUR storage closet is used to store school materials, and not MUR-related equipment/furnishings as intended.
 1. Tables and chairs are stored in the open MUR space. These have to be moved outside during large events in the MUR.
 - vi. The custodial closet is on the second floor.
 1. This can create challenges when servicing ground level facilities, especially if the elevator is unavailable.
 2. School also stores school supplies in the custodial closet.
 - vii. School relies on MVWSD's MOT to store large items.



5. Parking

- a. Insufficient parking for staff.
 - i. Existing Toft St. parking lot has 18 stalls.
 - ii. School needs parking for its staff (35 pns).
 - iii. Parking also needed for part-time or rotating staff (e.g., occupational therapist, psychologist, vision, adaptive movement, nurse, etc.), visitors, and volunteers.
- b. Staff park in open paved area behind the Classroom Bldg. (Bldg. C).
 - i. This area is designated as the site for future or interim classrooms.
 - ii. If the school loses area for staff parking, it currently does not have an alternative location for staff to park.
- c. The Mistral ES parking lot is not available to Castro ES staff.

6. Administrative Support and Meeting Spaces

- a. School has only three offices and one small meeting room (6-8 pns).
 - i. One office is for the principal and two are for other senior administrative staff.
 - 1. Principal only occupies her office three days of the week and works from the reception area the other two days.
 - 2. The principal's office is used by support services on the other two days since they require privacy.
 - ii. There are no offices for other support staff that provide services at the school. These services are critical to fulfill its Title 1 requirements. They often require spaces which are private.
 - 1. These services currently use the principal's office, the meeting room or an empty classroom.
 - iii. Need at least two additional offices
 - 1. School psychologist requires a dedicated office for 2-3 days a week.
 - 2. Counselors for occupational therapy, vision and adaptive movement each work 1 to 2 days a week at the school. The three can share one office.
 - iv. Staff meetings are held either in the staff room or a vacant classroom, since the existing meeting room is too small.
 - 1. Need space for up to 40 pns. This can include space for community meetings.



7. Other facility needs/issues include:

- a. Library teaching/meeting space.
 - 1. The library does not have a space to teach a group of students or to meet.
 - 2. Need at least one space suitable for teaching/sharing and/or meetings. This space can supplement the administrative office and meeting space needs noted above.
- b. Covered Walkways
 - i. Covered walkways were in the original plan for the school but were not constructed, notably on the upper level of the classroom bldg.
 - 1. Students exposed to inclement weather when traveling to/from classrooms.
 - 2. Unable to store student backpacks outside classrooms.
 - 3. Classrooms affected as students track in mud/wet shoes on rainy days.
- c. Secure Perimeter
 - i. There are fences along the public frontages of both Mistral and Castro along Escuela Ave. and Toft St.
 - ii. Campus is open to Castro Park and Latham Street.
 - iii. Parents have expressed concerns about having a secure perimeter around campus.
 - iv. Need to secure campus during school hours and secure buildings after hours.
 - 1. Scenario during school hours
 - a. Secure Mistral/Castro campus at perimeter along Escuela Ave., Latham St. and Toft St.
 - 2. Scenario after hours
 - a. Enable public access to playfield, playcourts, play structure and one set of restrooms (in Admin Bldg.) from Latham St. and path from Toft St.
 - b. Secure perimeter between playcourts and buildings and along Escuela Ave. and Toft St.



TO# FROM#
File Maria Madrigal/Gene Yong

COMPANY# DATE#
Student Facilities Improvement Plan (SFIP)/ Ten-Year Master Plan Update 14 Aug 19

SUBJECT# JOB NUMBER/REFERENCE NUMBER #
Interview Notes 02449
Principal-Huff Elementary School
11:00am, Monday, 5 Aug 19

PROJECTS WORKSHEET
Update to the 2010 Student Facilities Improvement Plan
Mountain View Whisman School District

2010 Student Facilities Improvement Plan (SFIP) Projects				CURRENT PRIORITY/NEED			
PRIORITY CATEGORY	PROJECT TYPE/CATEGORIES	PROJECT DESCRIPTIONS	SITE REFERENCE	PROJECT STATUS	PRIORITY	NOTES	NOTES (STATUS)
MISTRAL-CASTRO ELEMENTARY SCHOOL							
PROJECTS FROM 2010 SFIP - NOT COMPLETED / PARTIALLY COMPLETED							
1	Safety&Growth	Play Cluster-Preschool		Partial		Preschool needs its own age-appropriate play areas.	at Latham, open space between modulars
1	Safety&Growth	Gas Upgrade (code compliance, underground lines)		Partial			Regulators replaced to existing classroom wings in 2017.
1	Safety&Growth	Fencing		Partial	3	Need secure perimeter during school hours, secure property after hours. Active mitigation now required.	All Latham Preschool Confirm with schools/district regarding public access from park side.
1	Safety&Growth	Restroom Modernization		Partial	2	Dated, need modernization	Features, partitions and flooring done in 2017. Tile is dated but functional.
1	Safety&Growth	Signage, Drinking Fountains		Partial	2	Need replace drinking stations.	2 new drinking fountains installed in 2017 along with signage. 3 older one needs replacing.
2	Infrastructure	Mechanical Upgrade (end of service life)		Not Completed	3		Control/BWS upgraded in 2017. Units are existing, not turn on age.
2	Infrastructure	Covered Walkway Repair (remove utilities, re-roof)		Not Completed	3	Not critical.	Re-roofing may be needed.
2	Infrastructure	Existing Administration Modernization		Partial	3	Reconfigure parent/ community rooms separate from faculty spaces.	Scheduled for summer of 2020
2	Infrastructure	Plumbing Upgrade (fixtures, eqpt., domestic lines, end-use I)		Not Completed	1	K Classroom (brown water)	Fixtures replaced in classrooms in 2017. No infrastructure replacement done.
2	Infrastructure	Underground utility survey/upgrade		Not Completed			Limited value. Site deficiencies recognized and addressed during completed projects. Consider on
3	Enhancement	Shade Structures (assembly)		Partial	1	None on campus. Can share with Castro/prefer own.	JOB needed
3	Enhancement	Alternative Energy-Solar Panels		Partial			Subject to district (electrical, cost) & School (shade structure) priorities.
OTHER PROJECTS STILL NEEDED TO ADDRESS ANY PRIORITY AREA - 1) STUDENT SAFETY & ENVIRONMENT GROWTH, 2) SCHOOL INFRASTRUCTURE, 3) EDUCATIONAL PROGRAM ENHANCEMENTS							
		CASTRO-Admin Support Services Expansion			3	No spaces currently available. Use open classrooms, workrooms and staff offices as workroom.	Having adaptable, transparent and flexible spaces can encourage greater collaboration and buy-in to educational philosophy.
		CASTRO-Library Modernization/Expansion			2	No instructional/break out spaces in library. Can locate student-oriented Title I spaces in library.	Existing MLR only allows for one activity at a time to occur in space. Need flexibility for concurrent activities, particularly for after hours use.
		CASTRO-Storage Expansion			3	Storage lacking for school.	Having adaptable, transparent and flexible spaces (classrooms, and P.E. AdG) storage will encourage greater collaboration and buy-in to educational philosophy.
		CASTRO-Staff Parking			3	Existing space may be lost if add'l classrooms added.	Existing MLR only allows for one activity at a time to occur in space. Need flexibility for concurrent activities, particularly for after hours use.
2	Infrastructure	MISTRAL-Technology Upgrade		All	2	DIM upgrades available bandwidth to approx. 4,700 megabits (approx. double existing) Upgrade from Cat5e copper, support higher bandwidth/data rates over longer distances MDF Main Distribution Frame: signal distribution frame connecting campus IT equipment to cables and external carrier equipment (transition from outside to internal systems)	

