

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

DATE: August 15, 2013

MINUTES FOR MEETING OF August 15, 2013

<p><u>Opening</u></p>	<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 9:34 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>
<p><u>Approval of Minutes – May 16, 2013</u></p>	<p>MOTION: Caswell moved to approve the minutes from the May 16, 2013, meeting. Seconded. Minutes were approved 4-0. (Correction to misspelled name, Stacey Ashlund.)</p>
<p><u>Oral Communications</u></p>	<p>Annette Glanckopy said she was asked by Ken Dueker, Director of Emergency Services for the City to address a couple of items on how their team and students are involved in emergency preparedness. She said she is most proud of the work Divia Sainti, FEMA Youth Council member has done. Sainti's work includes starting a movers and shakers emergency preparedness club at Gunn, cloning a friend at Paly to do the same work of block preparedness coordinator; working with the 30 member club at Eprep fairs, last year's Quakeville, and citywide drills, conducted special classes at Gunn for block preparedness coordinators, and put together a class for parents/kids on teen preparedness.</p> <p>September is National Preparedness month. Glanckopy handed out a flyer on an Emergency Preparedness Fair in Midtown in conjunction with the El Carmelo Elementary School Site Council. The big event in September is Quakeville. Last year they had 20 teams from Paly participate. Another successful program with students in partnership with YCS is to paint house numbers on curbs and this is done in conjunction with the block preparedness coordinators. It has been done about 4 times.</p> <p>Penny Ellson brought the issue of traffic on Arastradero and Maybell to the Committee. She said neighbors complain traffic is getting worse. Ellson handed out a chart showing minor increases in enrollment. She said there are outside boundary students coming to that school which causes the numbers of students biking and walking to school drop causing traffic to increase. Kniss asked if the students coming from outside the boundary are outside a half mile radius? Ellson said she used the District's annual enrollment report but does not know the answer to that question and that's why she is asking for help. Caswell said it is important to have current data and the 14th day enrollment report will be available soon. Ellson agreed and requested this topic be on a future agenda.</p>
<p><u>Review of Recent City Council/PAUSD Board Meetings</u></p>	<p>City Council Update: Price said there will be a referendum in November 2013 regarding the Palo Alto Housing Corporation project of 16 senior housing units and 12 single family units. As part of the motion it was asked for the City to work with the District on potential modifications of start times at Briones and Terman. The District will receive a letter from the Mayor addressing the same. Also, providing information on safe routes to school to have viable carpooling at all the schools is important.</p> <p>Price said Council recently voted 7-2 on the homelessness issue and ban on living in vehicles. Kniss said the City had discussed this issue last year but the decision was made to not move forward with any plan. This year, they have revisited the issue in policies and services and the issue has become</p>

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far more intense; the numbers counted at Cubberley became well known. Palo Alto was the only city that did not have the ban in place with exception of Portola Valley, Monte Sereno, and Colma. Cubberley will also be a closed campus in the evening until sunrise. They spent hours outlining the programs to work with the homeless. This is about the community coming together and also part of the County and other cities. Cubberley will be back on the agenda Monday night and also part of that discussion will be no camping around City Hall. Price said if the police determined there are children involved, what is the protocol? Palo Alto Police Officer Patty Lum said there is a team of officers that handle this and they provide them with a number of resources both for the County and City. Sergeant Benata and his team follow-up with the District and notify them that a particular family might need assistance. Price said the showers at Cubberley will also be closed. This will be rolled out gradually and there will be a six-month period, starting with referrals. The City will be allocating \$250,000 over a two-year period to the outreach team and to a program at the County. Kniss said if there are any questions or issues, please let them know.

District Board Update: The Board continues to work on the District's Strategic Plan and will continue to update the Committee.

