

## Minutes of the Jan 13, 2026 CNC public meeting at the Community Room

The meeting was called to order at 4:02 pm Tuesday, Jan 13, 2026. Neighborhood Committee members Andie Reed and Nancy Tuck were present, Rob Levitzky was absent.

There were 7 neighbors and two Castilleja representatives (operations manager and attorney) in attendance.

There were no requests to speak to any item not on the agenda.

Committee member Andie Reed opened the meeting by stating our purpose is to review the Monitoring Report and the school's performance in satisfaction of their TDM and other relevant Castilleja neighborhood issues.

Andie mentioned that she'd noticed improvements to the traffic and parking issues this current term (Winter) as compared to the Fall term, which we are reviewing today, and both Alan and Jim Poppy agreed.

Andie started off with a summary of 4 areas in the TDM Monitoring Report that need to be brought to the attention of the City, including issues that don't seem to align with the independence expected in the report:

1. Bullets for "mode split" only state those percentages of students who don't get dropped off and picked up; only shows percentage of bikes and peds and buses.
2. Percentages (Table 9, pg 27) have zeros for the students driving to school because they "are not observed". This skews the "mode" tally as it excludes an entire mode. Nikki stated they can't observe students driving and parking a block or two away, which happens occasionally. Andie stated that should be noted, not filled in with zeros.
3. Report "assessed the success of TDM programs" but doesn't include reporting of infractions (queues exceeding loop driveways, dropping off/picking up in the streets). "Double parking is prohibited" but report doesn't acknowledge that it happens.
4. Need independent assurance of 40% students living within 5 miles.

There are 2 days where AM Peak and ADT counts are not included and yet there is no event noted on the calendar. Nikki looked up the two dates. For one of them, she could confirm that there was teacher training and not enough students to count. She was unclear about the other. All of August data is missing one of the 7 driveway electronic counters. Nikki explained that one of the employee lot exits gets used very rarely, and that there are days that the car count at that driveway could be zero. Cars entering the employee lot use the other exit. Andie and Nikki conversed at the table; Andie felt that it was an unusual anomaly that zero cars used the exit in Aug when there were always a few cars using it all other months. Nikki went on to state that there has been a glitch in the software, in her experience. She identified one in the Winter term where there was no data in their server for one of the pucks. She caught it, it was during vacation, and she will see that it gets noted in the next monitoring report.

Stickers are a problem, and, although students/parents are required to register their cars, there is no incentive for someone driving to the school to apply their sticker, as it will result in consequences for parking in the neighborhood. Nikki explained that she can't force students/parents to put the stickers on their cars. The CNC has suggested the school give stickers to all students for all the family cars when they register and make it a requirement. This requirement is difficult for the school to enforce.

Nancy Tuck brought up that neighborhood boundaries for the school are not officially designated so how can we know how far from campus the school is required to monitor or enforce drop-off or parking restrictions. Andie brought to Nancy's attention (as an aside, at the table) that within the report is a description of the Expanded Study Area (pgs 29-32). Nikki and Andie agreed that's the area Nikki monitors. Alan suggested that Nikki carry with her the data base showing all Castilleja parent, staff and student license plates. Alan compared this to Palo Alto parking enforcers. Mindy pointed out that Castilleja does not hold the same authority as City officials. Nikki expressed that she has a pretty good idea which cars belong to residents and which might be violators. She said she takes pictures of potential violator license plates, then checks these against the data base when she returns to campus. Any violations are reported to school authorities, and that if it does belong to a student or staff, it is moved immediately. Several people at the table agreed that this was as effective and more practical than Nikki carrying some sort of data base on her bike.

The question was raised as to when construction would start with the pool. Mindy and Nikki confirmed that no construction will begin until students populate the temporary campus buildings, which is planned in the Fall.

Hank Sousa discussed the electronic counters, the pucks that appear to operate are on 7 driveways (pucks number 1 and 9 are out of service for construction). However, puck number 8 seems too far inside the driveway to count some of the vans leaving the parking area. Nikki says she has told Dan Chapman about this and he assures her there is a reason for it, but she could not recall it.

Susie Hwang pointed out that construction trucks are using Melville. Nikki has been informed of this, by Susie, on more than one occasion but nothing changes. Discussion about who is in charge and perhaps new head of school should be apprised of situation. Mary Sylvester backed up Susie's experience and acknowledged the school needs to find a way to keep trucks off Melville. The three point turns the larger trucks make into Melville are acceptable by residents as a necessary part of getting big cranes, etc. into the site. Nikki was reminded that Castilleja is the client of Truebeck construction and should have the ability to get them to comply. Mindy said that this was the first she was aware of this problem, but Susie and Mary said that this had come up in neighborhood meetings held at the school where both Mindy and Kathy Layendecker were in attendance. Mary made a point that it is not Nikki's charge to cover this issue, no blame is cast on Nikki, but rather, who can address this with Trubeck?

Hank spoke up to question the alerts for cars coming up out of underground garage driveway, as he knew Rob had been expecting an answer. Rob came after the meeting had concluded and got Nandy's phone number from Nikki to further research. Hank asked if cars exiting the garage will go all 3 directions (left, right, and straight down Melville). Mindy confirmed all three.

There was some discussion as the meeting closed as to whether we should record the meetings, to make it easier to prepare minutes. Andie agreed we should, Mindy wasn't sure.

Meeting adjourned at 5pm.

Hank Sousa

notetaker

