



# School/City Liaison Committee Special Meeting Agenda



**School/City Liaison Committee Meeting**  
**Thursday, February 14, 2013**  
**8:30 AM to 10:00 AM**  
**Palo Alto Unified School District**  
**Conference Room A**  
**25 Churchill Ave**

### **Palo Alto Unified School District**

Melissa Baten Caswell, Board Member  
Heidi Emberling, Board Member  
Cathy Mak, District, Chief Business Officer  
Betty Munoz, Administrative Assistant

### **City of Palo Alto**

Gail Price, Council Member  
Liz Kniss, Council Member  
Pam Antil, Assistant City Manager

1. Oral Communications
2. Approval of Minutes – December 20, 2012
3. Review of Recent City Council/PAUSD Board Meetings
4. District/City Budget Updates
5. City Relationship with Foreign Cities Update
6. 2013 School City Agendas
7. Future Meetings and Agendas



# City/School Liaison Committee Special Meeting Minutes



Regular Meeting  
December 20, 2012

The City/School Liaison Committee held a Regular Meeting at the City Council Conference Room, 250 Hamilton Avenue, First Floor.

The meeting was called to order at 8:23 A.M.

Present: City of Palo Alto Representatives  
Chair Larry Klein  
Mayor Yiaway Yeh (arrived 8:26)

Palo Alto Unified School District Representatives  
Melissa Baten Caswell, Board Member  
Heidi Emberling, Board Member  
Cathy Mak, District Chief Business Officer

Absent: Pam Antil, Assistant City Manager

## 1. ORAL COMMUNICATIONS

None

## 2. MINUTES APPROVAL

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November 15, 2012

**MOTION:** Chair Klein moved, seconded by Board Member Baten Caswell that the City/School Liaison Committee approve the minutes of November 15, 2012.

**MOTION PASSED:** 3-0 Yeh absent

The Chair announced that Agenda Item 3, "PAUSD Facilities Growth Update" would be heard after Agenda Item 4 "Palo Alto CLEAN Program"

## 4. Palo Alto CLEAN Program

Jon Abendschein, Resource Planner reported the Clean Local Energy Accessible Now (CLEAN) Program began in April 2012, and was a solar rooftop program. The City Utility purchased power produced by solar units located on building roofs. Participants in the program would be building owners with roof space; however, they would not have a use for the solar power generated. Because no one was participating in the program, the City Council recently increased the purchase price from 14¢ per kilowatt hour (kWh) to 16.5¢/kWh.

Melissa Baten Caswell, Palo Alto Unified School District Board Member inquired about the financial benefit of the CLEAN Program.

Mr. Abendschein wanted to discuss solar power generally and options for the Palo Alto Unified School District (PAUSD).

Chair Klein explained the original solar program provided subsidies for businesses that produced and utilized solar power. Businesses decreased their consumption of electric power and decreased their electric bills. He asked if the CLEAN Program was the first in the nation.

Mr. Abendschein indicated it was one of the first programs in the nation.

Chair Klein reported the CLEAN Program was designed for businesses that did not utilize the power generated from solar units.

Board Member Baten Caswell indicated the CLEAN Program was a rental program for the roof.

~~Chair Klein agreed. Businesses used solar panels located on their roofs to generate solar power which was sold to City Utilities.~~

Mr. Abendschein stated the original purchase price for solar power was approximately 1/2¢ higher than the purchase price for renewable energy. Currently, the purchase price for renewable energy was approximately 10.5¢/kWh.

Board Member Baten Caswell asked who covered the capital cost for the solar equipment.

Mr. Abendschein indicated two scenarios existed. A building owner could locate a solar developer who would lease the roof, install the solar system, and sell the energy. Real estate companies could hire an installer to place solar panels on the roof, and the company would sell the energy to the City.

Board Member Baten Caswell attended a solar discussion at the California School Boards' Association. A few school districts installed solar facilities over parking lots, and they expected a 25-year return on investment. That was too long of a time period for most school boards.

Mr. Abendschein inquired whether the school board provided the capital.

Board Member Baten Caswell reported a bond measure paid for the structure. The school boards installed the solar facility expecting energy rates to increase. Since installation of the solar facilities, energy rates had decreased. The school boards now expected a longer rate of return.

