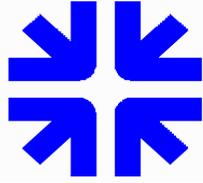


**City/School Committee**

Councilmember Jennifer West, Co-Chair  
 School Board Member Joshua Simon, Co-Chair  
 Councilmember Kurt Brinkman  
 Councilmember Nora Davis  
 Councilmember Ken Bukowski  
 Councilmember Ruth Atkin  
 School Board Member Miguel Dwin  
 School Board Member Melodi Dice  
 School Board Member Cheryl Webb  
 School Board Member Pat Hooper  
 Student Member Marcus Howard  
 Student Member VACANT

**AGENDA****City/School Committee**

Regular Meeting of the Advisory Committee

Special Meeting of the Emeryville City Council and Emery Unified School District Board of Trustees

**January 6, 2011 - 5:30pm**Emery Secondary School, 1100 47<sup>th</sup> Street, Emeryville, CA

All Advisory Committee meetings are noticed as Special City Council and School District Board of Trustees Meetings so that any or all of the City Council or School District Board of Trustees may attend and participate in the Advisory Committee's deliberations. However, actions taken by Advisory Committees are not official actions of the City Council and School District Board of Trustees but must be ratified at a regular City Council and School District Board of Trustees Meeting. All writings that are public records and relate to an agenda item below which are distributed to a majority of the City/School Committee (including writings distributed to a majority of the City/School Committee less than 72 hours prior to the meeting noticed below) will be available at the Information Counter, 1333 Park Avenue, Emeryville, California during normal business hours (9am to 5pm, Monday through Friday, excluding legal holidays).

- I. Roll Call
- II. Public Comment
- III. Approval of 11/04/10 minutes
- IV. Information Items
  - A. 2011 Relay for Life Event Presentation (Ashley Miller – 10 mins)
  - B. Goldman School's Project for Emeryville - Graduate Student Introduction (Sugiyama – 5 mins)
  - C. Announcement of "Emeryville, Yes We Will" Community Celebration and Thank You for Passing Measure J (Stewart – 5 mins)
- V. Action Items
  - A. MOU Budget Update from Current MOU (Miller – 10 mins)
  - B. MOU Extension Amendment (Miller – 20 mins)
  - C. ECCL Policies for City/Schools Committee (Sugiyama – 20 mins)
- VI. Staff Comments
- VII. Committee Member Comments
- VIII. Adjournment

**FURTHER INFORMATION** may be obtained by contacting Melinda Chinn, City/School Committee Secretary, at (510) 596-4314

Dated: 12/30/2010

Post on: 12/30/2010

Post until: 1/07/2011

\_\_\_\_\_ Karen Hemphill, City Clerk

\_\_\_\_\_ John Sugiyama, EUSD Superintendent

All documents are available in alternative formats, on request. In compliance with the Americans with Disabilities Act, a person requiring an accommodation, auxiliary aid or service to participate in this program should contact the sponsoring department at (510) 450-7813 or ADA Coordinator as far in advance as possible, but no later than 72 hours before the scheduled event. The best effort to fulfil the request will be made.

Dominique B. Burton, ADA Coordinator

City of Emeryville 1333 Park Avenue Emeryville, CA 94608

Direct Line: 510.596.4380, Facsimile: 510.596.3724, TTY Relay: 711 [dburton@ci.emeryville.ca.us](mailto:dburton@ci.emeryville.ca.us)

