

SCHOOL/CITY LIAISON COMMITTEE
PALO ALTO UNIFIED SCHOOL DISTRICT
CITY OF PALO ALTO

DATE: December 19, 2013

MINUTES FOR MEETING OF December 19, 2013

<u>Opening</u>	<p>The School/City Committee held a special meeting in the District Conference Room A at 25 Churchill Ave, Palo Alto. The meeting was called to order at 9:35 a.m.</p> <p>* All handouts can be viewed in the Business Services Office 25 Churchill Ave.</p> <p><u>Palo Alto Unified School District Representatives:</u> Melissa Baten Caswell, Board Member, Committee Chair Heidi Emberling, Board Member Cathy Mak, Chief Business Officer</p> <p><u>City of Palo Alto Representatives:</u> Gail Price, Council Member Liz Kniss, Council Member Pamela Antil, Assistant City Manager</p>
<u>Approval of Minutes – November 21, 2013</u>	<p>MOTION: Emberling moved to approve the minutes from the November 21, 2013, meeting. Seconded. Minutes were approved 4-0.</p>
<u>Oral Communications</u>	<p>No oral communications.</p>
<u>Review of Recent City Council/PAUSD Board Meetings</u>	<p><u>City Update:</u> Price said they are in the process of rolling out a transportation plan to better manage the University and California Avenue corridors. It is a very complex and multi-faceted program that they are in the process of planning.</p> <p>Price said there have been a lot of major projects on Hamilton and Waverley. There is ongoing discussion on architectural review and issues of height of buildings.</p> <p>Price said they have had several colleague memos; one was to improve on their ability to deal with expired building permits in the Southgate and Barron Park residential area. They now have a system in place where there will be consequences if these are not improved. It is the residents that have brought these to their attention.</p> <p>There is ongoing discussion on the bidding for the Palo Alto Post Office. Caswell asked if the City receives pricing advantage? Price said not that she is aware of.</p> <p>Price said they continue to work on the period after Measure D, the loss of senior affordable housing. They will be revisiting the City's housing ordinance next year.</p> <p>Kniss said they met with the attorneys representing the Barron Park mobile home park and there is no progress on the case, it's at a standstill but meetings do continue to take place.</p> <p>Price said the City hired a new Chief of Sustainability.</p> <p><u>District Update:</u> Emberling said they elected a new Board President, Barb Mitchell and Vice President, Melissa Caswell. There will be new committee assignments for the year.</p> <p>Emberling said school year calendars were approved at the last Board meeting for next three years. Kniss asked how the final decisions were made? Caswell said they did a lot of surveying, there is a calendar committee, a parents and teachers group, there were students who performed their own polling, and all this was considered in the final decision.</p>

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Emberling said the District's Student Services Coordinator Brenda Carillo provided the Board with an update on the secondary schools counseling programs; she has brought all secondary school site counselors together to work on a common mission and provide services for all the students with a delivery model that is more compatible. The Board has invested in more counseling positions so they can get the counselor student ratio down. There are now a total of eight counselors at Gunn High School and there is a counselor for each grade level at the middle schools that moves with their cohort.

Price asked if there was still a differentiation between the home room advisory Gunn model and the Paly model? Caswell said yes. Gunn has invested in making the type 101 program for freshman to look much more like that. They will come back to the Board when the surveys are complete.

Kniss asked how many counselors are there in total? Caswell said they will get back to them with the total count.

Emberling said they talked about their high school achievement, college readiness report in terms of A-G requirements. Since 2008 they have seen a 10% increase; Gunn High School is at 90% and Palo Alto High School it at 80% of students that meet the A-G requirements.

Introduction of City's Chief of Sustainability

The new Chief of Sustainability Gill Friend for the City of Palo Alto was introduced to the Committee.

Friend said he has worked in the field of sustainability for 17 years in the private sector and the corporate sector. He looks forward to working with the District on sustainability.

City/District Technology Update

The City's Governance and Planning Manager Kel Weatherbee presented on the following slides:

- Agenda IT department vision and mission, strategic goals, delivering value,
- Vision and Mission (won a digital city award)
- Strategic Goals
- IT Services
- IT Breadth and Depth
- IT Value Delivered to our City in FY13
- New Capabilities Coming to the City in FY14

Price asked if these efforts and practices are being shared with other departments as a model? Weatherbee said yes, they have included them in the process of governance and planning so they are very familiar with the practices.

Kniss asked what it does it mean for the residents living in a city that is a digital city? Weatherbee said it will help to lower costs for citizens, innovation in the ability to enhance collaboration between the community and the City, the ability to have public and private partnership, and delivering the best quality of service to the public via tools (311 system – downloadable app).

Price asked what is ERP? Weatherbee said it is their SAP system and it stands for Enterprise Resource Planning.

Weatherbee said to view what the City is currently working on in IT; visit the City of Palo Alto website under "Delivering Value".

Emberling asked if the disaster preparedness integrates with the emergency preparedness works around the City? Weatherbee said they don't but the Office of Emergency Services is.

Emberling asked if they have any electronic backup? Weatherbee said yes, there is an app called "Damage Assessment" that Ken Deucher with the Office of Emergency Services can provide more details on but she recalls that all department staff has this app downloaded and it can be used

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offline. Once the system is back up, it will send all the data stored to the Office of Emergency Services. Another app is "Palo Alto Ready App" that contains instructional videos on what to do in the event of a disaster.

Chief Technology Officer Ann Dunkin presented on the following slides:

- IT "Mantra"
- Topics
- Overview
- IT/ED Tech/IMC Organizational Chart
- Classroom Technology: Software & Cloud Services
- Schoolology Usage Trend
- Classroom Technology: Hardware
- Infrastructure: Improvement
- Infrastructure: Security
- Parent Communication & Customer Service

Caswell asked what percentage of help desk tickets are related to classroom activities? Dunkin said 90% are things that can be solved themselves; some is the software issues.

How many IT techs are working with the District? Dunkin said it is about 15 for the 17 schools.

Caswell explained that Schoolology is like Facebook and so students know exactly how it works. Students can communicate through Schoolology regarding assignments and teachers can post assignments. Parents can have the mobile apps to Schoolology and Infinite Campus and check on their students' assignments.

Caswell suggested the District and the City IT department regularly communicate about the governance decisions that each are making.

Price asked if there will ever be any co-purchasing options? Weatherbee said she is aware they can piggyback on contracts. This is something the purchasing department would handle. Caswell suggested the City and District keep in mind the possibility of working together on future projects.

District/City Sustainability Practice & Programs

The District's Energy Specialist Rebecca Navarro presented on the following slides:

- Energy Conservation Program – Palo Alto City & Schools Update
- Key Accomplishments to Date
- Total Savings (October 2011 through September 2013)
- Savings by Energy Type (October 2011 through September 2013)
- Energy Star
- Ongoing and Future Plans

Kniss asked if they see their biggest savings in gas and electricity? Navarro said yes.

Kniss asked how has the drought affected the usage? Navarro said it does affect them; EnergyCap tracks the weather and they adjust things accordingly but it does not track irrigation. During the three winter months if there is not enough rainfall, they will probably see higher sewer fees.

Future Meetings and Agendas Adjournment

The next meeting is scheduled for Thursday, February 20, 2014 at 8:30 a.m. at City Hall.

The meeting was adjourned at 10:11 a.m.