Mr. Abendschein explained a recent innovation with solar power was the large number of developers who wanted to receive a return on their capital. School districts could not benefit from the large tax credits available for installation of solar systems. Companies would install and own residential solar systems, and then sell the energy to the homeowners at a rate less than the homeowners were paying. PAUSD would need to do something similar to that scenario, if it wanted to decrease the price and receive a return.

Board Member Baten Caswell asked if the rates were locked in for long periods of time.

Mr. Abendschein indicated the rates were locked in for approximately 20 years.

Board Member Baten Caswell stated fracking had dramatically decreased the cost of energy for PAUSD. PAUSD did not feel that would change in the next few years.

Chair Klein indicated fracking had not reduced the cost of energy for PAUSD.

Mayor Yeh reported the City did not participate in fracking.

Board Member Baten Caswell asked if PAUSD purchased natural gas from the City.

Chair Klein answered yes.

Board Member Baten Caswell asked why PAUSD believed fracking had decreased energy costs.

Chair Klein explained the price of natural gas had decreased dramatically.

Mr. Abendschein agreed fracking had lowered gas prices. Most forecasts indicated gas prices would begin increasing. Approximately 10-20 percent of the costs for electricity were affected by gas prices. That would decrease to 0 percent with the implementation of carbon neutral plans over the next few years.

Board Member Baten Caswell requested the amount the City charged per kWh.

Mr. Abendschein reported the average price for the entire City was approximately 12.5¢/kWh. A contracted solar system could lower that price.

Board Member Baten Caswell suggested school boards were not discussing solar energy, because the practice was relatively new.

Mr. Abendschein reported the practice was common throughout the rest of the nation. Many people in Palo Alto used solar energy to reduce their electric consumption. The CLEAN Program was unusual. PAUSD could have someone else provide the capital, and then participate in the rebate program to obtain the best value.

Board Member Baten Caswell felt PAUSD should discuss the idea.

Chair Klein noted Mayor Yeh was the City's representative for the Northern California Power Authority.

Mayor Yeh reported PAUSD could benefit from a third party providing the facility. He asked if the program required solar units be placed on rooftops.

Mr. Abendschein clarified that solar facilities could be placed on parking lots, rooftops, and the ground.

Board Member Baten Caswell understood the new buildings were solar ready.

Mayor Yeh explained that the third-party developer would assume the cost for the solar system. The contract could include a provision for the property owner to purchase the system from the developer.

Board Member Baten Caswell believed installing a solar facility with a 25-year return rather than additional classrooms would be difficult to explain to the community.

Chair Klein felt PAUSD should not consider a solar facility with a 25-year return.

Mayor Yeh stated until the developer reached a breakeven point, he would provide lease payments to PAUSD. Rather than paying for the system, PAUSD could receive revenue. That was the value of the proposition.

Heidi Emberling, Palo Alto Unified School District Board Member felt there had been a miscommunication on the issue of solar energy.

Lindsay Joye, Marketing Engineer reported she had met with Dr. Golton, and he was aware of the Program. They were working on a financial model, because solar costs had decreased dramatically.

Board Member Emberling read an email from Dr. Golton to a citizen regarding the possibility of participating in the Palo Alto CLEAN Program.

Mr. Abendschein noted the CLEAN Program did not receive any proposals; however, there was a great deal of interest. Many developers were interested in the CLEAN Program and PV Partners (the rebate program). PV Partners provided more benefit if the energy could be used on site. PAUSD could use the energy generated by solar facilities. Ms. Joye and he could assist Dr. Golton with obtaining the best and most comprehensible proposals from vendors.

Board Member Baten Caswell felt PAUSD could benefit from a financially viable program.

Mayor Yeh inquired whether the CLEAN Program or PV Partners would meet the needs of PAUSD.

Mr. Abendschein explained a third-party developer could participate in the CLEAN Program or could build a solar system. The developer would then sell energy to the property owner at a discount because of rebates and tax credits. PAUSD could not take advantage of the tax credits. The total value of tax credits and rebates was higher than the CLEAN Program at the moment. There was a limited number of rebates, but the value was higher.

Mayor Yeh felt the profit angle triggered the CLEAN Program rather than PV Partners.

Mr. Abendschein indicated developers could offer a savings from day one on PAUSD's energy bills, due to the tax credits and rebates,. Rather than accepting a lease payment or trying to build a system and make a profit,

PAUSD could have someone else build the system and receive a discount on energy bills over 20 years.