City/School Committee  
Action Minutes +  
12/3/10  
5:30pm

1. Roll Call
  - a. Committee:
    - i. EUSD Board of Directors: Simon, Webb, Dice, Dwin, Hooper
    - ii. City Council: Davis, Atkin, West, Bukowski
    - iii. Student: Howard
      1. Excused: Brinkman
  - b. Staff:
    - i. City: O’Keeffe, Turner, Laven, Chinn
    - ii. EUSD: Sugiyama, Miller, Stewart
      1. Excused: Kim
2. Public Comment
  - a. Ashley Miller, Relay for Life, spoke on the upcoming Relay for Life event taking place in Emeryville on May 21 and 22, 2011, at the Emery Secondary School. The Emery Secondary School staff as well as members of the Emeryville Fire and Police Departments already enrolled teams. Miller would like to see more City, School, and Community teams form to help raise money for cancer research.
3. Approval of 11/4/10 Minutes
  - a. Davis moved to approve, Hooper seconded, passed without exception.
4. Information Items
  - a. Update regarding the Ravens Football program
    - i. Laven updated the Committee that the Ravens have only met with staff once to pay for \$100 of their past due payments since the November City/School Committee meeting. Mustafa Muyhee of the Ravens indicated to Laven they plan on paying the rest of their debt when they return from Florida, which is where two teams are reportedly playing in the American Youth Football National Championships at the Disney World Wide World of Sports Complex. Laven will be presenting a staff report at the December 7<sup>th</sup> City Council meeting with further details on the Ravens. At this time, staff will recommend the Ravens must pay all of their back fees and that the Ravens will need to meet new, more stringent rental policies in order to be considered for a future rental permit. The new policies will come before the City Council in early 2011 for consideration. The Committee asked Laven to seek additional information from the Ravens to report at the December 7<sup>th</sup> meeting.

- b. MOU Budget Update
  - i. Miller reported that the MOU has \$700,000 left of the \$1.8 million appropriated. The MOU was formed on December of 2009 and will expire at the end of December 2010. The Committee requested sub-reports on each line item giving the detail on expenditures for all future MOU updates.
  
- c. Project Scope for the ECCL work
  - i. Sugiyama reported that it is important for the City/School Committee have guiding principles and policies to lead to the development of policies. Five policy areas were identified as Partnerships, Wellness, Equity, Engagement, and Sustainability. Each policy area noted several policies for the City/School Committee to base ECCL decisions on. Staff will work over the next several months to form policies to bring to the January and February meetings. The Committee gave several suggestions to Sugiyama to strengthen the language and craft the document to their wishes.
  
- d. Discussion with Martin Blank, President, Institution for Educational Leadership and Director, Coalition for Community Schools
  - i. Blank noted that Emeryville is the true mother and fathers of the Community Schools vision of which his organization supports. He congratulated the community and the Committee for passing Measure J. Blank said that community engagement is the heart of the success of the community school. The school and city need to find out how their resources can be brought together to bring together a healthy community, stronger families, and the other results it wants for Emeryville. He also wanted Emeryville to reach out to the other organizations that have already formed to seek their input so everyone feels they can be welcome at this center. Blank also noted that the Committee should be very transparent in the process and be very intentional in reaching out to all community members. The new building will create welcoming spaces that the community will come together and interact to build a stronger community. Another point mentioned by Blank is to find out where the citizens are and how they want to communicate. The Committee shouldn't limit its community interaction to just public hearings, but should visit people in their homes if necessary.
    - 1. The Committee requested staff post some of the Coalition for Community School information videos are loaded on the ETV cable access station.
    - 2. The Committee also requested that staff place an agenda item on the January meeting to discuss further ideas of reaching out the community.

## 5. Action Items

- a. Approval of Citizens Oversight Committee bylaws and membership application
  - i. Miller noted that the changes have been discussed, a red line draft was distributed to the Committee in the agenda packets, and a discussion was opened for comments.
    1. A motion was made by Davis to change section 5.1, sentence two, to change “shall” to “may.” Seconded by Atkin.
      - a. Yeas: Dwin, Dice, Webb, Howard, Bukowski, West, Davis, Atkin
      - b. Nays: Simon
      - c. Abstained: Hooper
        - i. The motion is approved 8-1.
    2. A motion by Simon was made to remove the third sentence, “Total members on the COC shall not be less than 17.” Seconded by Webb.
      - a. Approved without exception
    3. A motion was moved by Simon to remove the minimum age of 12 years old in section 5.2(a), and in its place indicate a minimum grade level of 8<sup>th</sup> Grade be inserted in its place. Seconded by Davis.
      - a. Approved without exception
    4. A motion was made by Dwin to add the word “(unexcused)” in section 5.5 after the word “three.” Seconded by Simon.
      - a. Approved without exception
    5. Davis moved to add “City,” in section 5.2(a) after the word “District.” Bukowski seconded the motion.
      - a. Approved without exception
    6. Davis moved that the Committee chair can only serve as chair for one term, instead of two consecutive terms, under section 9. Hooper seconded.
      - a. Yeas: Dwin, Dice, Howard, West, Davis, Hooper
      - b. Nays: Webb, Bukowski, Simon, Atkin
      - c. Abstain: None
        - i. Motion approved by a vote of 6-4
    7. Simon moved to change section 5.2(b) to add the word “policies” after the word “bylaws.” Seconded by Davis.
      - a. Approved without exception
    8. Davis moved to approve the COC Bylaws and forward them for approval to the School Board. Seconded by Bukowski.
      - a. Approved without exception
- b. Adoption of COC Guiding Principles as recommended by Partners

