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April 3, 2017

MEETING MINUTES NO. FMPC 02
MORGAN HILL UNIFIED SCHOOL DISTRICT - FACILITIES MASTER PLAN
LPA PROJECT NO. 1605820

DATE: March 29, 2017
TIME: 6:00pm - 8:00pm
PLACE: Ann Sobrato High School - Library

This report of the meeting's events, if not corrected within seven days of transmittal, shall be acknowledged as accurate and deemed as if accepted in writing by the addressee(s).

PRESENT

DISTRIBUTION

CONSULTANTS
 (as indicated)

Albert Beltran, Community Leader
 Allison Murray, MHUSD
 Anessa Espinosa, Dir. of Facilities
 Ann Zhang, Teacher
 Brian Sullivan, CSMH
 Casino Fajardo, Dir. of Const.
 Chris Ghione, City of MH
 David Gerard, Trustee
 Debbie Grove, Principal
 Denise David, Home and School Club
 Dolores Akin, Teacher
 Gemma Abels, MHFT Rep
 Gina Paolini, City of MH
 Heather Anderson, Teacher
 Heather Nursement, CTE Director
 Jeff Brandon, MHPD
 Jen Myers, Teacher
 Jennifer Kim, Home and School Club
 Jim Carrillo, Dir. or Tech.
 John Horner, COC Rep
 Kathy Sullivan, Community Leader
 Kirsten Perez, Asst. Supt.
 Kyra Fisher, Student
 Mary Patterson, Trustee
 Rob Smiley, Community Leader
 Susan Pfefferlen, CSMH
 Jim Kisel, LPA
 Katia McClain, LPA
 Andrea Pippin, LPA

All Present

DISCUSSION ITEMS

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- 2.01 **Process Overview**
- A. LPA reviews the FMP schedule, process, and plan of stakeholder engagement.
 - B. The FMP goal is to establish long-term visions for all campuses and district support sites, but by no means are the proposals the set-in-stone plans. The proposals presented at FMPC #3 and

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the Town Hall are drafts intended to foster comments and conversations geared towards the long-term vision.

- C. Stakeholder outreach groups
 - o ESC: Executive Steering Committee consisting of District leadership. Purpose is to help guide the process and dig into the nitty-gritty details.
 - o Focus Groups: Help LPA understand the needs at a more detailed level and at a district-wide level.
 - o Outreach to capture all district needs helps to give an idea of the various costs and gives LPA an idea of how programs are run at the various sites as well as the facilities needed to support those programs.
 - o Surveys: A survey to students, teachers, and staff will be forthcoming.
 - o Interacting with a wide range of stakeholders helps to develop common themes and what may inform the highest priorities per each site and district-wide.
- D. The FMPC is a group that learns alongside LPA and helps inform the long-term vision of the District.

2.02 Guiding Principles

- A. Purpose: Guiding Principles are talking points, themes, goals for the Facilities Master Plan.
- B. In FMPC #1, the committee was asked to state what they felt would make a successful master plan. LPA analyzed their comments to find commonalities and categories to help shape the Guiding Principles.
- C. LPA walks the group through each statement and asks for feedback, revisions, or other adjustments that the group feels are needed. The group has no comments and agree on LPA's draft of the Guiding Principles:
 - a. Focus on the Success of All Students
 - Prioritizing parity and equity across sites and programs.
 - b. Look at Campuses as a Whole
 - Providing safe, secure, healthy, attractive, and inclusive environments benefitting faculty and students.
 - c. Establish Long and Short Term Achievable Goals
 - Showing progress by providing a clear list of implementable projects and schedule tied to funding with follow up accountability.
 - d. Facilitate Transformational Changes
 - Enabling forward thinking and timeless solutions which allow for future change and continuous improvement.
 - e. Align Spaces with District Initiatives for Learning
 - Supporting a holistic 21st Century definition of academic excellence with collaboration, diversity of learning experiences, college and career preparation for ALL students.
 - f. Actively Outreach and Engage Stakeholders
 - Keeping information out to the public easily accessible while publicizing opportunities for input.
 - g. Develop Pride in the Schools
 - As hubs of the community competitive with other districts in Silicon Valley.
- D. LPA will wordsmith and refine the language used for the final document.
- E. FMPC discussion:
 - a. We discussed available funding at FMPC #1, do we know what this amount it?
 - After backing out known facilities costs, the amount left from Measure G is closer to \$100M. The FMP looks at the total needs, which is always greater than the available funding amount.
 - b. Measure G promised a list of improvements, could this list change?
 - Casino presented an update to Measure G allocation at the last Board meeting. The Facilities Master Plan process was prompted by the need to identify Measure G projects. The FMP will identify costs for projects promised under Measure G as well as the full list of needs and their associated costs.