Mayor Yeh stated the City Council would appreciate knowing whether PAUSD utilized PV Partners over the CLEAN Program.

Mr. Abendschein reported the major distinction between the two programs was target markets. If generated energy could be used onsite, the target market was PV Partners. If the generated energy could not be used onsite, then the target market was the CLEAN Program. He believed projects for PAUSD could utilize the CLEAN Program with a bit of work.

Chair Klein noted the City's aggressive goal of having electric generation be carbon neutral by 2015, and inquired about the percentage of generation which currently was carbon neutral.

Mr. Abendschein answered 83 percent as of 2011.

Chair Klein indicated the City hoped to close the 17 percent gap by 1-2 percent with the CLEAN Program.

Mr. Abendschein suggested the goal for the CLEAN Program was 0.25 percent.

Ms. Joye stated PV Partners worked well with the carbon neutral goal.

Chair Klein felt PAUSD could utilize both programs.

~~Board Member Baten Caswell noted PAUSD's limited space.~~

Chair Klein was thinking about use of parking lots.

Ms. Joye indicated PAUSD Staff developed a list of potential parking lots at each school site. The main problem with existing rooftops was structural concerns, especially with the Division of the State Architect (DSA).

Board Member Baten Caswell noted the DSA had stringent requirements.

Ms. Joye reported Staff was working on a small system for the Science Resource Center, and noted solar power systems were in place at Henry M. Gunn High School, Escondido Elementary School, and Ohlone Elementary School.

Mr. Abendschein indicated Staff analyzed the solar capacity of PAUSD, and determined approximately 2 megawatts (MW) could be generated. However, PAUSD would need approximately 6 MW to offset all energy costs. The potential for some return was good.

Ms. Joye added the total potential solar energy was large, but realistically it would be less.

Board Member Baten Caswell reported the English and Math building at Henry M. Gunn High School and the Media Arts Building at Palo Alto High School had innovative architecture and would have some interesting roof space. The Tower Building dated from the 1920s, and it was unlikely its roof would support a solar facility.

Board Member Emberling asked if PV Partners was a City program.

Ms. Joye replied yes. PV Partners began in 1999 and was similar to PG&E's offering.

Board Member Emberling asked what PV stood for.

Ms. Joye responded photovoltaic. There had been 500 installations on homes and businesses in Palo Alto through PV Partners since 1999.

Board Member Baten Caswell inquired whether the CLEAN Program was geared to businesses or residences.

Mr. Abendschein explained residences were not explicitly excluded, because there was no minimum size. However, the purchase price was not high enough to make a small system cost effective.

## **NO ACTION TAKEN**

### **3. PAUSD Facilities Growth Update**

Ann Dunkin, Chief Technology Officer highlighted the demographer's report reviewed at the prior Palo Alto Unified School District (PAUSD) Board meeting. Kindergarten cohort survival rates varied over the prior three years: 108% one year and 95% another year. For grades K through 12, a large class was followed by a small class followed by a large class. The overall size of classes had remained at approximately 100-102 percent, or 1-2 percent growth. PAUSD did not use the demographer's projection for facilities planning.



Melissa Baten Caswell, Palo Alto Unified School District Board Member suggested Ms. Dunkin discuss why PAUSD used two different projections.

Ms. Dunkin reported a few problems with the demographer's projections. First, the demographer assumed zero housing growth after approximately five years, because of the lack of information about planned housing. Second, the demographer made no assumptions about children who had not been born. At the end of the projected time period, enrollment decreased, because of the second assumption.

Chair Klein indicated the second assumption would project no children in schools if the time period was sufficient lengthy.

Board Member Baten Caswell noted PAUSD used the demographer's projection for a short time period, because the projections could be applied to specific locations.

Ms. Dunkin stated PAUSD focused on the demographer's analysis of individual schools and clusters of schools. PAUSD used the demographer's growth projections to determine where children would be located within the District. PAUSD adopted a regression analysis for long-term enrollment growth and facilities planning.

Mayor Yeh inquired whether the demographer's methodology was standard in the educational industry.

Ms. Dunkin answered yes.

Board Member Baten Caswell indicated the demographer's projections were useful for short-term planning, but presented problems for long-term planning. She asked how long the 2 percent growth pattern had existed.

Ms. Dunkin stated 2 percent growth extended to the early 1990s. At some point, a local maximum would occur, and growth would shift to loss. PAUSD utilized 2 percent growth for facilities planning.