City of Palo Alto Progress on Street Improvements

City Senior Engineer Holly Boyd reported on street and sidewalk maintenance. They have made significant progress meeting their goals to provide excellent street and sidewalk conditions throughout the City. In the last three years, their budget has nearly tripled; this year their budget is \$5.1 million dollars. They measure street conditions by the pavement condition index, PCI. They are currently at a measurement of 77 and they want a City-wide measurement of 85. This year they are focusing on back log streets that have 60 or lower. Boyd presented a chart identifying their three project areas. The three contracts include overlay projects, concrete street projects, and preventative maintenance projects. The preventative maintenance is the largest this year, covering 2.5 million sq. ft. focusing around Crescent Park and a lot in South Palo Alto. They will also work on Forrest, Hamilton, Castilleja, and the South Gate neighborhood. All these projects should be completed by the end of June next year. They also work with the City Transportation Division to evaluate the sidewalks on the Safe Routes to School maps for biking and walking to schools; those projects are underway. Caswell asked if they are coordinating with the schools on these projects? Antil said they do coordinate with the school principal. Kniss asked what percentage of kids are getting to school without the benefit of a car? Ellson said at the high schools they are at about 40%, middle schools vary; Jordan about 70%, JLS a little over 50%, Terman about 30% and at the elementary schools they are really working hard on carpool numbers. City Chief Transportation Official Jaime Rodriguez said the City received a substantial grant about a year and half ago to develop safe routes to school maps for every school in the District. Copies of maps the City has developed in the last year were distributed. The final schools will be done later this year. A full set of maps for all schools will be adopted by City Council this year. They are also doing safe route improvement plans to ensure all routes have the proper safe route to school signage, crosswalks, ramps, etc.

Caswell asked if part of the grant is getting these out to the parents or will the district do that? Rodriguez said they are looking to the schools for distribution and are working with the PTA at each school site. The City of Palo Alto has them on their website: www.cityofpaloalto.org/saferoutes. Mak will connect with Ann Dunkin, Chief Technology Officer to ensure these are available on the school websites. Caswell asked where is the street construction map available? Boyd said it is on the City website: www.cityofpaloalto.org/streets.

PAUSD Strategic Plan

Associate Superintendent of Educational Services Charles Young handed out a presentation on District's Strategic Plan. Caswell said this is not their entire Strategic Plan but a summary. Young said they went through this process in 2008, and this year they called it a refresh process because they thought there were really strong components they felt should continue to be part of the plan but still wanted to be open to new ideas. They interviewed students, parents, and staff and also had focus groups. They took that data and distilled it through several meetings and shaped them into goals and actions. The complete Strategic Plan is on the District website.

Caswell asked how many members of the community were surveyed? Young said about 3000-5000.

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Kniss asked if they are building on a previous Strategic Plan? Young said yes.

Young reviewed the handout with the Committee which included the plan's five key components, academic excellence and learning, governance and communications, staff and recruitment, budget and infrastructure and new this year is personal development and support. Caswell said student social emotional support was on the last plan but it was not broken down as its own category and they felt this had to become its own category. Young said each category has initiatives and actions. They had the opportunity to visit the schools and receive feedback. This is a big and ambitious plan and this will guide the District as they move forward.

Kniss asked who was involved in the development? Young said parents, staff, teachers, they put out surveys, they had focus groups, and Superintendent Kevin Skelly and Young visited every school and solicited feedback. Caswell explained that the consulting firm has a process they follow that the District used before and was very successful. They start with interviewing key constituents such as Board members, key people in the community, and key groups in the community and based on those interviews they do focus groups with all these involved. Then, survey questions were sent to all parents and community members that have some connection to the District and of those they received about 3000 – 5000 back and based on the responses, the plan was put together. The results from these were taken around to teachers, parents, community groups to make sure they were on the right track and only then were solidified action items put against goals and responsible parties assigned. Kniss asked if the survey was available to people who do not have kids in the district? Caswell said yes, it was available to everyone.

Young said the District has created focused goals that are extracted from the data in the plan that they want to meet for the year. They use metrics to measure how they will get there. Caswell said this plan will keep them going for 4-5 years. The District's intention is to make this plan very much a part of their culture. Young said the schools will use the focused goals to draft the goals for their school site. The things that are new and different for them this year are the adoption of the Common Core State Standards and professional learning; the District has hired a coordinator for professional learning. They have also had a big push for supporting the social and emotional well-being of the students and that will continue to be a big focus. Another focus are issues around communication and how the District can communicate more effectively internally and externally, keeping the community informed, and easy access to communication. Included in this is also an effective budget management.