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- The FMP is a living document that can be revisited/revised as needs, technology, etc change.
- c. Identify, at a site-level, what the needs are vs what has already been allocated/addressed.

2.03 Visual Listening

- A. The District operates various support sites which the FMP will engage in the following ways:
 - a. Charter School of Morgan Hill
 - i. Principal interview, site walk, and FMPC activity
 - b. District Office
 - i. User interview, facility walk, and FMPC activity
 - c. Transportation Yard
 - i. User interview, facility walk, and Focus Group discussion
 - d. Central Kitchen
 - i. Facility walk and Focus Group discussion
 - e. Grounds Department
 - i. Focus Group discussion
- B. FMPC activity: the committee engages in an activity to address likes/dislikes with the Charter School of Morgan Hill and the District Office facilities. Comments include:
 - a. Charter School of Morgan Hill
 - i. Likes (green dots):
 1. New MPR/Gym
 2. New modular classrooms
 3. Farm
 - ii. Dislikes (red dots):
 1. Admin building is small and does not create a welcoming front door to campus.
 2. Parking is very limited.
 3. Not enough hardcourt play area
 4. Restrooms need to be updated
 5. The Ag Science outdoor classroom needs improvements, is very run-down.
 6. Portables are old
 - b. District Office
 - i. Likes (green dots):
 1. Restrooms have been modernized, are very nice.
 2. Nice spacious warehouse in the back.
 3. The IT area is nice.
 - ii. Dislikes (red dots):
 1. The Board room is small, would love it if it could host professional development for 300 people.
 2. The lobby area is uninviting.
 3. Wayfinding is very difficult.
 4. Parking is very limited.
 5. Enrollment services are tucked away on the second floor. It is a public space, but very difficult for people to find.

2.04 Site Walk & Student Ambassador Meeting Findings

- A. LPA summarizes the findings during the Principal interviews, site walks, and Student Ambassador meeting.
- B. Common themes that emerged from these meetings include (but are not limited to):
 - a. Issues with parking and drop-off areas
 - b. Improved wayfinding
 - c. Additional exterior site lighting
 - d. Additional security cameras

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- e. Additional security/perimeter fencing
- f. Modernization of aging facilities
- g. Flexible furniture and enhanced technology