Prepared by Artik for MVWSD
1 of 1

ATTENDEES

HUFF ELEMENTARY SCHOOL		
Huff ES	Miguel Espinosa	Principal
ARTIK (A3)		
A3	Gene Yong	Senior Project Manager
A3	Maria Madrigal	Project Architect

DISCUSSION NOTES

- New principal, started two months ago and came from Modesto
- First campus impressions
 - Exteriors look dated. Interiors have been modernized and are in good condition.
 - Campus is not secure. Lack of fences and gates to control access to campus.
 - Open and accessible to community.
 - Accustomed to having a controlled perimeter and a single controlled point of entry during school hours.
 - School recently recognized by the State as a Blue Ribbon school, which is a prestigious award. School should reflect this recognition. Campus should be revitalized and made more aesthetically appealing/more inviting.
 - Campus lacks a clear center.



MEMORANDUM

- e. PA system should be centralized and separated from the fire alarm system.
 - f. Drinking stations need to be modernized.
3. Does not necessarily see need for differentiated spaces to address RTI. Good teachers adapt to space given. Not a space issue.
 4. Classrooms should be teacher friendly and have ample natural light, especially in this climate.
 5. Project Based Learning is large part of educational program
 - a. Inquiry based education
 - b. Manipulatives are used more frequently (need storage space)
 - c. Smaller “pod” spaces could be used for a student breakout groups
 - d. Would like more open classroom with natural daylight
 6. Staff Needs
 - a. Access to technology more important than the space
 7. Outdoor
 - a. Qualitative outdoor play
 - i. Differentiated play
 - b. Sensory spaces
 - c. Program of differentiated play
 - i. Encouragement of different levels of skill
 - ii. Safe place for students to sit down
 - d. Likes idea of gardens and courtyards, similar to previous school (Palisades Charter Elementary) where they had gathering spaces for the school and the community.

MEMORANDUM



TO: File FROM: Gene Yong

COMPANY: Student Facilities Improvement Plan (SFIP)/ Ten-Year Master Plan Update Mountain View Whisman School District DATE: 31 Jul 19

SUBJECT: Interview Notes Principal-Landels Elementary School 10:00am, Tuesday, 30 Jul 19 JOB NUMBER/REFERENCE NUMBER: 02449

ATTENDEES

LANDELS ELEMENTARY SCHOOL		
Landels ES	Heidi Galassi	Principal
ARTIK (A3)		
A3	Gene Yong	Senior Project Manager

DISCUSSION NOTES

1. Pickup/Dropoff & Parking
 - a. Existing pickup/dropoff and parking area is awkwardly laid out and results in a lot of confusing/conflicting vehicle movements.
2. Safety & Security (Lighting & Perimeter Fence)
 - a. There is no fence along the shared boundary between the playground and Stevens Creek Trail.
 - i. Staff have to continually monitor and has had to address people coming into the school from the trail during school hours.
 - b. There are four play structures. Three belong the school, but the fourth belongs to the City.
 - i. The fourth play structure is closest to the trail. School has no control over the fourth play structure.
 - c. Site lighting beyond the immediate area of the classrooms is poor, especially in the parking lot and the play areas around the classrooms. In the winter, it can be dark by late afternoon when teachers travel between classrooms to their cars.



Playfield at Landels Elementary School
with Stevens Creek Trail to the right

3. Extended Care Programs
 - a. Programs are provided by outside vendors (e.g., YMCA, Beyond the Bell, Right at School, etc.).
 - b. Non-classroom meeting facilities are used by these programs (portables, MUR, library).
 - i. Classrooms are controlled by the teachers and made available only with consent of teachers.
 - c. Vendors compete for space with the school's after-hour activities (staff meetings, etc) and programs (art, LEAP, tutoring, clubs). There are not enough non-classroom facilities to meet the needs of all after-school programs.
4. MUR
 - a. Space was designed as a single-use space without the flexibility to partition the space.
 - b. MUR would be more valuable if it could be partitioned to support multiple, concurrent activities. This is particularly relevant for after-school facilities to support multiple programs/activities.
5. Additional Administrative Offices
 - a. Additional offices are needed. Many of the school's support services require privacy. Need at least four (4) additional offices for the following:
 - i. 1-School Psychologist (2-3 days/week)
 - ii. 1-shared among tutoring, testers, and LPAC-Language Proficiency Assessment Committee (2-3 days/week each)
 - iii. 1-School Community Facilitator (5 days/week)
 - iv. 1-Instructional Coach (5 days/week)

6. Parent/Community Workroom
 - a. Need a workroom that parent and community organizations (PTA, ELAC-English Learner Advisory Committee) can use throughout the day and after hours.
7. Educational Vision
 - a. Differentiated learning for different children.
 - i. Emphasis is on push-in instruction for different types of learners. Minimize pull-out. Push-in results in better integration of instruction with a student's primary educational experience.
 - b. RTI (Response to Instruction) and ELD (English Language Development) are core educational platforms for Landels ES and schools in MVWSD.
 - i. RTI is a tiered framework for differentiated learning across a grade level. Instruction provided at an individual, small group and whole class level. RTI enables children to learn differently and at their own pace (i.e., students with challenges in learning, students who have demonstrated mastery of content, etc.).
 - ii. ELD means focused instruction during the regular school day on English language standards to assist English learners to develop language skills necessary for learning academic content in English.
8. Differentiated Learning/Instruction
 - a. Students are grouped by competency levels for each period (organized along grade levels).
 - b. Groupings are fluid and vary from period to period based on different levels of competency in different subjects. Teachers assign students to groups. Group sizes vary widely.
 - c. Collaboration among teachers is a critical part of the process. High buy-in from teachers. Team teaching/co-teaching is central to this approach.
9. Differentiated Learning Environments
 - a. Need flexible classrooms that can create differentiated learning environments. More open, more flexible spaces.
 - b. Need a more collaborative learning environments that can foster collaboration among teachers/staff. Continue to break down silos.
 - c. Example of the Innovation Center at Graham MS.
10. Classrooms of the future
 - a. Purposefully configured science classrooms which are more like labs and workshops. Allow/encourage more hands-on, project-based learning (e.g., maker spaces).
 - b. More open, flexible, workshop-type spaces.
 - c. Enable flexible groupings, small groups, team teaching.