Board Member Baten Caswell reported PAUSD changed demographers, because of the problem with assumptions and projections.

Ms. Dunkin reported Dr. Golton replaced Lapkoff and Gobalet with Decision Insight, because Decision Insight provided a set of tools for PAUSD to perform some analysis on its own.

Board Member Baten Caswell noted these tools could provide details for individual schools.

Ms. Dunkin felt the tools were helpful for planning purposes, because she did not have to request additional information from the demographer. A small growth increase on a yearly basis was projected over the next five years, 1-3.5 percent, resulting in a cumulative growth increase of 15.1 percent across the District over five years. The demographer's moderate projection was intentionally high, and they expected the actual number to be lower.

Mayor Yeh asked if there would be concentrated growth in elementary, middle, or high schools.

Ms. Dunkin indicated there was not a substantial difference among the three grade levels. There would be a slight decrease in elementary growth over the next few years, driven primarily by the change in kindergarten start date. That decrease would move through the middle schools in the late 2010s and through the high schools in 2020-2022.

Board Member Baten Caswell noted PAUSD anticipated a large change in enrollment as a result of the change in kindergarten dates. However, that had not occurred, possibly because Palo Alto parents tended to hold their children back.

Ms. Dunkin reported enrollment growth occurred in the north and south clusters.

Board Member Baten Caswell asked Ms. Dunkin to share the schools located in the north cluster.

Ms. Dunkin indicated the north cluster included Addison, Duveneck and Walter Hays Elementary Schools. The south cluster included El Carmelo, Fairmeadow and Palo Verde Elementary Schools. The west cluster included Escondido, Lucille Nixon, Barron Park and Juana Briones Elementary Schools. Choice schools were included, because there was an expectation that the choice school enrollment was set. The data included only part of Escondido because it had a choice program.

Board Member Baten Caswell stated the PAUSD Board had not made a decision on choice schools.

Ms. Dunkin reported if the PAUSD Board wanted to change the size of the choice programs, then that would need to be factored in. Over the next five years, growth was projected at 7 percent in the north cluster, with a

cumulative 13 percent growth over ten years. At the end of the projection time period, the numbers moved to negatives because of the assumption of 0 percent growth. PAUSD expected growth to decrease in the north cluster, at least in Hays and Duveneck but not Addison, because of the demographics of those neighborhoods. In the south cluster, PAUSD anticipated relatively fast growth of 14 percent over the next five years, which matched the District average. That growth would slow to a cumulative total of 18 percent over ten years. The west cluster was different with only 8.4 percent growth through 2017 and a 20.7 percent cumulative growth through 2022. A large part of that growth occurred in the final year, because the demographers included the proposed Fry's housing project in 2022 with more than 100 children entering elementary school in Barron Park in 2022.

Board Member Baten Caswell believed that projection was unrealistic, because other housing developments were unknown.

Chair Klein indicated the City hoped the Fry's housing development would not be residential.

Ms. Dunkin stated the demographer did not want to discount the development by pushing it out to 2023 or 2024.

Mayor Yeh inquired how often the analysis was updated.

Ms. Dunkin replied annually. Each year PAUSD provided the demographer with enrollment data, and the demographer surveyed planned residential housing and provided new data.

Mayor Yeh felt the Buena Vista Mobile Home Park should match Barron Park closely.

Board Member Baten Caswell noted the Buena Vista Mobile Home Park data was not included in the current projections.

Ms. Dunkin reported there were currently approximately 100 children in the District from Buena Vista Mobile Home Park. It was not clear if the District would have more children as a result of the redevelopment.

Chair Klein reported the Council had been told the number of school children would decline if the proposal was approved.

Ms. Dunkin expected to see fewer children as a result of the redevelopment. The developers were pushing the District to grandfather children from Buena

Vista Mobile Home Park into the District even if the children moved to another District.

Board Member Baten Caswell did not believe parents would want to drive their children to PAUSD schools if they lived outside the District.

Ms. Dunkin indicated the Buena Vista Mobile Home Park families may not have the resources for their children to stay in PAUSD schools. Because the demographer discussed planned housing with the City and Stanford, projections through 2017 were relatively firm. The specific distribution between single family homes and condos and the sizes of the homes were unknown for the Stanford Mayfield Development Agreements.

Board Member Baten Caswell explained the assumption of no planned development was the reason PAUSD used the regression map.

