

April 24, 2014

Dear Castilleja Families,

As we move into the last few weeks of the school year, I would like to remind you of one of our most important and ongoing challenges.

Our relationship with our neighbors and our adherence to the requirements set out for us by the City of Palo Alto require us to reduce our impact on our neighborhood. Success in this area is extremely important for Castilleja. By reducing impact, we improve our relationship with our neighbors, we meet the City's requirements, and we reduce our environmental footprint by carpooling, riding the shuttle bus or train, and by biking or walking to school.

This spring, we will begin conducting traffic counts and analysis, which will provide critical information about our current impact on the neighborhood. We anticipate that the City will be making visits to the school to monitor traffic on a random basis. In addition, we will have our first formal count conducted in May, which we are required to submit to the City as part of our semi-annual reporting process. It is critical that this count fall under the limit imposed by the City in their most recent communications with the school. This data will also provide a benchmark for our anticipated application for a new Conditional Use Permit (CUP) in January 2015. Traffic studies will continue into next fall, and I am certain that traffic studies will be an ongoing and regular part of our future. In other words, success must not only be achieved, it must be maintained over the long haul.

As I acknowledged, this is a challenging initiative. In order to be successful, every member of the Castilleja community must commit to a concerted and continuing effort. **I write today to encourage each of you to redouble your efforts so that Castilleja can continue to educate as many young women as possible.**

We are grateful to those of you who have consistently participated in our traffic reduction programs all year, and to the many employees who have volunteered for traffic duty. If you started out the year strong but have since relaxed your effort, please recommit. And for those who have not yet tried carpooling, morning shuttles, walking, or biking to school, there is no better time than now to begin. Please remind yourself of the ways YOU can help by visiting Transportation@Castilleja.org. If your daughter is driving to campus, please make sure you review all traffic and parking guidelines together.

Our community has never failed to rise to the challenges before us, and I am quite sure that, working together, we will knock this one out of the park! Thank you for all you do.

Sincerely,

Nanci Z. Kauffman