PROJECTS WORKSHEET
Update to the 2010 Student Facilities Improvement Plan
Mountain View Whisman School District

PRIORITY CATEGORY		PROJECT DESCRIPTIONS			CURRENT PRIORITY/NEED			
Safety & Enhanced Growth School Infrastructure Educational Enhancements		PROJECT TYPE/CATEGORIES	PROJECT NOTES	SITE REFERENCE	PROJECT STATUS	PRIORITY	NOTES	NOTES (STATUS)
LADELS ELEMENTARY SCHOOL								
4th grade - High to 4 Low, M=Not Needed								
1	Safety-Growth	Fencing	New 8' perimeter fence, gates, plan garden fence		Not Completed	1	Provide perimeter fence along boundary with creek trail	New 8' perimeter fence along shared boundary with creek trail.
1	Safety-Growth	Cameras Lighting	Add/replace existing site and parking lighting		Partial	1	Improve site lighting in parking lot, playground areas adjacent to school	Site & parking lighting not done.
1	Safety-Growth	Gas Upgrade (code compliance, underground lines)	Gas shutoff valves/vacuum breakers for bridge, being modernized.		Not Completed	-	HS defers to others	Confirm if safety or regulatory issue. Otherwise, system is functioning. Upgrade may not be necessary.
1	Safety-Growth	Play Cluster (softball, turf, city street/urban) Kindergarten	New play/softball surface, play structure, fencing, AC/turf		Not Completed	1	Repair ground surface around playstructures (cracking, unsafe)	One of the three playstructures is being replaced with a all inclusive playstructure in summer of 2020.
1	Safety-Growth	Separate Parking, Pickup and Bus Loading Areas	Reduce curbs, sidewalks, AC, steps, ramps, landscaping. New trash enclosure. New bus/truck area.		Partial	1	Reconfigure to address awkward vehicular flows through pickup/dropoff/parking areas.	Still needed, not done
1	Safety-Growth	Storage, Drinking Fountains	New exterior drinking fountains (6), interior/outdoor signage		Partial	2	2 drinking fountains realized summer of 2018	
1	Safety-Growth	Classroom Replacement 1 Story	New 1 story classroom (34g for Extended Care (also of Unit #3)	#3 site	Not Completed	2	Need facilities for Extended Care to second/3rd grade school use of its facilities after hours.	Extended care is currently housed in a portable, which was modernized summer of 2019.
1	Safety-Growth	Restroom Modernization	Reduce floor/wall tiles, new fixtures/lighting/cabinets.		Partial	4		Restrooms are functional and up to current code. Wall tile is dated. Limited scope.
2	Infrastructure	Mechanical Upgrade (rest of service life)	Reduce existing mechanical (HVAC) systems at bridge being modernized		Not Completed	-	HS defers to others	Controls/BMS upgraded however units are nearing end of useful life
2	Infrastructure	Hard Court Play Area (new AC, AC overlay)	New AC at play area		Not Completed	1		Include in scope of modular removal and site projects.
2	Infrastructure	Underground Utility survey/upgrade	Survey existing underground utilities, upgrade existing utilities if needed.		Not Completed	-	HS defers to others	Limited value. Site deficiencies recognized and addressed during completed projects. Consider on case by case basis with specific modernization projects.
2	Infrastructure	Plumbing Upgrade (fixtures, eqpt., domestic lines, and v.e. if)	Reduce existing plumbing eqpt. & domestic lines/bs being modernized. New fixtures include car 3 (RR, upg rdb)		Not Completed	4	No concerns on campus	Classroom fixtures have been replaced.
2	Infrastructure	Covered Walkway Repair (remove utilities, re-configure)	Reduce concrete paving, rewire/reroof covered walkway, underground existing roof required (cracks)		Not Completed	-	HS defers to others	Covered walkway repaired and reroofed (30 yrs service life left). Roof-mounted conduit not relocated. Limited benefit to undergrounding conduits. Consider when time to replace roof.
3	Enhancement	Shade Structures (assembly)	New 4500 sq ft shade structure in assembly area		Partial	3	Value is for students to sit outside	Still needed, not done.
3	Enhancement	Existing Parking Modified (S&S, asphalt-over-lot/area)	Reduce curbs, sidewalks, AC, steps, ramps		Not Completed	3	Reconfigure to address awkward vehicular flows through pickup/dropoff/parking areas.	Still needed, not done.
3	Enhancement	Landscape (heritage, programmatic spaces)	New herbaceous/landscape at heritage, outdoor spaces (sidewalks/fencing, new garden area)		Not Completed	4	HS not aware of any concerns	Landscape is functional. Confirm with school & district if upgrade is a priority.
3	Enhancement	Alternative Energy Solar Panels	New solar panel installation		Partial	-	HS defers to others	Subject to District (electrical, cost) & School (space structure) priorities.
3	Enhancement	Energy Efficiency (mechanical, electrical, plumbing)	Upgrade mechanical/plumbing/electrical systems for energy efficiency for bridge being modernized (boiler replacement under Q&D)		Partial	-	HS defers to others	Controls/BMS done under phase 1 & 2 of HVAC modernization project.
3	Enhancement	Existing Administration Expansion	1500 sq expansion of Admin Bldg. #1 (examines adjoining Bldg. #2 is decommission)	#1	Not Completed	1	Need additional 3-4 offices for tutors, counseling services, CLAC services. Priority required.	Existing administration bldg modernized in 2018, not expanded.
3	Enhancement	Athletic Fields (track, walking trail)	New decomposed granite or AC walking trail around playfield		Not Completed	2	Pathways is a good project to support P.E. and physical education.	Condition of field is good. Confirm if trail is still needed or field surface to be changed.

PROJECTS WORKSHEET
Update to the 2010 Student Facilities Improvement Plan
Mountain View Whisman School District

PRIORITY CATEGORY		PROJECT DESCRIPTIONS			CURRENT PRIORITY/NEED			
Safety & Enhanced Growth School Infrastructure Educational Enhancements		PROJECT TYPE/CATEGORIES	PROJECT NOTES	SITE REFERENCE	PROJECT STATUS	PRIORITY	NOTES	NOTES (STATUS)
LADELS ELEMENTARY SCHOOL								
4th grade - High to 4 Low, M=Not Needed								
OTHER PROJECTS STILL NEEDED TO ADDRESS ANY PRIORITY AREA: 1) STUDENT SAFETY & ENROLLMENT GROWTH, 2) SCHOOL INFRASTRUCTURE, 3) EDUCATIONAL PROGRAM ENHANCEMENTS								
2	Infrastructure	Existing Classroom Modernization		#1, 3, 5		1	Need flexible, interactive classroom spaces that can support differentiated learning	Using adaptable, transparent and flexible spaces can encourage greater collaboration and buy-in to educational philosophy.
2	Infrastructure	Existing MUR Modernization		#6		2	Create adaptable, flexible system to partition different areas of MUR for simultaneous use by different activities	Existing MUR only allows for one activity at a time to occur in space. Need flexibility for concurrent activities, particularly for after hours use.
2	Infrastructure	Technology Upgrade	Replace all fiber optic cables with OM3 cables Replace all copper cables with Cat6 cables Repair network cabling	All		2	OM4 upgrade available bandwidth to approx. 4200 megabits/second, double existing Upgrade from Cat5e copper, support higher bandwidth/data rates over longer distances. Portions of network cabling from "workset" since being installed in 2018.	



