



School/City Liaison Committee Minutes



School/City Liaison Committee Meeting Wednesday, November 30, 2005

8:15 AM to 9:30 AM
Palo Alto Unified School District
Conference Room A
25 Churchill Avenue
Palo Alto

In Attendance:

City of Palo Alto

Andy Coe, Int. Deputy Director
Mike Denson, Acting Police Lieutenant
Kathy Durham, Commute Program Coordinator
Steve Emslie, Dir. Planning and Community Environment
Emily Harrison, Asst. City Manager
Gayle Likens, Acting Chief Transportation Official
Glenn Loo, Mgr of Information Technology
Dena Mossar, City Councilmember
Paula Simpson, Director of Libraries
Maya Spector, PA Library/School Liaison

Palo Alto Unified School District

Kathy Durkin, Manager of Auxillary Services
Penny Ellson, Fairmeadow PTA/Safe Route to School Community Task Force
Rachel Kellerman, Library Media Teacher
Mandy Lowell, Board Member
Jerry Matranga, Associate Supt, Business Services
Pete Pearne, Mgr Maintenance, Operations and Facilities
Gail Price, Committee Chair and Board Member
Marie Scigiano, Dir. of Technology, Library Media, Central Attendance

Handouts: Safe Routes to School
City Library Update
iNet Update Presentation

Meeting convened at 8:21 a.m.

It was agreed that Agenda Item 8 would be moved to the top because a large group was present to discuss it.

1. Oral Communications

None

2. Approval of Minutes – September 28, 2005

Ms. Mossar moved to approve, Ms. Kishimoto seconded.

3. Charleston/Arastradero Corridor and High School Summer School Location

Mr. Emslie introduced Interim Deputy Director Andy Coe and Interim Traffic Community Coordinator Kathy Durham. Funding sources for the Charleston/Arastradero Corridor trial have been assembled. The two major components of the trial are the restriping of the corridor from Fabian in the East to Miranda in the West to a four and three lane section, and the reconfiguration of the Gunn signalized driveway to create a dedicated right turn lane. This has been reviewed with District, and it has been determined that construction work needs to be done during the summer holiday season. In order to avoid disruption of summer school traffic at Gunn, it has been suggested summer school, which had been planned to take place at Gunn, be moved to Paly this year.

Mr. Matranga said summer school is rotated between schools. For the last few years it has been at Paly, so this year it should be at Gunn. In order to move it to Paly, the District would need to know for sure that the construction would be done this summer, because a report would be going to the Board in December regarding summer school locations.

Ms. Harrison said the funding proposal would be going to the City Council in January, and that the Council had been showing enormous support for this project. Engineering work had already begun due to confidence in Council approval, though no contracts had yet been enacted.

Mr. Matranga asked if the City had resources dedicated to this purpose.

Ms. Harrison said staff would propose that the Council delay some other capital projects to pay for the project.

Ms. Mossar asked if this could go before the Council sooner.

Ms. Harrison and Mr. Emslie said all the legal work could not be completed in time for the December 12 meeting, which was the only meeting taking place before January.

Ms. Price asked if a list of actions could be created stating what steps would be taken by the City to be sure this project would be expedited, as opposed to other projects.

Ms. Mossar suggested having five or six Council members meet and review an information item on December 18.

Ms. Harrison agreed to explore the feasibility of a special City Council meeting on December 18.

Ms. Price said that on the Board of Education meeting to be held on December 13, she and Ms. Lowell would report on the results of this meeting. She added that in the future, projects like this ought to be discussed with the School District earlier.

Betsy Allyn, living on Wilmar Drive, said she, as a member of a 12-neighborhood group, has supported this project for 5 years. The corridor is a safety issue, not a traffic issue and that she supports the installation of a right hand turn lane at Gunn. She added that this is a real opportunity for the City and District to work together.

4. Update: PAUSD Libraries and City of Palo Alto Libraries

Ms. Scigliano, Director of Technology, Libraries and Central Attendance for PAUSD, introduced Ms. Kellerman, Library Media Teacher at Addison; Ms. Simpson of the City of Palo Alto Library; and Ms. Spector, the City/School Library Liaison.

Ms. Simpson announced Ms. Scigliano had received the California School Library Association Leadership Award for her leadership and progressive attitude toward technology in libraries. She gave a presentation updating the Committee on the joint work of the City of Palo Alto and the School District. One of the major objectives stated at this Committee's June meeting was the establishment of the City/School Library Liaison position (filled by Maya Spector), and this had been accomplished.

Ms. Spector said a number of middle schools textbooks were now at the libraries, and they are being used very heavily, especially at Mitchell Park. This year, they would be expanding by getting some of the high school textbooks as well. Friends of the Library have been instrumental in accomplishing this goal.

Ms. Simpson said they had been working on finding a way to purchase online licensed databases cooperatively in order to get a better price.