2.05 Secondary Sites Charrette

- A. The committee engages in an activity where they are asked to site plan the K-8, Middle, and High school campuses. Provided materials include:
 - a. Existing site aerials
 - b. Existing building cut-outs
 - c. Cut-outs of building prototypes per the Educational Specifications
 - d. 1 copy of the Educational Specifications per school site (for reference)
 - e. District leadership who are also members of the FMPC were available as resources:
 - i. Casino Fajardo: Director of Construction & Modernization
 - ii. Anessa Espinosa: Director of Facilities
 - iii. Heather Nursement: Director of Career and Technology Education
- B. At the conclusion of the charrette, each site presents their plan back to the FMPC:
 - a. Live Oak High School
 - i. The school farm is part of the campus and part of the educational program and needs to be included as part of the master plan.
 - ii. Dark grey roofs need to be considered for replacement. Look into HVAC units as they may be due for replacement as well.
 - iii. Fantastic elective & CTE programs with fantastic potential to expand manufacturing programs; ensure all available funding (Prop 51 or elsewhere) is captured for improvement to these facilities. Transform these spaces into 21st Century learning environments.
 - iv. Access control: front of school parking in the fire lane and speeding in drop-off area; could a portion of the student parking lot be used for drop-off?
 - v. Update classrooms: where are they in the 25-yr life span of a classroom?
 - vi. Library: beautiful space with large windows, but could use updates to bring it into the 21st Century.
 - vii. There are two "500" buildings, so an update to signage/wayfinding would help.
 - viii. 550, 600, and the Arts building were never modernized when all others were modernized in 1999.
 - ix. Interior spaces within buildings are not being used for their original purpose, something needs to happen in those spaces to utilize them better/change setup.
 - x. Science Labs/Buildings: have not been modernized.
 - xi. Live Oak holds one of the Central Kitchens: has never been touched, holds the staff room which is horrible and not used. Reorganization of this space including storage is needed.
 - xii. Aesthetic update to unify campus in color and wayfinding.
 - b. Central High School
 - i. Renovated 4 years ago.
 - ii. Lack of parking.
 - iii. Fitness currently uses a portable, with heavy equipment not best in a portable.
 - iv. Science classroom does not have wet lab space
 - v. Warehouse space: add CTE shop
 - vi. Child care program: there is a space that used to house Kinder and could become a child care facility.
 - vii. On-site employee child care / CTE pathway.
 - viii. No sidewalks along Dougherty Ave, issues with safe paths to school and cars cut through dirt/lot.

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- ix. MHUSD and City have had conversations about making Tilton Ave and Dougherty Ave intersection a 4-way stop to reduce speeds along Tilton Ave and make that intersection safer.
- x. Fencing at the warehouse side.
- c. Charter School of Morgan Hill
 - i. New Administrative building, possibly in another location.
 - ii. Master Plan must be sensitive to the potential high speed rail that may be built along Monterey Road.
 - iii. Parking and drop-off reorganization for efficiency.
 - iv. 4 classrooms added over the portables.
 - v. Barn added for the Ag Science program. Dream is to have an Ag Sci barn with maker space.
 - vi. Site would like a proper science lab instead of running it out of a standard classroom.
 - vii. Music and Drama space: currently uses a cart and visits classrooms.
 - viii. The Charter School site extends beyond boundaries shown on the aerial. Revise boundaries and take full advantage of site in the Master Plan while being sensitive to future light rail.
- d. Britton Middle School
 - i. Projects underway: New Admin/MPR/Classroom wing along Monterey Rd. New parking and drop-off layout.
 - ii. Specialty classrooms in the existing-to-remain classroom wing.
 - iii. Could the fields become a K-5 site?
 - iv. This school site was originally a high school and has a very large footprint, so can the site accommodate additional program beyond a middle school?
 - v. Eventually the buildings used for 6th grade, art, spaces over by Grounds could be repurposed.
 - vi. The campus is highly utilized on the weekends for athletics, impacting parking greatly.
 - vii. Utilizing the fields for a K-5 site would mean less space for the community field spaces.
 - viii. Who knows, at some point, past the 2035 plan as demographics change, this could become a high school again.
 - ix. The culvert along Hale Avenue will be undergrounded as Hale is widened. During this work, the District would like to bring in an access road (next to the Grounds warehouse).
- e. Sobrato High School
 - i. Parent pick-up/drop-off in the staff lot gets very congested with the bus lane also.
 - ii. Cafeteria is too small, resulting in the opening of a secondary food service area.
 - iii. Rainy days: kids have no places to eat lunches.
 - iv. Building signage is not clear and flips from wing to wing. Add signage at the end of building wings to indicate which row to go down, etc.
 - v. Staff restrooms are all on the North side of the classroom wings, would be nice to stagger or provide more staff restrooms at the other end of the wings.
 - vi. Additional outlets in the classrooms for Chromebook charging.
 - vii. Dirt areas between classroom wings: would be nice to have planter boxes in these spaces. The dirt brings a lot of dirt into the classrooms.
 - 1. These are fire lanes.
 - viii. Science labs are spread out whereas other disciplines are grouped together. Would prefer is science could be grouped to promote sharing of materials.
 - ix. Build more sidewalks from classroom wings to student/staff parking.
 - 1. This area has been left open for the future potential of another classroom wing.