MEMORANDUM

TO# File	FROM# Maria Madrigal/Gene Yong
COMPANY# Student Facilities Improvement Plan (SFIP)/ Ten-Year Master Plan Update Mountain View Whisman School District	DATE-#/# 14 Aug 19
SUBJECT# Interview Notes Principal-Mistral Elementary School 10:30am, Tuesday, 6 Aug 19	JOB NUMBER/REFERENCE NUMBER# 02449

ATTENDEES

MISTRAL ELEMENTARY SCHOOL		
Mistral ES	Tabitha Miller	Principal
ARTIK (A3)		
A3	Gene Yong	Senior Project Manager
A3	Maria Madrigal	Project Architect

DISCUSSION NOTES

1. Administrative Bldg. Modernization
 - a. Need to address condition deficiencies in bldg.
 - b. Need a conference room.
 - c. School has sufficient space for specialist and counseling staff.
2. As one of the District's two "Choice" schools (Dual Immersion), Mistral enjoys a very high level of parent engagement (similar to Stevenson ES). Landscape features around campus were contributed by the parent group.
 - a. Parents are willing to stretch boundaries, support rigorous instruction.
 - b. Foster innovation with students
 - c. Technological innovation enable greater global collaboration (i.e., AR, VR, videosharing, etc.)
 - d. Need flexible, modular facilities
 - e. Need for continuous training with staff
 - f. Foster inquiry-based, independent learning (i.e., open-ended questions/no right answers, freedom to learn/explore, school provides guided learning, teach content/enable exploration).



MEMORANDUM

3. Need to provide work space and storage space for parent/community volunteers
 - a. Easily accessible from the front of the school
 - b. Segregated from staff areas, to minimize cross traffic between staff and parent/volunteers.
4. To address RTI, need more flexible classrooms that can foster greater collaboration among students and staff.
 - a. Need breakout spaces
 - b. Need larger spaces for PBL, STEAM and maker space activities
 - c. Better furnished and equipped (e.g., sinks, lab/workroom-type configuration)
 - d. Connected classrooms to enable easier movement between classroom spaces
 - e. Connect to the exterior environment
 - i. Lots of natural light
 - ii. Operable windows/openings
 - iii. Ability to be outside
 - f. Existing storage is adequate. Need to maintain storage in any future modernization.
5. Outdoor Learning/Living Classrooms
 - a. Ideal to have outdoor spaces configured and furnished for outdoor learning.
 - b. Living classroom program is popular with parents/students. Opportunities to expand.
 - c. Opportunity to integrate STEAM, farm-to-table type curriculum in outdoor settings.
 - d. Reconnect students to the natural environment (i.e. counter technology inundation of students).
6. Perimeter Controls
 - a. Campus is not secure.
 - b. Open to Latham Ave and Escuela Ave.
 - c. Staff has to regularly redirect/confront people coming onto campus.
 - d. If campus can be secured during school hours, it would free staff from having to monitor perimeter. Configure to single entry point at school office.
 - e. Need controlled perimeter along public frontages of campus (i.e., Escuela Ave., Latham Ave., Toft St.).
7. Safety Measures
 - a. PA system (existing system not fully functioning)
 - b. CCTV/monitor different points of campus from a single location
 - c. Motion sensors



MEMORANDUM

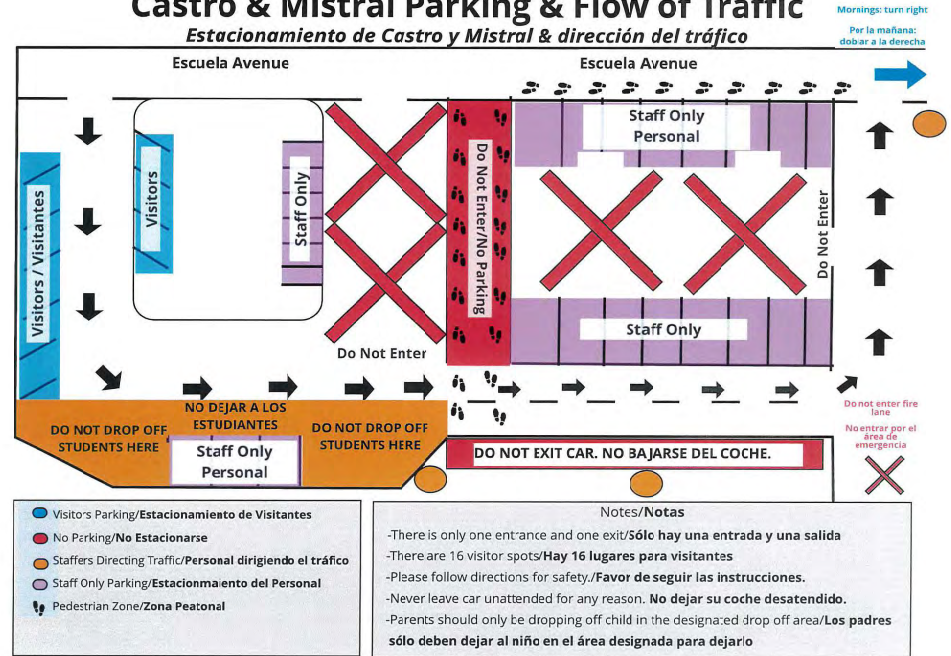
8. After school programs
 - a. Vendors and school competes for space after school.
 - b. Classrooms in Bldg. P, Library and MUR used by vendors.
 - c. Shared use is very difficult since it requires continuous setup/breaking down to work.

9. Pickup/Dropoff
 - a. Traffic flow (pickup/dropoff) is a major concern and requires active management by school staff during peak period. See school parking and traffic flow diagram.
 - b. Parents naturally want to drop kids off in front of the school office and then return immediately to Escuela Ave.
 - i. Parents are prohibited from dropping students at the school office and from using the first return driveway to Escuela Ave. This area is coned off and staff have to keep parents moving to designated pickup/dropoff areas in front of the K Classroom bldg. (#M).
 - ii. Parents are directed to curbside areas in front of the K Classroom and to egress through the driveway at the northern edge of the parking area.

10. Shared facilities
 - a. Difficult to share facilities like the MUR, library and after-school facilities among two schools (i.e., availability/programming, set up, break down, storage, clean up, etc.).