District/City Emergency Preparedness

District Chief Business Officer Cathy Mak presented slides on:

- Senate Bill 187
- Comprehensive School Safety Plans
- Emergency Preparedness
- Emergency Safety Training
- Drills
- Collaboration with City
- Collaboration with Community
- Automatic Defibrillator

Caswell asked if the comprehensive safety plan is posted electronically. Mak said no because some of its content is confidential, but parents can visit their school office and request to view the comprehensive safety plan. Mak passed out a sample of the school safety plan.

Caswell asked if the training they did for the staff on student safety was a part of this list? Mak said yes.

Mak said they were asked to change the door locks to common locks which would be costly. They asked their insurance provider what the best practices are for school districts and decided to go with Door Blok locks. The door locks from the inside but there is a Door Blok so the door can be left open slightly and in the event of an emergency, the Door Blok is pulled, and locked. Another option is to place a magnet at the top of the door, pull the magnet, and the door locks.

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Mak said AEDs were installed at the high schools. They will implement AEDs at all the school sites. Kniss asked why there is a lot of staff training since they are self-explanatory? Mak said they need to identify where they will be located, they need to be periodically tested to ensure they are functioning properly, and they have to assign the responsibilities. They do invite the principals, assistant principals, and coaches to become familiarized with the unit. Caswell said that it is not so much training, it is more how will these be implemented. Mak said Project Safety Net will be on the September agenda.

Price asked if code red training done at every site with active shooter training? Mak said yes, every site has been trained.

Director of Emergency Services Ken Dueker said of their developmental assets are to engage more youth and parents in their emergency services volunteer program. Part of that program is the emergency services response team. They have a number of other components to that program including the block preparedness coordinator program which comes as neighborhood watch which include crime safety, emergencies of all kinds such as earthquakes and terrorism. They also had a program that engages parents of younger kids that are not yet in school and reach out to them to ensure they have awareness. Dueker mentioned the partnership with El Carmelo Elementary and the Safety Fair that will take place September 8. Caswell asked that the flyer be sent to the PTA Council. Dueker said related to this is the Quakeville community based disaster exercise that has been taking place for four years now. They will attempt to simulate what a real earthquake would be like in the Palo Alto and Stanford area; more information is available on the City website.

Another exciting drill that is statewide is the Shakeout that will take place on October 17 at 10:17 a.m. There is a website dedicated to this event. Mak said they typically have a District-wide drill in October. Dueker said it would be good for the District to sign-up on the website so the District is listed as a participant.

The City recently selected a new school resource officer, Detective Agent Djuan Green; he will be on rotating position for about two years. They have been doing a lot around training for active shooter also known as code red training. Emberling said she serves on the Palo Alto Advisory Committee, Officer Dan came in and spoke to them about the code red training and offered to put together a workshop for the preschools in the area. Lieutenant Lum said it might be premature because Chief Dennis Burns is in charge of revising that entire protocol so it might take some time.

Dueker handles the interface with schools in this case with first responders. They have an incident command system, which is used when the EOC is setup for the District, but they need to translate it out to field response because they have many more 9-1-1 calls than they do earthquakes and that is a gap that they need to work on with the District. Mak and Dueker will get in touch to work on this. Price asked if Palo Alto Police see and review all safety plans? Dueker said on his list is to get current safety plans for the schools because by State law, he should have them in his office and does not have current safety plans for the schools. He also needs updated maps for the schools.

Lieutenant Lum said Detective Agent Green will be primarily visiting the high schools and will try to visit the middle schools. She also has her team of day officers that are assigned to different elementary schools. Caswell asked if she could provide Mak with a schedule.

Future Meetings and Agendas

The next meeting is scheduled for Monday, September 16, 2013 at 8:30 a.m. Caswell will email Antil with latest iteration of agenda list.

Adjournment

The meeting was adjourned at 11:15 a.m.