- i. Simon introduced the document that was included in the agenda packet.
  - 1. Davis moved that the City/School Committee approve the Guiding Principles for Community Life and that the COC will have the ability to modify the guiding principles when the COC is formed. Seconded by Hooper.
    - a. Approved without exception.

## 6. Information Items

- a. Thank You Emeryville – Measure J
  - i. Atkin and Dwin noted that the campaign committee will be throwing a community party to thank everyone for passing Measure J. The Committee recommended that Friday, January 14<sup>th</sup>, is a preferred date for staff and community. The 14<sup>th</sup> combines the college fair occurring at the Emery Secondary School and is before the Martin Luther King Day, Junior 3-day weekend.
- b. Goldman School of Public Policy, project for Emeryville
  - i. Miller reported that West suggested to him that staff seek the Goldman School's 1<sup>st</sup> and 2<sup>nd</sup> year students to work on a real world policy project, such as the ECCL project. Miller submitted a topic for consideration seeking a student to find policies that help the City and School District collaborate on policies that support family friendly housing. O'Keeffe and Miller will interview the candidates before the December holidays, the selected student will come before the Housing Committee in early January, and staff hopes to start working with the student in mid January. At the completion of the policy project, the student will present his or her findings before the City/School Committee.

## 7. Staff Comments

- a. Laven noted that the Tree Lighting Ceremony is tomorrow night, 5:30-6:30pm, at Old Town Hall, and hosts traditional and non-traditional seasonal fun including holiday songs, snacks, a toy drive, and the tree lighting itself.
- b. Sugiyama noted that he will be retiring in June of 2011. The School Board has embarked the search for a replacement Superintendent and a RFP for experienced head hunter firms to find a replacement has been released. The firm is anticipated to be chosen on December 14<sup>th</sup> and that the new Superintendent should be chosen by April 1st to allow a transitional time between Sugiyama and the new Superintendent.

## 8. Committee Member Comments

- a. Dine acknowledged her neighbors on 54<sup>th</sup> Street for their nice holiday displays. It is the first time the neighborhood came together in the 20 years she has been living there.
- b. Atkin read a note sent by Assembly Member Skinner to her about Measure J that congratulated the community for passage of the measure and its future benefits to the community.

9. Adjournment at 7:50pm

**AMENDMENT TO MEMORANDUM OF UNDERSTANDING**

***EMERYVILLE CENTER OF COMMUNITY LIFE***

THIS AMENDMENT TO MEMORANDUM OF UNDERSTANDING (hereinafter “Amendment”) is entered into January 6, 2011 (hereinafter the “Effective Date”) by and between the CITY OF EMERYVILLE, a municipal corporation (“City”), the EMERYVILLE REDEVELOPMENT AGENCY, a public body, corporate and politic (“Agency”) and the EMERY UNIFIED SCHOOL DISTRICT, a political subdivision of the state of California (“District”). City, Agency and District may be referred to collectively as the “Parties.”

**WHEREAS**, on November 1, 2009, a Memorandum of Understanding (“MOU”) was entered into between the City, Agency and District;

**WHEREAS**, the MOU addressed various issues related to the design and financing of the Emeryville Center of Community Life;

**WHEREAS**, the MOU provides that, unless extended or earlier terminated, it shall expire on December 31, 2010; and

**WHEREAS**, the City, Agency and District would like to extend the term of the MOU so that they may have additional time to negotiate and enter into a subsequent memorandum of understanding, as contemplated by Section 4.c of the MOU.