11. Shade Structure
 - a. Ideal for Mistral and Castro to each have their own, but can share one if necessary.

Castro & Mistral Parking & Flow of Traffic





TO# FROM#
 File Maria Madrigal/Gene Yong

COMPANY# DATE#
 Student Facilities Improvement Plan (SFIP)/ Ten-Year Master Plan Update 14 Aug 19
 Mountain View Whisman School District

SUBJECT# JOB NUMBER/REFERENCE NUMBER #
 Interview Notes 02449
 Principal-Monta Loma Elementary School
 9:00am, Tuesday, 6 Aug 19

PROJECTS WORKSHEET
 Update to the 2010 Student Facilities Improvement Plan
 Mountain View Whisman School District

2010 Student Facilities Improvement Plan (SFIP) Projects				CURRENT PRIORITY/NEED			
PRIORITY CATEGORY	PROJECT TYPE/CATEGORIES	PROJECT DESCRIPTIONS	SITE REFERENCE	PROJECT STATUS	PRIORITY	NOTES	NOTES (STATUS)
<small>1 School & Student Growth 2 School Infrastructure 3 Educational Enhancements</small>							
MISTRAL-CASTRO ELEMENTARY SCHOOL							
PROJECTS FROM 2010 SFIP - NOT COMPLETED / PARTIALLY COMPLETED							
1	Safety&Growth	Play Cluster-Preschool		Partial		Preschool needs its own age-appropriate play areas.	at Latham, open space between modulars
1	Safety&Growth	Gas Upgrade (code compliance, underground lines)		Partial			Regulators replaced to existing classroom wings in 2017.
1	Safety&Growth	Fencing		Partial	3	Need secure perimeter during school hours, secure property after hours. Active mitigation now required.	All Latham Preschool Confirm with schools/district regarding public access from park side.
1	Safety&Growth	Restroom Modernization		Partial	2	Dated, need modernization	Features, partitions and flooring done in 2017. Tile is dated but functional.
1	Safety&Growth	Signage, Drinking Fountains		Partial	2	Need replace drinking stations.	2 new drinking fountains installed in 2017 along with signage. 3 older one needs replacing.
2	Infrastructure	Mechanical Upgrade (end of service life)		Not Completed	3		Control/BWS upgraded in 2017. Units are existing, not turn on age.
2	Infrastructure	Covered Walkway Repair (remove utilities, re-roof)		Not Completed	3	Not critical.	Re-roofing may be needed.
2	Infrastructure	Existing Administration Modernization		Partial	3	Reconfigure parent/ community room, separate from faculty spaces.	Scheduled for summer of 2020
2	Infrastructure	Plumbing Upgrade (fixtures, eqpt., domestic lines, end use II)		Not Completed	1	K Classroom (brown water)	Fixtures replaced in classrooms in 2017. No infrastructure replacement done.
2	Infrastructure	Underground utility survey/upgrade		Not Completed			Limited value. Site deficiencies recognized and addressed during completed projects. Consider on
3	Enhancement	Shade Structures (assembly)		Partial	1	None on campus. Can share with Castro/prefer own.	JOB needed
3	Enhancement	Alternative Energy-Solar Panels		Partial			Subject to district (electrical, cost) & School (shade structure) priorities.
OTHER PROJECTS STILL NEEDED TO ADDRESS ANY PRIORITY AREA - 1) STUDENT SAFETY & ENVIRONMENT GROWTH, 2) SCHOOL INFRASTRUCTURE, 3) EDUCATIONAL PROGRAM ENHANCEMENTS							
		CASTRO-Admin Support Services Expansion	Create at least 4 additional offices for Title I specialists (psychological, education specialist, vision/PT/OT, etc.)		1	No spaces currently available. Use open classrooms, workrooms and staff offices as workroom.	Having adaptable, transparent and flexible spaces can encourage greater collaboration and buy-in to educational philosophy.
		CASTRO-Library Modernization/Expansion	Create instructional and break out spaces for small groups.		2	No instructional/break out spaces in library. Can locate student-oriented Title I spaces in library.	Existing MRB only allows for one activity at a time to occur in space. Need flexibility for concurrent activities, particularly for after hours use.
		CASTRO-Storage Expansion	Create additional general, classroom, and PE storage facilities.		1	Storage lacking for school. (classrooms, and P.E. A&E) storage will free up MRB storage for MRB.	Having adaptable, transparent and flexible spaces can encourage greater collaboration and buy-in to educational philosophy.
		CASTRO-Staff Parking	Create staff parking area for up to 35 cars.		1	Existing space may be lost if add'l classrooms added.	Existing MRB only allows for one activity at a time to occur in space. Need flexibility for concurrent activities, particularly for after hours use.
2	Infrastructure	MISTRAL-Technology Upgrade	Replace all fiber optic cables with OM3 OM4 cables Replace all copper cables with Cat6e cables Create de-centralized MDF from campus.	All	2	OM4 upgrade available bandwidth to approx. 4,700 megabits (optical, double existing) Upgrade from Cat5e copper, support higher bandwidth/data rates over longer distances MDF Main Distribution Frame: signal distribution frame connecting campus IT equipment to cables and external carrier equipment (transition from outside to internal systems)	

Prepared by Artik for MVWSD
 1 of 1

ATTENDEES

MONTA LOMA ELEMENTARY SCHOOL		
Monta Loma ES	Gloria Higgins	Principal
ARTIK (A3)		
A3	Gene Yong	Senior Project Manager
A3	Maria Madrigal	Project Architect

DISCUSSION NOTES

- Monta Loma and Theuerkauf are formerly part of the Whisman School District. Both have a different architectural and landscaped character from other schools which were formerly part of the Mountain View School District.
 - More extensive landscaping, especially in courtyards.
 - Less standardized building types.
- Perimeter Controls
 - Campus is located alongside and shares use of Monta Loma Park.
 - Campus has a perimeter fence around its buildings, but not around its parking lots, driveways or outdoor play areas.
 - While the school and park abut residential properties on three sides, there are two pedestrian access points at the rear of the campus including a pedestrian path to Anna Ave/Elka Ave. and second path to Laura Lane.
 - These paths are open at all hours.
 - School needs to have ability to close these off during school hours.



MEMORANDUM

- d. During school hours, the school buildings and outdoor play areas (e.g., playfield, playcourts, play structures) need to be secured.
 - i. Only exception may be the tot lot/play structure at the southern boundary of Monta Loma Park.
 - e. After school hours, the school buildings need to be secured, but the parking, driveway and park areas can be accessible to the public.
 - i. There is an existing fence between school buildings which secures the buildings and the interior campus areas.
 - f. Need to configure a perimeter fence and gate system to enable to the school to control the perimeter around both the school and the adjacent outdoor play areas.
 - i. Consider a more attractive fencing system (i.e., not chain link).
3. School's RTI program will be emphasizing STEM. School wants to continue fostering collaboration and teaming among teachers.
- a. Need higher functioning classrooms that can support STEM-based PBL (e.g., lab/workroom-type settings)
 - b. Need different-sized spaces to support teaching/collaboration in different sized groupings (i.e., small, large, etc.).
 - c. Provide flexible, operable partitions to enable classroom spaces to connect to each other.
 - i. Instructional time is diminished as students are reassigned/regrouped between periods.
4. Maker Space
- a. Currently using art room as maker space, but not enough storage or space
 - b. Computer lab in Bldg. M is underutilized. Consider adapting to a lab/workroom-type maker space. Space is open and enjoys a high ceiling with good light.
 - c. Space needs to be configured to serve young students (K) as well as older students
 - d. High priority based on instructional program
 - e. Currently using classrooms in Bldg. L for art and STEM. Classrooms are too small and not configured/furnished to support these types of activities.
5. Library
- a. Main library space is very appealing (i.e., high bay, free span, large window walls, etc.)
 - i. Consider flexible furnishings so space can be easily adapted/converted for variety of uses (e.g., informal browsing, gatherings, meetings).
 - ii. Convert rear storage area as possible meeting/breakout space
6. Additional meeting/break out rooms
- a. Currently have community room
 - b. Need 3-4 additional small meeting rooms (2-4 pns) for tutoring, counseling, psychologists.