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- x. Baseballs have hit cars in the parking lot.
 - xi. No lights on the football stadium: this is due to the greenbelt. Lights are portable.
 - xii. Tennis courts need spectator seating.
 - xiii. The campus gets very windy. A comment was made to add wind screens at the tennis court, however this has been done in the past and the screens have not lasted.
 - xiv. Soccer team would love synthetic turf.
 - xv. The Morgan Hill / City of San Jose line lands between the built classrooms/facilities and the athletic fields. No permanent structures can be built in the San Jose side/greenbelt.
 - xvi. School farm is in need of improvements, whatever can be done with respect to the green belt.
 - xvii. Include school farm in the site plan of the school.
 - xviii. Potential for manufacturing/welding/mechanical space: existing facility needs improvements.
 - xix. Frontage is so deep with landscaping, this could be used better as a more prominent frontage with better parking/drop-off.
 - xx. Access control: there is no security fencing at this site.
- f. San Martin / Gwinn K-8
- i. Unclear for first-time visitors where the entrance is.
 - ii. Site has wonderful outdoor spaces, outdoor science labs, great seating areas, bright and airy renovations.
 - iii. Improvements: SDC/RSP class is segregated from the rest of the student population and would be better to keep the students closer to their peers. Also, feel very isolated with them at Admin.
 - iv. Site has a nice garden area.
 - v. Classrooms would benefit from collaboration spaces, clustered within classroom wings.
 - vi. School has been known for their art programs, would be really nice to have a communal, centrally located art room.
- g. Martin Murphy Middle School
- i. This group started with the Ed Spec basics, then cross-checked it with the existing site.
 - ii. Per the Ed Specs, build out a new Drama room next to the existing Music room with proximity to the stage. The Drama portable could then be used as a regular classroom or Faculty Lounge.
 - iii. Admin space is very small, can we extend Admin out from its current location.
 - iv. STEAM/STEM labs: Music/Drama is located at the Gym, the I-Center holds the Engineering/Drone programs. How about the wing closest to the Gym become the STEAM/STEM focus with the outdoor quad as some of the outdoor learning areas to support these programs?
 - v. The City park separates the Murphy Middle School campus from its (District-owned) sports fields. The City does not restrict park access during the day, which creates some issues when students cross this area to use the fields.
 - vi. Take advantage of the front lawn, expanding Admin into this area and/or expanding parking/drop-off.
 - vii. Oversized locker rooms for a middle school.
- h. Jackson Academy of Math and Music
- i. Has a K-8 program, but is on a site designed for Elementary (less than 9 acres) and has some easements and other neighboring uses that limit the bounds of this site.
 - ii. Stick to standard Ed Spec, locate Admin close to the MPR and Kinder buildings.