**NOW, THEREFORE**, in consideration of the foregoing recitals, and mutual promises and covenants of the Parties contained in this Amendment, and in exchange for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the Parties hereto agree as follows:

1. Section 2 of the MOU is hereby revised to provide that the MOU shall expire no later than June 30, 2011, unless extended or earlier terminated by mutual agreement of the parties.
2. All other provisions of the MOU shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties have caused this Amendment to be properly executed as of the Effective Date set forth herein.

“CITY”  
CITY OF EMERYVILLE, a municipal corporation

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Its: \_\_\_\_\_

**[SIGNATURES CONTINUED FROM PAGE 1]**

“AGENCY”  
EMERYVILLE REDEVELOPMENT AGENCY,  
a public body

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Its: \_\_\_\_\_

“DISTRICT”  
EMERY UNIFIED SCHOOL DISTRICT

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Its: \_\_\_\_\_

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City of Emeryville and the Emery Unified School District  
City/Schools Committee Policy # 1700  
**Partnerships with the Community**

The City Council of the City of Emeryville and the Board of Trustees of the Emery Unified School District, who together comprise the City/Schools Committee, are committed to optimizing broad community resources matters in order to best serve the students, families, adults, and seniors of the Emeryville community.

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**Comment [H1]:** this seems a little disjointed -- perhaps breaking this into 2 sections? one is obviously in terms of "partnering with community" as far as the community engagement stuff, and the other is more about partnering with orgs/biz.

The City/Schools Committee encourages representatives of private industry and local community-based organizations to be active community participants, particularly in preparing Emeryville's youth as they develop into healthy, productive, and active adults. Working in partnership with both the School District and the City of Emeryville, businesses and community-based organizations are encouraged to develop important enrichment programs and activities, including educational and recreational offerings that enhance the individual's quality of life, the local workforce, and/or the economy.

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**Comment [H2]:** Moved this entire section to Community Engagement policy

The City/Schools Committee urges employers to further support the schools and the community by recognizing their employees' needs as parents, accommodating their needs for child care, and supporting their involvement with their children's educational and recreational needs.

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The City Schools Committee believes that broad input on matters within the jurisdiction of the City/Schools Committee from staff, parents/guardians, students and members of the public Community of Emeryville can provide the City/Schools Committee with a diversity of viewpoints and expertise, help build a sense of ownership of the schools and the entire community, enhance comm... [1]

The City/Schools Committee directs staffs to engage in on-going collaborative strategic planning and integrated program development, wherever feasible and productive to each organization involved. The City/Schools Committee commits to providing the staff time and focus to carry out the inter-agency programs and initiatives that it approves, including the work toward accomplishing the Center of Community Life and other efforts acknowledged and approved by the Committee. The City/Schools Committee also directs staff to develop comprehensive assessment and evaluative protocols to both benchmark and periodically assess the progress and effectiveness of the partnership strategies that are being employed.

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The Superintendent and City Manager (or their designees) shall ensure that staff, students, and parents/guardians have the opportunity to periodically assess the support which local businesses and community-based organizations contribute to our schools and to the community-at-large. The Superintendent and City Manager (or their designees) shall regularly report these evaluations to the City/Schools Committee and recommend those individuals and/or businesses whose contributions merit particular mention or praise.

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Adopted by the City/Schools Committee on \_\_\_\_\_.

The City Schools Committee believes that broad input on matters within the jurisdiction of the City/Schools Committee from staff, parents/guardians, students and members of the public Community of Emeryville can provide the City/Schools Committee with a diversity of viewpoints and expertise, help build a sense of ownership of the schools and the entire community, enhance community efficiency, and assist in building understanding and communications within the community. withAs desired, the Superintendent, in partnership with the City Manager (or their designees) may establish administrative councils, task forces, or advisory committees in accordance with law. The membership, composition, and responsibilities of these groups shall be defined by the Superintendent and City Manager (or designee). The Superintendent, and City Manager (or their designees) may establish, change, or dissolve these groups at their discretion, with notification to the City/Schools Committee and the groups themselves.[H1]

participate with the community and with its schools in preparing our students young people for challenges they will meet in the future.