MEMORANDUM

7. MUR
- a. Projection systems in the rooms lacking
 - b. When MUR was expanded, MUR lost storage. MUR storage is now in a corner room at the SW corner of the MUR. If storage space was found elsewhere, the current storage room would be better used for other purposes (e.g., staff room, breakout room, community room).
 - c. Provide external speakers into courtyard
8. SPED
- a. Two former K classrooms in Bldg. P are being converted for SPED-Autism classrooms (Special Day program)
 - b. Sensory room desired for both general population and special education
 - c. Plan is to create two sensory rooms by converting kitchen spaces between K classrooms.
 - d. Additional restroom needs for special education in Bldg. P.
 - e. Barriers are needed at rear doors to SPED classrooms
 - i. Keep children from running out of classrooms and onto adjacent playfields.
 - ii. Ensure easy passage/unobstructed path for emergency egress (i.e. panic hardware).
 - iii. Provide perimeter fence to separate park from classroom bldg.
 - iv. Add Front Row audio system for large meetings. Existing system is in school's conference room where it is not needed.
 - f. Staff meetings (35-40 pns) are currently held in the library.
9. Outdoor Spaces
- a. School enjoys extensive landscaping in interior campus areas/courtyards.
 - b. Opportunities to create better outdoor instructional/learning spaces (e.g., furnishings, shade/shelter, utilities, etc.) as part of the school's environmental education program.
 - c. Campus has nice series of outdoor spaces from the MUR to the playfields, with the MUR courtyard transitioning to shade structures to the K-playground and the playcourts. Continuous line-of-sight throughout this area.
10. Play Areas
- a. Exterior play areas not addressed in previous bond measure (G)
 - b. K play area is a high priority. Replace play equipment and ground surface, ensure accessibility and inclusion.
 - c. Replace all playground equipment and improve ground surface.
 - d. The playcourt areas have uneven and degrading ground surfaces.
 - e. Additional shade structure is desired near MUR.



MEMORANDUM

11. Parking and Pickup/Dropoff
 - a. Parking and pickup/dropoff are adequate
 - b. If enrollment grows significantly, additional parking may be needed.
 - c. The bus pickup/dropoff may not be needed in the future (i.e., opportunity to reconfigure for more parking).

12. Storage
 - a. Lack classroom storage, loss of built-in storage systems (i.e., shelving, cabinets, casework) when classrooms were modernization
 - b. Extensive use of temporary storage sheds around campus, including parent storage for special programs
 - c. Two portables (P1-P2) in the back are currently used by the District for storage

13. Trash enclosure is situated in an awkward, but very visible location at the front of campus in front of the MUR and K Classroom Bldgs (#K, #P).
 - a. Difficult for service vehicles to access (i.e., pull onto walkway in front of MUR).
 - b. Obstructs line of sight and pedestrian circulation along the front of school between the parent pickup/dropoff and the bus pickup/dropoff areas.

14. FF&E
 - a. Classroom and office furnishings are dated and need replacing.

15. Safety
 - a. Fire Alarm: Fire drills are a workaround since it's a separate system
 - b. Emergency preparedness
 - i. A Community Emergency Response Team (CERT) uses a storage shed at the back of the campus. It would be ideal if it was situated at a more central location so it could be more accessible to school staff.

16. Restrooms
 - a. Gender neutral restrooms needed throughout campus.
 - b. Convert single occupancy staff restrooms to gender neutral.

17. Miscellaneous Concerns
 - a. Majority of drinking fountains are outdated and should be replaced
 - b. Standardize outdoor backpack hooks.
 - c. Create bike storage enclosure. Currently using bike racks in school area.
 - d. HVAC needs to be upgraded.

PROJECTS WORKSHEET
Update to the 2010 Student Facilities Improvement Plan
Mountain View Whisman School District

2010 Student Facilities Improvement Plan (SFIP) Projects					CURRENT PRIORITY/NEED		
PRIORITY CATEGORY	PROJECT TYPE/CATEGORIES	PROJECT DESCRIPTIONS	NOTE	PROJECT STATUS	PRIORITY	NOTES	NOTES (STATUS)
MONTE LOMA ELEMENTARY SCHOOL					if pt code: 1-High to 4-Low, NA-Not Needed		
PROJECTS FROM 2010 SFIP - NOT COMPLETED / PARTIALLY COMPLETED							
1	Safety-Growth	Play Chaise (asphalt, turf, play structures)-Kindergarten	New play box/rubber surface, play structure, fencing, AC/turf	Not Completed	1	Repair/replace ground surface	Still needed
1	Safety-Growth	Play Structures-Grades 1-3/4-5	New play structures (2), play box rubber surface (2)	Not Completed	2	Replace aging play equipment. Replace wood chips with accessible, durable, safe surface.	Still needed
1	Safety-Growth	Fencing	New 8' perimeter fence, gates, plus garden fence	Not Completed	1	Secure rear access into playground area (2 community entrances)	Rear fence needs replacing. Confirm with school/district on perimeter controls needed.
1	Safety-Growth	Gas Upgrade (code compliance, underground lines)	Allow for gas shutoff valve/vacuum breaker	Not Completed			Still needed
2	Infrastructure	Mechanical Upgrade (end of service life)	Replace existing mechanical (HVAC) systems in bldgs being modernized.	Not Completed			Controls/RMS upgraded in 2017/2018. Units at end of useful life.
2	Infrastructure	Plumbing Upgrade (Fixtures, eqpt., domestic lines, end use: I)	Replace existing plumbing eqpt. & domestic lines at bldgs being modernized. New fixtures include cat 1 (JR upgrade)	Not Completed			Fixtures replaced with modernization projects. Replacement of concealed plumbing lines would be quite costly and require ripping open new fixtures.
2	Infrastructure	Underground utility survey/upgrade	Survey existing underground utilities, upgrade existing utilities if needed.	Not Completed			Need survey, stormwater concerns apply.
2	Infrastructure	Hard-Court Play Area (new AC, AC overlay)	New AC at play area	Not Completed	1	Repair/replace ground surface (cracking, uneven)	Still needed
2	Infrastructure	Existing Library-Modernization	Modernize Library and Computer Lab Bldg.	#M	1	Reconfigure existing computer lab into active lab/workroom for science and other PBL collaborative activities (maker).	New flooring and paint in 2017.
2	Infrastructure	Covered Walkway Repair (remove utilities, re-roof)	Replace concrete paving, repair/renov covered walkway, underground existing roof-mounted conduits	NA,CD L,F,H	1	Add in courtyard next to MUR.	Structural repair and reconfiguration completed in 2028. Conduits not re-routed underground.
3	Enhancement	Shade Structures (assembly)	New 4500 of shade structure in assembly area	Not Completed	1		Still needed.
3	Enhancement	Athletic Fields (track, walking trail)	New decomposed granite or AC walking trail (5' wide) around playfield	Not Completed			Confirm if still priority by school/district.
3	Enhancement	Alternative Energy-Solar Panels	New solar panel installation	Partial			Subject to District (electrical, cost) & School (shade structure) priorities.
3	Enhancement	Energy Efficiency (mechanical, electrical, plumbing)	Upgrade mechanical/plumbing/electrical systems for energy efficiency for bldgs being modernized (basic replacement under Cat 2).	Partial			Controls/RMS completed with modernization projects. See HVAC replacement project.
3	Enhancement	Existing Parking Modify (stalls, asphalt overlay/new)	Replace curbs, sidewalks, AC, stops, ramps, landscaping	Not Completed			Rear parking lot only/ AC overlay. Parking and pick up/drop off reconfigured in 2017.