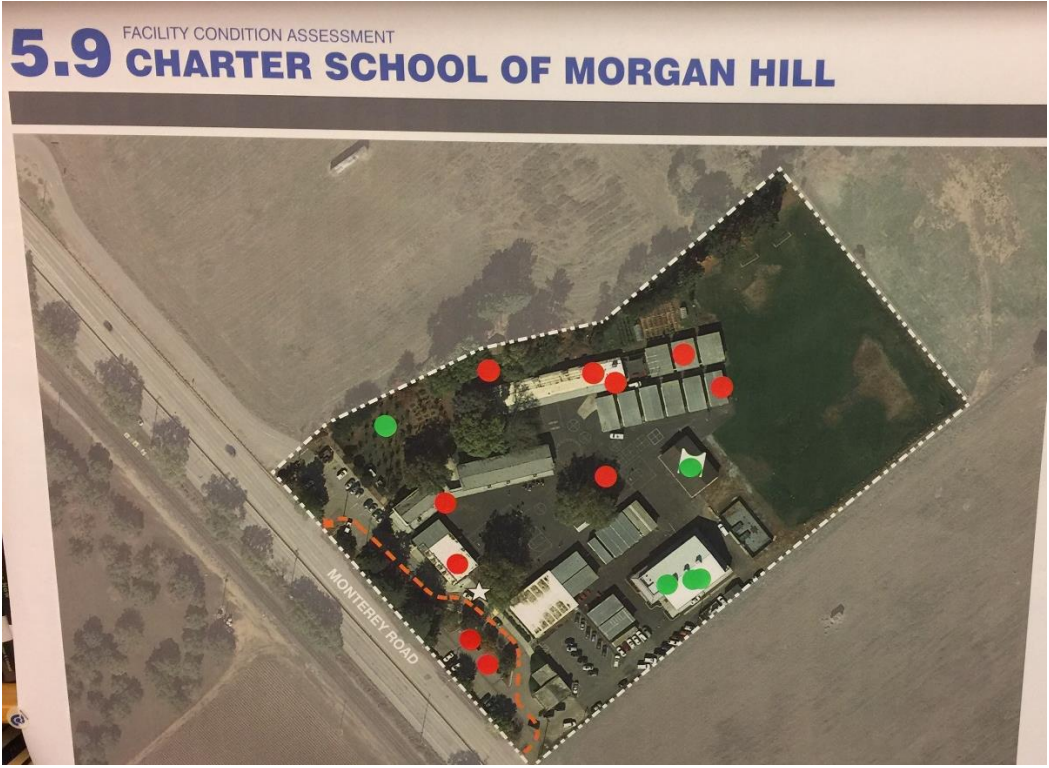
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- iii. What doesn't read on this aerial is the great amount of grade change that occurs across the site. Trail Drive is at a much higher elevation, then the campus steps down to the hardcourts, then steps down again to the playground/hardcourts, then continues to drop at the fields.
- iv. If another parking lot could be created off of Trail Drive to alleviate drop-off and/or provide staff parking towards the rear of campus.
- v. Develop the space at the portables.
- vi. Roof and HVAC were modernized 2 years ago (~2015)
- vii. Teachers complain about the shape/usability of the oddly shaped classrooms. Sound also carries between spaces in the round buildings. The center rooms are loud and carries sound into the classrooms.
- viii. This design shows the building with Admin being demolished and replaced with new construction (admin, MPR, and specialty spaces), the displacement of those classrooms would be picked up by a new classroom wing where the portables currently sit. The other round building would be modernized/reworked to enlarge the classrooms.

Submitted by: Andrea Pippin

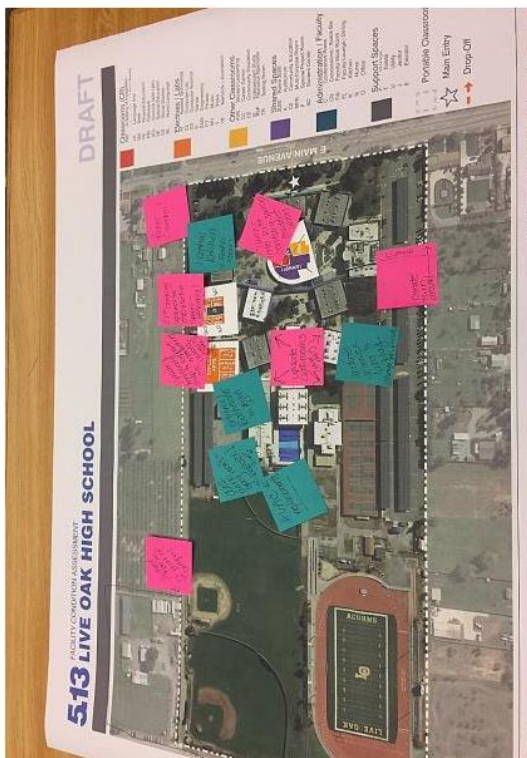
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Red Dot / Green Dot Activity Results:



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Secondary Sites Charrette Activity Results:



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