Ms. Dunkin reported the demographers included the Fry's development, because it was a substantial development. PAUSD hoped the development would not contain housing.

Mayor Yeh inquired whether the number for Tree House was accurate.

Ms. Dunkin indicated it was an accurate number of units, not students. The housing units were not broken down by number of students in each development. She did not know if any children from Tree House attended PAUSD schools.

Chair Klein stated there should not be school-age children at Tree House.

Ms. Dunkin asked if Tree House was senior housing.

Chair Klein answered no.

Board Member Baten Caswell heard there were one or two children from Tree House.

Mayor Yeh indicated Tree House was mostly studio apartments with a few one- and two-bedroom apartments.

Board Member Baten Caswell stated one student came from a one-bedroom apartment.

Ms. Dunkin reported an aggregate growth of 490 units, mostly in 2022 due to the Fry's development.

Board Member Baten Caswell reported students were generated from residential development and from families moving into the District.

Ms. Dunkin noted enrollment was consistently above the number of live births. State law mandated Transitional Kindergarten (TK) for children not eligible for kindergarten due to the change in start date. Currently TK was offered for students born between November 1 and December 2. In school year 2013-2014, TK would offered for students born between October 1 and November 1. In school year, 2014-2015, TK would be offered for students born between September 1 and October 1.

Heidi Emberling, Palo Alto Unified School District Board Member explained children would have to be 5 years old by a certain date, and that date was being moved back from December 2 to September 1.

Ms. Dunkin noted 21 percent of Palo Alto students eligible for TK enrolled in TK. Parents placed their children in other programs, and enrolled them in school one year later. More than 90 percent of students with birth dates between December and July began school they year they turned 5 years old; 40 percent of children with birth dates between August and November did not begin schools in the year they turned 5 years old. Parents were holding their children back when the children's birth dates fell between August and November.

Board Member Baten Caswell believed delaying school until children were 6 years old was a long-term cultural decision in the community.

~~Chair Klein asked if the data was supported by educational research.~~

Board Member Baten Caswell answered yes

Chair Klein inquired whether children should begin school at 6 years of age.

Board Member Baten Caswell said there was not a particular year. The law was enacted because of educational research and teachers' experience of development differences in children.

Board Member Emberling felt the problem was 4 year 9 month old children in classes with 6-year-old children. Because of the expectation of academic achievement in kindergarten, parents held their children back.

Board Member Baten Caswell noted Finland had the best schools in the world, and Finnish children began kindergarten at 7 years old.

Ms. Dunkin indicated California had one of the latest, if not the latest, cut-off date for kindergarten.

Board Member Emberling noted most private schools had September 1 or August 1 deadlines for children to be 5 years old for admission.

Ms. Dunkin stated the state moved the date to be more consistent with other states.

Board Member Baten Caswell reported PAUSD expected fewer children would enter kindergarten for the next three years, resulting in smaller classes for the next 15 years. That may not happen, because the hold-back may already be in the system.

Ms. Dunkin noted more parents began holding back their children when the change in start dates was first discussed. As the law came into effect, PAUSD found almost 25 percent of children began kindergarten late, an increase from 15 percent. That 25 percent level would continue through the transition and perhaps another year or two as parents adjusted, and then it will return to 15 percent.

Board Member Baten felt the numbers would remain at the increased level.

Chair Klein inquired if PAUSD had analyzed the academic performance of children who were held back versus children who began on time.

Ms. Dunkin did not have any data, but she could look at that. She did not believe a difference in academic performance would matter to parents. Children starting on time faced difficulties in athletics, because they were smaller and slower than the older children in the same grade.

Board Member Baten Caswell agreed athletics was a problem, especially for boys.

Chair Klein recalled an article in Sports Illustrated on the issue.

Board Member Baten Caswell suggested analyzing risky behavior for high school students with regard to the different ages.

Ms. Dunkin indicated that behavioral data was anonymous while academic testing was not. A regression analysis for the entire District, for elementary schools, and for middle schools was utilized to determine school size. A

regression analysis was not performed for high schools, because the District was not considering a new high school at the current time.

Mayor Yeh inquired about the basis for that 1992 decrease.

Ms. Dunkin reported 1992 was the end of the downward trend.

Board Member Emberling suggested the decrease was caused by the end of the dot com bubble.

Board Member Baten Caswell indicated 1992 was the end of the decline, when PAUSD closed schools.

