

# Memorandum

**TO:** NEIGHBORHOOD SERVICES  
AND EDUCATION COMMITTEE

**FROM:** ALBERT BALAGSO

**SUBJECT: PROPOSED REVISION TO COUNCIL POLICY 0-30**      **DATE:** March 23, 2009

Approved

Date

3-26-09

## RECOMMENDATION

Full consideration by the City Council on staff's recommendation to revise Council Policy 0-30.

## BACKGROUND

Over the past year, City Administration began a comprehensive review and analysis of existing policies to determine if they were still valid, needed to be updated, or removed. With the recent re-structuring of the Schools and City Collaborative (S/CC), staff identified that Council Policy 0-30 needs to be re-written and updated to appropriately reflect the new direction of the S/CC.

## ANALYSIS

The original Schools/City Collaborative Policy was established in 1997 to create a working body that supports efforts of mutual benefit between local school districts and the City of San José. While many of the elements still align with today's goals, much of the language is outdated or reflects different objectives. The original policy itself acts more like a short-term action plan than an overarching or long-lasting policy that helps formalize the guiding principles of how our systems should interface in a positive and constructive manner. The goal for the revision is to have the Policy meet our needs for today and into the future.

In fall 2008, staff facilitated a dialogue with the School District Superintendents to provide input and feedback on the goals of the policy. The Superintendents stated that the Policy should reflect:

- That the nature of the conversation is important;
- Our current structure;

- Flexibility;
- Broad policy objectives with flexibility to establish sub-committees; and
- Clearly defined levels of participation and commitment.

The input received from the Collaborative generated the following guiding principles and general structural parameters which have been incorporated within the proposed policy:

Guiding Principles

- Focus on the long term benefits;
- Operate in a cooperative manner;
- Work in a pro-active manner with open and honest dialogue;
- Focus on 3-6 mutually identified priorities, with established measurable outcomes;
- Be understanding of each system's challenges and constraints;
- Be committed to results; and
- Utilize our collective strengths.

General Structure of Policy

- Clearly defines level of participation and commitment;
- Provides broad policy objectives with flexibility to establish sub-committees;
- Will develop a measurable annual work plan;
- Identifies membership of Collaborative;
- Identifies Co-Chair selection; and
- Identifies a meeting schedule.

The revised Policy (Attachment A) and the original Policy (Attachment B) are attached to this memo.

**PUBLIC OUTREACH/INTEREST**

- Criteria 1:** Requires Council action on the use of public funds equal to \$1 million or greater. **(Required: Website Posting)**
- Criteria 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: E-mail and Website Posting)**
- Criteria 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

RULES COMMITTEE

**Subject: Proposed Revision to Council Policy 0-30**

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This item meets Criterion 2: Adoption of a revised policy that may have implications for the financial or economic vitality of the City. The S/CC provided input and review at their September 10, and December 10, 2008 meetings. E-mail notification will be sent to the Parks and Recreation Commission, the Library Commission, and the Youth Commission.

**COORDINATION**

The proposed Policy 0-30 and this memorandum have been coordinated with the City Attorney's Office and the City Manager's Office.

**CEQA**

Not a project.

  
ALBERT BALAGSO  
Director of Parks, Recreation  
and Neighborhood Services

Attachments: A) Revised Council Policy 0-30  
B) Current Council Policy 0-30

**City of San José, California****COUNCIL POLICY**

<b>TITLE: Schools and City Collaborative</b>	<b>PAGE</b>	<b>POLICY NUMBER</b>
	1 of 2	0-30
	<b>EFFECTIVE DATE</b>	<b>REVISED DATE</b>
	XX/XX/09	04/01/09

APPROVED BY COUNCIL ACTION ON

**Purpose**

To establish a Council policy regarding the ongoing commitment to collaboration between the City and the local school districts enabling both systems to best serve San José residents, children, and their families.