Ms. Spector said another cooperative project was the Summer Literacy Program. Every class in the program meets in the nearest library, and near the end, there is a big awards presentation at Escondido. She then discussed the new initiatives

she was working on, including: the library card campaign, programs and special events, online databases, and the training of new teachers.

Ms. Kellerman said she worked with elementary students, and that when Ms. Spector came to Addison, many parents who hadn't used the library before came to get library cards. She had already signed up to have her visit again next year. The first week in April is National Library week and several PAUSD schools would have author visits that week.

Ms. Spector said she would be doing a presentation to secondary students and a Latina author would be coming to give a talk during National Library Week (the first week in April) to the Voluntary Transfer Program families. There would also be assembly visits at all elementary schools and she had also offered to talk to the PTA Council or any other parent group. She also hoped to have assembly visits to all the elementary students to promote the Summer Reading Program.

Ms. Scigliano said that at the beginning of the new school year, new teachers got one week of training. Half of one of the days during this week includes training by Paula Hundley, the technology Teacher on Special Assignment (TOSA), on libraries and educational technology. Now that Ms. Spector had joined the team, she would be working with Ms. Hundley on this summer's training session.

Ms. Simpson said a study was being done by the Library Advisory Commission analyzing the current library system and making recommendations for the future. A report would be given to the City Council in the spring. Services to constituents in the schools would be taken into account.

Ms. Kellerman said Read Across America Day would be March 2, and she was working on that.

Ms. Scigliano said it had been mentioned that they had been discussing the possibility of members of the public being able to pick up books at school libraries. There was no security on the school sites and the elementary schools had very small libraries, however this was being discussed. There are currently no resources, nor a specific plan.

Ms. Lowell noted that at many schools, the libraries were not open after school due to staffing shortages.

Ms. Kishimoto asked if other school districts operated shared facilities with the public.

Ms. Simpson said there were other districts doing this, and added that there was also the option of self-service kiosks that might make this more feasible.

A gentleman in the audience said there were probably more seniors in the community than kids, and that holding at least one library open after hours would be a good service to the City.

Another gentleman said that in the past a City/School library project at Gunn had been discussed. It was time to discuss this again, possibly after the survey results were in. As there are more schools than libraries, these would make excellent drop off and pick up points in the community. He also noted that the latest demographic report showed the number of seniors had declined, while the number of students had increased.

Ms. Kishimoto suggested just having drop offs at the elementary school libraries, not pick ups, as this would reduce traffic and not require people to be on campus as long. She also asked if students could be issued numbers rather than library cards, as this might speed up the process of getting kids access to the libraries.

Ms. Simpson said they needed actual cards to use the self checkout, but that they had been experimenting with the small tags with bar codes.

Ms. Lowell praised the training on on-line databases, because many people were not aware of what services are available.

Ms. Spector said that in January, she and the teen librarians would be doing a presentation at Gunn on research and databases to teach that not everything can be found on search engines such as Google.

Ms. Mossar asked what was getting in the way of the purchase of the databases.

Ms. Simpson said the Friends of the Library, who had shown interest, did not fund the Library's grant request, but that she would try again next year.

Ms. Mossar said she understood that expanding physical capacity would be enormously expensive, however it should not be necessary to wait a full year to try something that could be funded for under \$10,000 that would serve both adults and children.

Ms. Scigliano added that the District had a grant from the State for this type of thing, but that it had run out.

Ms. Mossar asked if there was a way for the School Board and the City to match contributions to this project.

Jeff Levinsky, of Friends of the Library, suggested utilizing "single sign on", which gives kids a way to log in to all databases wherever they are located.

5. i-Net Update

Ms. Harrison introduced Glen Loo, the City's Information Technology Manager, then Mr. Loo and Ms. Scigliano gave an update on the status of the iNet project (the institutional network), which involves Palo Alto, East Palo Alto, Menlo Park, Atherton, as well all of the school districts in those jurisdictions. Comcast failed to complete the construction of the iNet in a timely manner, so a negotiated settlement was enacted. Comcast also agreed to remediate the shortage of dedicated fiber. There is now an emergency alert system, poor network equipment, and a \$175,000 technology grant from Comcast. Comcast did not provide a fully functional network, so the City had to provide the equipment to enable these connections. Cable Co-op issued a grant for networking equipment for the iNet. There is currently about a million dollars of networking equipment, however the funding was not available for actual physical site equipment to complete the network. He would be meeting with the JPA the following Tuesday and planned to present a proposal to provide funding for the site equipment for all the cities. This would cost \$3,000-\$4,000 per site. Currently, the core equipment has been delivered as part of Comcast's settlement. The fiber construction has been completed, and the City's consultant, Columbia Technology, has performed all of the testing. Terman Middle School has also been connected to the iNet.

