

October 5, 2023

Dear Neighbors,

I am writing to you in my new role as Acting Head of School at Castilleja.

At our most recent Neighbor Meeting in June, we promised to reach out as we made decisions regarding the timeline for our campus modernization process. I have a few updates to share today, and I also want to let you know that **our fall Neighbor Meeting is scheduled for Friday, October 27, from 6:30 to 7:30pm in the Castilleja Dining Room**. I look forward to seeing you there.

In the meantime, we want you to know that our project will begin in June 2024 with construction of the garage below Spieker Field. We expect that process to last one year.

We are not planning to relocate students off-campus at any point during construction. Although we had hoped to move off campus during construction, last year's exhaustive search for off site locations yielded no viable options. Conversations with major Bay Area commercial landlords and developers, school districts, and community colleges ultimately ended due to space, zoning, and/or code restrictions that could not be reconciled.

Classes for all grades (6-12) will be held on the Castilleja campus at 1310 Bryant Street, with schoolwide enrollment not to exceed 416 students. Our use of the Oshman Family JCC for the 6th grade was an emergency measure and will not continue after the 2023-24 school year.

When the garage is completed in the summer of 2025, we will begin the second phase of the project, modernizing academic buildings on the Castilleja campus. This second phase is projected to last two years.

Ahead of the 2025-26 school year, we will place two-story modular classroom buildings on Spieker Field, which was part of the plan approved by the Palo Alto City Council in June 2022. Many of you have already seen renderings of these structures.

Based on extensive consultation with our contractors and outside experts, we are confident in the timeline we have outlined. However, it's not uncommon for large construction projects like this one to experience delays. We commit to transparent and proactive communication with you throughout the process.

To summarize, here is our projected timeline by academic year:

- 2024-25: Garage construction, classes in existing campus buildings
- 2025-26: Campus construction, classes in modular buildings on Spieker Field
- 2026-27: Campus construction, classes in modular buildings on Spieker Field
- 2027-28: Transition from modulars to modernized campus buildings

We look forward to reviewing these plans with you in person on October 27, including the extensive mitigation plans. The Neighbor meeting will also include a presentation from the Neighbor Committee on our most recent traffic and parking monitoring report.

Please email Elke Teichmann ([eteichmann@castilleja.org](mailto:eteichmann@castilleja.org)) by October 20 if there are any other specific topics or questions you would like us to address at the meeting. We are building the agenda in partnership with the Neighbor Committee.

Warmly,

A handwritten signature in cursive script that reads "Kathy".

Kathy Layendecker  
Acting Head of School