**Policy**

It is the policy of the City of San José that formal relationships between the City and the local school districts serving San José residents are established to ensure positive communication and address areas of common interest. A formal body comprised of school district superintendents, City of San José elected officials, and City of San José Department heads will convene as a Schools and City Collaborative (S/CC) on a regularly scheduled basis and operate under the following guiding principles:

1. Focus on the long term benefits of families and students of the City of San José;
2. Operate in a cooperative manner which leverages the strengths of both the City and the school districts;
3. Work in a pro-active manner with open and honest dialogue;
4. Focus on 3-6 mutually identified priorities, with established measurable outcomes;
5. Be understanding of each systems challenges and constraints;
6. Be committed to results and be innovative in its solutions; and
7. Utilize our collective strengths to have a strong advocacy voice

## Background

The City and its partner school districts are both driven to support a high quality of life for children and their families. With goals mutually intertwined it behooves both the municipal and educational systems to work together and support the educational, developmental, and economic growth of our community. In 1997, a broad coalition of leaders created a framework to help formalize an ongoing working relationship between the City and its local school districts and established the Schools and City Collaborative (S/CC).

The mission of the S/CC is “to develop sustaining partnerships to maximize resources to serve our children, families, and the community”.

## General Provisions

- A. A coordinating board herein identified as the Schools/City Collaborative, will be established to oversee the implementation of the identified goals and objectives of the S/CC.
  - i) This board will consist of:
    - i) The superintendents of all School Districts serving San José Residents;
    - ii) The Mayor of the City of San José;
    - iii) Other City of San José elected officials as appointed by the Mayor;
    - iv) A representative from the City Manager’s Office; and
    - v) The Directors of City Departments as identified by the City Manager’s Office
      - (1) This should include at a minimum, but not limited to:
        - (a) Parks, Recreation and Neighborhood Services;
        - (b) Housing;
        - (c) Transportation;
        - (d) Planning;
        - (e) Police; and
        - (f) Library.
- B. The S/CC will be co-chaired by the Mayor and an annually selected school Superintendent.
  - i) The Superintendent Co-Chair will be selected for the upcoming Fiscal Year by general consensus of the S/CC members present at the last meeting of previous Fiscal Year.
- C. The S/CC will meet, at a minimum, four times per year.
- D. On an annual basis the S/CC will establish and or update a written and measurable work plan that is based on its top 3-5 mutually identified priority areas.
  - i) The S/CC may establish a working structure consisting of sub-committees or other appropriate organizational composition to implement its work plan.
- E. The S/CC will report its progress through an identified City Council committee at a minimum of once per year as managed through the City Manager’s Office.
- F. The Department staff will work with the City Manager’s office and other key City staff to implement this policy in a manner that does not conflict with existing Municipal Code provisions or existing City policy.

*City of San José, California***COUNCIL POLICY**

<b>TITLE</b> THE SAN JOSE SCHOOLS AND THE CITY COLLABORATIVE . . . A POLICY	<b>PAGE</b> 1 of 5	<b>POLICY NUMBER</b> 0-30
<b>EFFECTIVE DATE</b> September 30, 1997	<b>REVISED DATE</b>	
<b>APPROVED BY COUNCIL ACTION</b>		September 30, 1997, Item 9a.

**BACKGROUND**

In 1994, the Mayor and City Council directed the Department of Parks, Recreation and Neighborhood services to develop a Youth Services Master Plan (YSMP) to provide direction for the development and delivery of services and programs for youth. A 45-member Advisory Board was convened to direct the development of the YSMP. The Advisory Board through surveys, focus groups and interviews, developed several recommendations for inclusion in the YSMP, including the recommendation for the City to form partnerships with all San José schools.

Council Members Manny Diaz and Charlotte Powers, working with the Department of Parks, Recreation and Neighborhood services, convened an Executive Advisory Committee of School Superintendents and School Board Members in November 1996 to discuss City/school collaboration. The consensus of the Advisory Committee called for a two phase conference. Phase I, involving policy makers, would identify the issues relating to youth that are common to both the City and schools, and develop a vision statement and policy goals for the establishment of partnerships. Phase II would entail the development strategies and timelines to implement the policy goals identified in Phase I.

Phase I Conference, Building Partnerships, . . . Our Schools and the City, was held April 19, 1997. Participants included San José Mayor and City Council Members, the Santa Clara County Office of Education Superintendent, School District Superintendents, City and County Administrators and School Board Members. All nineteen School Districts in San José and the Santa Clara County Office of Education were represented at Phase I. Conference participants developed Vision and Mission Statements, and seven Policy Statements. These Statements have been compiled into the San José Schools and the City Collaborative . . . A Policy, to be adopted by the San José City Council, the Santa Clara County Office of Education and all nineteen San José school districts. The purpose, vision, and mission of the San José Schools and the City Collaborative . . . A Policy (Policy), are described below.