Ms. Scigliano described the next steps for the School District, such as determining who is responsible for maintenance of the network, as well as policies and procedures. In the future, the District will have increased bandwidth, allowing for reduction in use of T-1 lines, which will save the District utility costs. The Media Center is key in this. In the long term, other capabilities are being considered, such as video conferencing on the iNet as opposed to phone lines, on-line staff development, and streaming media.

Mr. Loo reminded everyone that the fiber connection offered a great potential, but a great deal of other equipment would also be needed.

Ms. Lowell asked if the iNet was currently operational at the sites and when it was anticipated to be completed.

Mr. Loo said it was not operational at this time and the implementation date depended on garnering funds, etc.

Ms. Lowell asked if there would be a cost figure for maintenance of this system.

Mr. Loo said there were two options: have participants contribute to upkeep, or have a third party do the maintenance, which would require annual funding.

Mr. Matranga asked if the members of the JPA had both City and District jurisdictions.

Mr. Loo said the members were staff from all the participating cities, and the meetings were open to the public.

Mr. Matranga asked what the basic funding sources were.

Mr. Loo said franchise fees per subscriber from Comcast.

Ms. Price asked if a joint letter from both bodies would be more effective.

Ms. Harrison said this could be a joint resolution from the City Council, then a letter from the Mayor.

Mr. Loo said Palo Alto was in a coordinating function for the iNet, and that this was an unusual role to fill. His position required that he speak for the entire group, rather than just the City of Palo Alto.

Bob Moss reminded the Committee that Comcast still owed the District \$50,000 for terminations, etc.

Ms. Scigliano and Mr. Matranga agreed to follow up on this.

6. Demographics/New Housing

Mr. Matranga said the District was doing demographic projections and anticipated enrollment growth. District enrollment had been growing modestly, but continuously over the last decade, and would most likely continue. Lapkoff & Gobalet, who had been doing demographic research for the District for approximately the past ten years, was currently working on a report examining housing, etc. They would be making a report to the Board on December 13, 2005. Lapkoff & Gobalet had also been talking to City staff about developments, yield factors, and cohort survival trends. A Policy on Desired School Range would also be brought to the Board. A 20-year Facility Master Plan and Facility Capacity Study would be brought to the Board at a study session on January 17, 2006.

Mr. Emslie said he had met with Ms. Lapkoff and given her current data on proposed housing developments, adding that he had worked with Ms. Lapkoff before and he respected her very much.

Ms. Kishimoto asked if the Stratford School had a 10-year lease of the Garland site.

Mr. Matranga said this was correct, and that the contract included a requirement that the District had to give Stratford 3 years notice if it needed the site back in order to open an additional elementary school. The District is continually watching enrollment numbers and facilities in order to stay ahead of the curve, in

case Garland or one of the other closed sites should need to be reopened in the future. There is no plan at this point to terminate the lease.

Ms. Kishimoto asked if the portables on the Garland site were included in the capacity study.

Mr. Matranga said that the capacity report was based on the District's schools that were currently open and in use. He then said some cities counted school fields when adding up space to meet requirements for Parks and Recreation, and asked if Palo Alto did this.

Mr. Emslie said this was the case in Palo Alto.

Ms. Lowell said that Garland is next to Jordan, a large plot of land. She added that there were permanent portables and temporary portables on the site. These were also considered for site capacities.

Catherine Martineau, Executive Director of Canopy, asked if the Canopy item on this meeting's agenda could be moved to the January agenda, as she had to leave.

It was agreed upon by the Committee that this would be the first agenda item at the next meeting.

7. Emergency Preparedness: Scheduling a Joint Meeting

Ms. Mossar said the Committee wanted the people working on emergency preparedness to give a presentation to this group.

Ms. Lowell said she and Ms. Lowell has raised this issue with their colleagues who were very enthusiastic about this.

It was agreed that this would be arranged.

8. Joint Resolution on Traffic Safety (2 handout pages)

Ms. Likens reminded the group they had agreed to have quarterly updates here on traffic safety. She gave out a resolution on a consensus statement, which had already been adopted by the PTA and now needed to be approved by the City and the District.

Ms. Mossar said she had hoped for a joint resolution. Then she suggested reformatting the resolution to reflect this, so both parties could approve it concurrently.

Ms. Lowell pointed out that Greendell would be considered as located on a busy street, and that in the future this could contradict the statement in the resolution.

Ms. Durham said this was a common objective, rather than a constraint on future plans.

Mr. Matranga said that while schools could not be moved and this agreement was not binding, it may not necessarily be perceived this way by the community.

Ms. Mossar said she liked the idea of the City and the District agreeing on the principles, but that some of the wording did need to be changed. She suggested bringing the modified resolution back to the January meeting.

Ms. Likens agreed that not every district can embrace every bullet item.

9. Future Meetings and Agenda Items

January 25, 2006 at 8:15 a.m. at the City.

Items: Canopy (first agenda item) and Joint Resolution on Traffic Safety

Adjournment: 9:55 a.m.