Prepared by Artik for MVWSD
1 of 2



TO# FROM#
 File Maria Madrigal/Gene Yong

COMPANY# DATE#
 Student Facilities Improvement Plan (SFIP)/ 31 Jul 19
 Ten-Year Master Plan Update
 Mountain View Whisman School District

SUBJECT# JOB NUMBER/REFERENCE NUMBER #
 Interview Notes 02449
 Principal-Stevenson Elementary School
 9:00am, Tuesday, 30 Jul 19

PROJECTS WORKSHEET
 Update to the 2010 Student Facilities Improvement Plan
 Mountain View Whisman School District

2010 Student Facilities Improvement Plan (SFIP) Projects				CURRENT PRIORITY/NEED			
PRIORITY CATEGORY	PROJECT DESCRIPTIONS		SITE REFERENCE	PROJECT STATUS	PRIORITY	NOTES	NOTES (STATUS)
<small>1) Safety & Environment (Health) 2) School Infrastructure 3) Educational Enhancements</small>	PROJECT TYPE/CATEGORIES	PROJECT NOTES					
MONTA LOMA ELEMENTARY SCHOOL							
<small>1) If not coded: 1 = High to 4 = Low; NA = Not Needed</small>							
OTHER PROJECTS STILL NEEDED TO ADDRESS ANY PRIORITY AREA: 1) STUDENT SAFETY & ENROLLMENT GROWTH, 2) SCHOOL INFRASTRUCTURE, 3) EDUCATIONAL PROGRAM ENHANCEMENTS							
2	Infrastructure	Technology Upgrade	Run network cabling behind TV in each classroom Run network cabling to mount APs in center of each classroom Replace all copper cables with Cat6a cables	All	2	02 - Increase Wireless Access Point (WAP) (District Standard) (WIFI) Upgrade from Cat5e copper, support higher bandwidth (data runs over longer distances).	

ATTENDEES

STEVENSON ELEMENTARY SCHOOL		
Stevenson ES	Ryan Santiago	Principal
ARTIK (A3)		
A3	Gene Yong	Senior Project Manager
A3	Maria Madrigal	Project Architect

DISCUSSION NOTES

1. RS was previously an assistant principal at Graham MS and a principal at Thuerkauf ES.
2. Stevenson ES is one of two Choice Schools in MVUSD. Mistral ES is the other.
 - a. Mistral ES is a Dual Immersion program (English/Spanish)
 - b. Stevenson ES is a Parent, Child, Teacher or PACT program
 - i. The program features extensive collaboration between teachers and parents and inquiry-based, hands-on project-based learning. Parent participation in the school, including classrooms, is welcomed and expected.
 - ii. Emphasis is on more holistic, non-traditional learning (i.e., indoors, outdoors, field trips/off-site, gardens, kitchens, etc.).
 - c. As a Choice School, parents elect to be a part of the PACT program. More than half of Stevenson's students come from outside its immediate neighborhood.
 - d. Stevenson enjoys significant parent/family participation (80%) in school-wide activities (e.g., PBL/exhibition night, silent auction, socials). Parent engagement is very high and beneficial to the school.



3. Stevenson ES is supported by a foundation (PACT Foundation) that is registered as a 501(c)3 non-profit. The foundation oversees volunteerism, volunteer committees and collaborates with the school on supporting activities. All parents, teachers and staff are eligible members of the foundation. The foundation functions in lieu of a Parent-Teacher Association (PTA), unlike other MVWSD schools.
4. RS provided the following observations of the campus.
 - a. Campus facilities are new and functional, but the overall character is lacking, particularly with regards to landscaping. RS referenced the outdoor courtyard area by the auditorium at Graham MS and the courtyard at Theuerkauf as the kind of spaces lacking from the school.
 - b. Facilities which appear to work well include:
 - i. Administrative Bldg: centrally located, staff lounge, consolidated staff facilities, adequate offices, meeting rooms
 - ii. Library: furnishings, functionality, center of school community, interactive, flexible space where parents can teach, conducive to small groups; more dynamic than typical libraries
 - iii. Parking: layout seems ok. Congestion may be an issue since parking and pickup/dropoff activity is in the same area. RS referenced Monta Loma ES as a good example where staff parking and parent pickup/dropoff are in separate areas.
 - c. Areas of need include the following (extensive workarounds apply):
 - i. Material storage (educational/classroom/PACT): A classroom (room no. 21) is used for material storage. Only other available space are the IDF rooms (utility rooms, intermediate distribution frame), which are not appropriate for storage.
 1. School is expected to grow and will need all available classroom space for instruction (i.e., cannot use for storage).
 - ii. Large staff meetings: No place for entire staff to meet (40 pns). Spaces are either too small (admin meeting room), too large (MUR), not configured (library), or not readily available (classrooms).
 - iii. Garden: PACT and staff have created the raised planting boxes because ground was not suitable for gardening plots. School is looking to expand gardening.
 - iv. STEAM Education: Classroom nos. 18 and 19 are used for STEAM. Staff have reconfigured furnishings to support more workshop, creative, hands-on instruction, but space was not configured to do so.
 1. Need purpose-built space that is flexible and collaborative.
 - v. Instructional Kitchen: Existing space in Admin. Bldg: works well functionally but is too small.
 - vi. MUR: facility is affected by direct sunlight in afternoon and morning (SW and SE full height/clerestory windows) and lacks fixed production/A-V systems to support performances.
 - vii. Outdoor shaded and landscaped spaces: tents are used in center of campus courtyard. There is no landscaping on campus.