**PURPOSE**

To strengthen and formalize the relationship between the City of San José and all San José schools and to establish a policy that addresses areas of common interest.

**VISION**

All youth and their families in the City of San José are responsible, contributing members of society.

**MISSION**

To develop sustaining partnerships that include all members of our community, and that engage all youth and their families in becoming responsible members of society.

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### GUIDING PRINCIPLES

These guiding principles will be considered during each phase of implementation.

- City/school partnerships should include all school districts that operate in San José and input from the City of San José, the Santa Clara County Office of Education, the County of Santa Clara, Businesses, Foundations, youth and their families and other resources.
- Develop systems incorporating seamless cooperation.
- Formalize the procedures, planning, decision making, operations and evaluation of the Policy.
- The goal of the Policy is youth and community enhancement.
- The goals and strategies of the Policy be implementable within three years and be fundable.
- The Policy will be reviewed on an annual basis, including a report to all stakeholders.

### POLICY STATEMENTS

It is the joint policy of San José schools and the City of San José to work together in partnership to:

1. Establish a coordinating council/governing board to oversee implementation of the San José Schools and the City Collaborative . . . A Policy and to service as a vehicle to make recommendations regarding areas of common interest.
2. Promote efficient and joint use of facilities and overcome turf orientation and the lack of joint planning by:
  - Fostering communication among the City, the school districts and residential developers regarding the school facilities needed to serve new residential development.
  - Establishing a joint policy statement on the development and use of facilities to serve youth.
  - Conducting an assessment of the facility needs of schools, the City and the community.
  - Identifying funding mechanisms to support the development of needed facilities.
  - Including legislators and other policy makers in the process of promoting effective joint use of facilities.
3. Reaffirm that before and after school programs are essential and vital to children/youth, the education continuum, and the community and to coordinate programs by:
  - Developing guidelines and curricula for before/after school programs that include multi-cultural and multi-generational needs of the community.
  - Committing to the sharing of funding and resources, including public/private sources.
  - Involving private and public community stakeholders in planning, implementing, researching, assessing and evaluating child care, before/after school programs and Homework Centers.
4. Address funding issues by:
  - Developing inter-agency, multi-year memoranda of understanding regarding shared multi-jurisdictional resources and joint ventures.
  - Engaging corporations and economic development staff in a dialogue to explore funding and financing options.
  - Mutually supporting education grants.
  - Involving the business community with scholarships, grants, schools and initiatives.
  - Mobilizing broad public support for new funding initiatives.
  - Exploring tax options and tax modifications to support education.

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THE SAN JOSE SCHOOLS AND THE CITY COLLABORATIVE . . . A POLICY	3 of 5	0-30

5. Promote safety and prevent violence and abuse by:
  - Establishing a continuum of violence and abuse prevention programs at all schools that address root issues, involve youth as designers and decision makers, and provide integration for all systems.
  - Establishing a City-wide truancy policy that includes strategies to address school/average daily attendance truancy abatement.
  - Establishing partnerships to:
    - Promote healthy alternatives to violence.
    - Focus on primary prevention and early intervention.
    - Implement anti-bias (diversity) training for all schools.
    - Educate parents and youth on harmful effects of media violence.
    - Train students on conflict resolution through communication skill building.
    - Strengthen weapons policies in schools and educate students on dangers of weapons.
    - Provide personal safety training with respect to domestic violence, child kidnapping, child abuse and date abuse.
  
6. Promote youth employment by:
  - Developing partnerships with industry.
  - Creating common knowledge and goals among the partnership, including joint training internships.
  - Promoting and creating employment opportunities for all youth that meet short term financial need and long term meaningful work force readiness.
  - Developing programs that prepare all youth for the global work force in the 21st Century.
  - Developing community service opportunities for 7—18 year olds.

## PHASE II

### DESCRIPTION

### PURPOSE

To design and implement strategies to meet the goals and objectives of the San José Schools and the City Collaborative . . . A Policy (Policy).