Ms. Dunkin reported the data indicated PAUSD would reach current capacity in 2017-2018, which was the timeframe for a new school to open. From a construction standpoint, a building should be ready March 31, 2017. A regression analysis of the prior ten years' data indicated capacity would be reached in 2017. A regression analysis of the prior twenty years' data indicated capacity would be reached in 2019 or 2020.

Board Member Baten Caswell noted PAUSD wanted to open the next building before capacity was reached.

Ms. Dunkin anticipated a shortage of 240 seats at Addison Elementary School and an excess of 218 seats at Walter Hays Elementary School in the next ten years; therefore, a boundary change was needed. The proposed change was a relatively small portion of the Addison attendance area. The problem with the Addison attendance area was the location of the school.

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Board Member Baten Caswell indicated some children at Addison would need to attend another school. Because PAUSD was constructing more classroom space at Duveneck, those children could attend Duveneck. The boundary line along Lincoln would have to change, so that children would not pass Addison on the way to another school.

Ms. Dunkin suggested the boundary line could be rotated to prevent children passing one school to attend another school. PAUSD Staff would meet with the Addison principal and City Staff in January 2013 to discuss logistics.

Board Member Baten Caswell reported the PAUSD Board had discussed the lack of a crossing guard at Melville, and the City/School Traffic Safety committee would review the issue.

Ms. Dunkin noted the lack of an intersection control at Kellogg. A boundary change was the only alternative to reverse lotteries. PAUSD wanted to ensure that children attending Hays Elementary School lived near the school.

Chair Klein inquired about parental reaction to the proposed boundary.

Ms. Dunkin stated nobody liked a boundary change.

Board Member Baten Caswell reported Dr. Skelly had positive conversations about the proposed boundary; however, conversations had not been held with existing Addison families.

Board Member Emberling noted Addison siblings could remain at Addison.

Ms. Dunkin reported anyone currently attending Addison would not be affected by a boundary change. The proposed boundary change would affect the new families moving into the neighborhood. The only complaint concerned routes to school.

Board Member Baten Caswell believed families purchasing homes on Addison Avenue would be upset by having to walk to Hays.

Ms. Dunkin agreed.

Chair Klein reported realtors stated neighborhoods switched to Hays would benefit financially from the boundary change.

Ms. Dunkin agreed.

Board Member Baten Caswell stated academic results were similar for Addison and Hays; however, people believed Hays had a higher value.

Ms. Dunkin presented the charge for the Elementary Schools Site Location Selection Committee.

Board Member Baten Caswell noted only give two sites were presented to the selection committee as options. The committee could not suggest a different site.

Ms. Dunkin reported the choices were Greendell and Garland. She explained the criteria for selection of staff and community members to participate on the selection committee. The committee had a matrix to utilize for its selection.



Chair Klein asked the timeframe for making a decision on the new school location.

Ms. Dunkin answered April 2013. Once the selection committee completed the matrix, then PAUSD Staff would make a recommendation to the PAUSD Board based on the matrix. The committee would not make a recommendation on the site. She expected a clear recommendation of one site.

Chair Klein inquired whether PAUSD would need to make capital improvements at either site.

Board Member Baten Caswell noted different types of improvements would be needed at each site.

Ms. Dunkin reported the Greendell school would be a new school site. The Garland school would need modernization of an existing building.

Board Member Baten Caswell indicated earlier discussions concerning Garland would be expanded if Garland was the choice.

Chair Klein asked if the existing building would be demolished.

Board Member Baten Caswell replied no. The existing site could be used after significant renovations.

NO ACTION TAKEN

## 5. FUTURE MEETINGS AND AGENDAS

Melissa Baten Caswell, Palo Alto School District Board Member indicated relevant topics from the current Agenda were usually given to the incoming committee for Agenda topics.

Cathy Mak, Palo Alto Unified School District Chief Business Officer added meetings would be held at 25 Churchill Avenue.

Board Member Baten Caswell noted discussion topics were different from the topics listed on the Agenda, and requested a comparison of Minutes with Agenda Items.

Chair Klein suggested a discussion of Agenda Items be held in January 2013.

Board Member Baten Caswell wanted to provide the next committee with a packet of 2012 Minutes.

Chair Klein agreed.

Ms. Mak requested the list be updated to reflect the topics discussed at each meeting.

Chair Klein stated the next meeting was scheduled for January 17, 2013.