5. The following spaces/facilities are needed the following:
 - a. Community/PACT Work Space
 - i. Parent involvement is a very large part of school culture. Parents are welcomed and involved in education and teaching. As members of PACT, parents are expected to volunteer on campus.
 - ii. Need a "community room" that can be both a collaborative work space for parents/teachers and a place to store materials for both.
 - iii. Need storage for parent work space, room 21 is about ¾ material room owned by parents to support cooking, garden, arts focus program (hands on experiences led by parents). Need that classroom for instructional space
 - b. Storage Facilities
 - i. With the school's emphasis on project-based, hands-on, creative learning, there is a significant need for storage for related materials.
 - ii. Creating storage facilities will free up other spaces for their intended purposes (e.g., classrooms).
 - c. Expanded/Flexible Learning Environments
 - i. Need classrooms which are more collaborative and flexible (e.g., maker space, workshop, labs, etc.), especially for STEAM.
 - ii. Extend classroom space into adjoining exterior spaces.
 - iii. Enable greater collaboration between classrooms
 - d. Landscaped Outdoor Spaces
 - i. Expanded garden areas. Gardening is engrained in the curriculum.
 - ii. Courtyard Area: create shaded, more relaxed and softer exterior environment. RS referenced Theuerkauf ES' courtyard areas (e.g., differentiated landscaped areas). Create outdoor landscaped learning spaces (e.g., living classrooms).
 - iii. Landscape exterior spaces between classrooms (e.g., trees, shade, furnishings) to extend and integrate classroom learning into the surrounding environment.
 - iv. Add shade and landscaping around the play structures.
 - e. Large Shade Structure: centrally situated within courtyard.
6. Others who have been involved with the school for a longer period of time may be able to offer good insights into the questions being asked by A3 (e.g., foundation, past principals, etc.). RS will reach out to the CBO (formerly the principal at Stevenson ES) for guidance on any further communications.



TO: File FROM: Maria Madrigal/Gene Yong

COMPANY: Student Facilities Improvement Plan (SFIP)/ Ten-Year Master Plan Update Mountain View Whisman School District DATE: 29 Jul 19

SUBJECT: Interview Notes Principal-Theuerkauf Elementary School 10:00am, Monday, 29 Jul 19 JOB NUMBER/REFERENCE NUMBER: 02449

PROJECTS WORKSHEET
Update to the 2010 Student Facilities Improvement Plan
Mountain View Whisman School District

2010 SFIP Projects				CURRENT PRIORITY/NEED			
PRIORITY CATEGORY	Type	PROJECT DESCRIPTIONS	SITE REFERENCE	CURRENT STATUS	PRIORITY	NOTES	NOTES (STATUS)
STEVENS ON ELEMENTARY SCHOOL				4 pt scale: 1 High to 4 Low, N/A Not Needed			
PROJECTS IN PROGRESS/NOT STARTED/NOT COMPLETED/PARTIALLY COMPLETED							
1	Safety-Growth	Fencing	Add perimeter fence/gate to control access from park.	Partial	1		Campus is open to park at back of school.
2	Infrastructure	Technology Upgrades	Replace IDF cabinet in library with larger cabinet to fit equipment. Run copper cabling to FrontFlow devices in each classroom. Install FrontFlow conductor for the PA system.	Partial	2	IDF: Intermediate Distribution Frame, distribution point from MDF to cables connecting to on-site equipment. Copper cabling assumed to be Cat5e.	
3	Enhancement	Shade Structures (assembly)	New 4500 sf Shade Structure	Partial	1		Still needed
3	Enhancement	Landscape (on-site)	Create differentiated exterior landscaped environments/outdoor learning/living classrooms	Partial	1		Introduce landscape, shade, furnishings to create formal and informal gathering, play and instructional spaces.
3	Enhancement	MUR Modernization	Add shade devices to SW/SE windows. Upgrade A-V	Partial	3		Mitigate glare from afternoon and morning sun in MUR. Enable A-V set up close-in to screen.

Prepared by Artik for MWUSD
1 of 1

ATTENDEES

THEUEKKAUF ELEMENTARY SCHOOL		
Theuerkauf ES	Swati Dagar	Principal
ARTIK (A3)		
A3	Gene Yong	Senior Project Manager
A3	Maria Madrigal	Project Architect

DISCUSSION NOTES

1. Classrooms
 - a. Existing Conditions
 - i. Even with recent upgrades, classrooms are still dated, undersized and inflexible.
 - b. Future Vision
 - i. Expand classrooms to enable flexible configuration of furnishings and spaces.
 - ii. Improve connectivity between classrooms and with the adjacent outdoor spaces.
 1. Consider flexible partitions between classroom spaces which are also soundproof.
 2. Outdoor spaces can be extensions of the classrooms but need to be all-weather (i.e., cool, shaded, sheltered).
 - iii. Create larger, more open spaces to foster collaboration and project-based learning.
 - iv. Foster collaborative/team teaching. Create teaching/learning environments which encourage collaboration.
 - v. Develop outdoor learning environments.



MEMORANDUM

2. Industrial Arts/Career Skills
 - a. Need to provide instruction in real-world, hands-on skills, especially for students who may not go on to typical Silicon Valley type professional careers (e.g., high-tech, law, etc.)
 - b. The school's workshop-type space is limited to a classroom with a big screen.
 - c. School needs a purposefully configured workshop/lab-type space where students can learn real-world skills (e.g., woodworking, fabrication, production, etc.).
3. Faculty & Staff Spaces
 - a. Office and staff facilities are OK.
 - b. Create an outdoor dining area for faculty that is isolated from students and inviting.
 - i. Potential for the courtyard area next to Bldg. F. Space is now used for storage. Need to landscape and furnish to make more inviting.
 - ii. Space for informal interaction and collaboration.
4. Admin Support, Office and Storage
 - a. Spaces are adequate on campus.
5. Drinking Stations
 - a. Need more drinking fountains with filling stations throughout campus, and especially in the back of campus by Buildings C, D and E. Add drinking stations outside restrooms at Bldgs. D and F.
 - b. The school has only one drinking station with a filling station outside the MUR bldg.
6. Parking, Pickup/Dropoff
 - a. School shares pickup/drop-off with the Google Preschool
 - i. Preschool drops off at 8:00am. Parents park and walk preschoolers into school.
 - ii. This is the same period as the drop-off activity for Theuerkauf students.
 - b. Congestion and conflicting use of staff parking stalls by preschool parents is an issue that needs to be addressed.
 - c. Need to find a permanent solution which deconflicts movements between the schools and the different types of activity (e.g., staff parking, parent pickup/dropoff).
7. Perimeter Fencing
 - a. The school's play areas are exposed to, and accessible from the park and public paths from San Pierre Way and San Luis Ave. during school hours.
 - i. The school has exclusive use of its play areas during school hours, but it is difficult to enforce and members of the community access or cross these areas regularly during school hours.
 - b. The School only has a perimeter fence around its buildings (A, B, C, D, E, G, H).
 - c. Need a fence around play areas so school can control access during school hours (playcourts, play structure, etc.).



MEMORANDUM

8. Play structures
 - a. Dated and need replacing, especially the K play equipment.
9. Campus Lighting
 - a. Campus has minimal lighting. Need campus lighting project for site and parking areas.
10. Shade Structure
 - a. There is no shade structure on campus, parents waiting outside have no shelter, some trees were recently cut down, no lunch shade structure
11. Plumbing
 - a. Blockages are regular occurrences. Need to upgrade.
12. Library
 - a. Opportunity to create a more collaborative space.
13. Landscaping
 - a. Need more green in the front of the campus, make more inviting, planters for classroom adoption, furnishings don't support student activity in outdoor settings.
14. Create an Outdoor Living Classroom
 - a. Landscaping, collaborative furnishings, teaching board (white board/screen), covered/all-weather, benches, utilities (e.g., water, sink, electrical, data).