### OUTCOMES

- Establish an ongoing collaborative structure to oversee implementation of the Policy and to serve as a vehicle to address common interests of the City of San José and San José Schools.
- Design and implement strategies that meet the objectives of the Policy.
- Formal presentation (Summit) of the Policy and the outcomes of the implementation strategies to all school superintendents, school boards, teachers, parents, elected officials and stakeholders as identified.

### PARTICIPANTS

Participants of Phase II will include representatives from City youth services program development staff, all San José schools (school principals, business managers, activity directors, teachers, etc.) youth, parents and other stakeholders as identified. Each school district and the County Office of Education will identify representatives to participate on the Task Force.

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**STRUCTURE**

An Executive Advisory Committee will coordinate the adoption of the Policy by the City Council and School districts. A Task Force will be responsible for overseeing the development and implementation of the Policy, including the preparation of a final paper, summarizing the process, outcomes, and recommendations for the next steps. The paper will be presented at a second Summit, proposed for April/May 1998.

**Executive Advisory Committee:**

**Purpose:** To review the San José Schools and the City Collaborative . . . A Policy, facilitate adoption of the Policy by the San José City Council, the County Office of Education and all school districts, and to convene Phase II Summit.

**Members:** Council Members Manny Diaz and Charlotte Powers, County School Board President Yvonne Cook, Acting Director of Parks, Recreation and Neighborhood Services Mark Linder, and members of Phase I Steering committee.

**Task Force:**

**Purpose:** To develop and implement strategies to accomplish the objectives of the Policy, responsible for the program and logistics for the Phase II Summit, and completion of final paper summarizing the process, outcomes and next steps.

Task Force Members in working Groups, will research, develop, and implement strategies to address the policy statements in the Policy.

Working Groups for each Policy Statement will identify:

- Issues
- Barriers
- What exists.
- Gaps (needs)
- Strategies to Address gaps
- Timeline (3 years) and recommend priority for implementation
- Costs and proposed funding.

**Members:** City staff, school district staff and other stakeholders as identified.

**PHASE II**

**TIME LINE**

<b>ACTIVITY</b>	<b>START COMPLETION</b>
Executive Advisory Committee	
Review and approve San José Schools and the City Collaborative . . . A Policy (Policy)	08/29/97
Review Phase II description and timeline	
Presentation to YSNS	
Review and recommend Policy	09/15/97
Present next steps, Phase II	
Adoption of the Policy by San José City Council and all School Boards	10/97
Schedule school board presentations	

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<b>ACTIVITY</b>	<b>START COMPLETION</b>
Convene Task Force (monthly meetings TBD)	11/97
Identify Work Group Chairs	
Establish Work Groups and responsibilities	
Identify facilitators	
Identify education summit location	11/28/97
Identify Summit Chair (Summit to be held April/May, 1998)	
Promotional Materials and Save-the-Date Notice distributed	01/30/98
Identify public relations liaison	
Finalize Education summit Program	
Identify and secure Keynote Speaker	01/30/98
Education Summit II	April
Summarize process, outcomes and next steps	May, 1998
Follow-up and Final Report	
Report to City Council and School Boards for approval	9/98

**YOUTH EDUCATION SUMMIT EXECUTIVE ADVISORY COMMITTEE**

Council Member Charlotte Powers  
Council Member Manny Diaz  
Larry Aceves, Superintendent Franklin-McKinley School District  
Joe Coto, Superintendent Ramon Martinez East Side Union High School District  
Linda Murray, Superintendent San José Unified School District  
Colleen Wilcox, Superintendent Santa Clara County Office of Education  
Tony Alexander, Board Member Alum Rock School District  
Sue Brooks, Board President Berryessa School District  
Janice Hector Union School District  
Mary Perry, Board Member Campbell Union School District  
Yvonne Cook, President Santa Clara County Boards Assn.  
Dick De La Rosa Mayor's Office  
Mark Linder, Acting Director Parks, Recreation and Neighborhood Services  
Albert Balagso, Deputy Director Parks, Recreation and Neighborhood Services  
Deborah T. Simon, Coordinator Office of Children and Youth Services  
Janelle Cox, Analyst Office of Children and Youth Services