Ms. Mak asked if the Committee should set the topics for the January 2013 meeting.

Chair Klein responded yes.

Board Member Baten Caswell suggested an Agenda Item concerning major events from the City Council perspective.

Chair Klein felt that discussion should be held in February, because the Council retreat was scheduled for February 2, 2013. He suggested a budget update for an Item.

Board Member Baten Caswell indicated Palo Alto Unified School District (PAUSD) could also provide a budget update.

Ms. Mak stated PAUSD could share the first interim budget report and general information about the state budget.

Board Member Baten Caswell believed updates of significant actions taken by the Council and the PAUSD Board should be the first topic discussed at the January 2013 meeting.

Ms. Mak noted Council and Board actions were a standing Item.

Mayor Yeh suggested Kathy Durham could have a Walk and Roll map update.

Board Member Baten Caswell indicated Ms. Durham presented one map to the Committee.

Chair Klein suggested including Council actions regarding relationships with foreign cities.

Mayor Yeh felt there would be an update for a parent meeting.

Chair Klein stated the City was in the process of changing its relationships with cities around the world.

Mayor Yeh reported the City of Palo Alto signed a Memorandum of Understanding (MOU) with the Yang Pu District in Shanghai for a three-year term. The program was called a Smart City Partnership. The intention was to build on the model of Neighbors Abroad, the City's sister city non-profit agency. Initiatives discussed by the Council were a student exchange providing internship opportunities for PAUSD students; a Smart Cities initiative to share cultures and municipal governance; and, development of and investment in a technology park. VMware and an intellectual property law firm, both with offices in Palo Alto and Shanghai, expressed willingness to provide internship opportunities.

Board Member Baten Caswell asked about the procedure for sharing information under the second initiative.

Mayor Yeh indicated sharing would occur through symposiums. In September 2013 there would be the first Smart City symposium hosted in Yang Pu District. Fudan University in Yang Pu District was comparable to Stanford University in building business and economic development.

Board Member Baten Caswell believed the top students in each province were chosen to attend Fudan University.

Mayor Yeh stated the Bay Area Council staff member responsible for the initiative was an alumnae of Fudan and a Palo Alto resident.

Board Member Baten Caswell suggested discussing the exchange program with Castilleja School, because Castilleja had an exchange program with a Shanghai school.

Mayor Yeh noted the Castilleja program was not focused on internships. The Smart City exchange program would need to be a school-to-school exchange because of Visa reasons.

Board Member Baten Caswell did not believe VMware currently provided any high school internships.

Mayor Yeh reported the responsibility for the exchange program would rest with parents rather than an individual teacher. Approximately 300 students in both PAUSD high schools were learning Mandarin, and the program would attempt to engage those parents.

Board Member Baten Caswell inquired about the plan to engage parents.

Mayor Yeh stated students were learning Mandarin as a means to be globally competitive. That information provided the underpinnings for an internship program. A meeting would be convened with all parents to initiate the conversation.

Board Member Baten Caswell asked if a parent would be in charge of the program as there were many details to coordinate.

Mayor Yeh indicated a parent would be the project manager.

Board Member Baten Caswell felt the challenge would be having one person coordinate.

Mayor Yeh reported leadership would be a junior and senior parent as co-project managers to provide continuity and to ensure success. The relationships needed to be successful, because of the partnership with outside businesses.

Chair Klein noted the City had a similar program with Heidelberg earlier in the year.

Board Member Baten Caswell asked if the Heidelberg program involved schools.

Mayor Yeh replied no. Heidelberg was part of the Smart City relationship.

Board Member Baten Caswell noted only one school offered a German program, and a small number of students participated.

Chair Klein reported the City would hold a Study Session in the first half of 2013 regarding metrics for success and goals.

Board Member Baten Caswell inquired about an ending date for the Regional Housing Mandate Committee.

Chair Klein felt it would continue for quite some time.

Mayor Yeh stated it was a Standing Committee.

Ms. Mak reported the Agenda Items for the January meeting were the regular standing items and the budget updates.

Board Member Baten Caswell requested an update of the Smart City Program be included.

Chair Klein suggested the City discuss existing programs as well as prospective programs.

Mayor Yeh indicated the City had two Staff Reports addressing the new model.

Board Member Baten Caswell added the Committee would need to discuss the calendar for the year and topics.

6. ADJOURNMENT: The meeting was adjourned at 10:10 A.M.