Working together as partners, business and the schools community, through strategic use of

should seek to educate citizens who can contribute to the productive workforce on which our economy depends. The City/Schools Committee also encourages private industries to contribute funds and equipment to further the district's community's educational, community service, programs and recreational programs that benefit the entire Emeryville community.

The City/Schools Committee directs staffs to engage in on-going collaborative strategic planning and integrated program development, wherever feasible and productive to each organization involved. The City/Schools Committee commits to providing the staff time and focus to carry out the inter-agency programs and initiatives that it approves, including the work toward accomplishing the Center of Community Life and other efforts acknowledged and approved by the Committee. The City/Schools Committee also directs staff to develop comprehensive assessment and evaluative protocols to both benchmark and periodically assess the progress and effectiveness of the partnership strategies that are being employed.

City of Emeryville and the Emery Unified School District  
City/Schools Committee Policy # 1800

**Community Engagement**

The City Council of the City of Emeryville and the Board of Trustees of the Emery Unified School District, who together comprise the City/Schools Committee, are committed to involving the community in matters affecting the community, including, but not limited to, the education of the children served by the Emery Unified School District.

The City Schools Committee believes that broad input from staff, parents/guardians, students and members of the Community of Emeryville provides valuable perspectives that inform the work of the Committee. By encouraging open communication and facilitating community-building across diverse interests, the Committee further seeks to build a collective sense of ownership of the schools and the community by recognizing the diversity of viewpoints and expertise that are already part of Emeryville.

In accordance with those goals, the Superintendent in partnership with the City Manager (or their designees) may establish administrative councils, task forces, or advisory committees in accordance with law. The membership, composition, and responsibilities of these groups shall be defined by the Superintendent and City Manager (or designee). The Superintendent and City Manager (or their designees) may establish, change, or dissolve these groups at their discretion, with notification to the City/Schools Committee and the groups themselves.

In order to encourage and maximize the involvement of the Emeryville community, the City/Schools Committee embraces the following "Core Values for the Practice of Public Participation" as defined by the International Association of Public Participation:

1. Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.
2. Public participation includes the promise that the public's contribution will influence the decision.
3. Public participation promotes sustainable decisions by recognizing and communicating the needs and interests of all participants, including decision makers.
4. Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision.
5. Public participation seeks input from participants in designing how they participate.
6. Public participation provides participants with the information they need to participate in a meaningful way.

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Comment [H1]: I think it fits better in this section, than in the partnerships policy

7. Public participation communicates to participants how their input affected the decision.

The City/Schools Committee, following upon, and with input from the Citizens' Oversight Committee (COC), shall adopt a resolution defining and establishing a process for community information, input, and engagement in the design of school sites or related facilities. This "Community Engagement Process Resolution" shall include a specific plan for soliciting community input and participation including a working timeline of community meetings and presentations, in alignment with existing City and School District advisory committees and taskforces. This plan shall include, but not be limited to, workshops with District and the City's Community Services staffs; meetings hosted by the School District, City, and/or community residents; ongoing community engagement activities including web-based communications, mailings, and notices; and other elements as defined by the Resolution.

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The City/Schools Community Engagement process will promote opportunity and access for all members of the Emeryville community. It shall proactively seek to engage youth, families, and community members and build the inter-relationships among them. It will also develop practices that distribute responsibility and accountability in open and transparent interactions. The community engagement activities are specifically meant to outlast the duration of the facilities project known currently as the Center of Community Life. They are intended to form a pattern of behaviors that build long-lasting and trusting relationships amongst community members.

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Adopted by the City/Schools Committee on \_\_\_\_\_

John and Hayin- this "Community Engagement Process Resolution" will also need to address the nature of the relationship between this "Engagement" work and the work of paralleling structures such as the Wellness Advisory Council so that the timing and inter-workings of these various elements can be coordinated and made efficient/productive.

Comment [RM2]: There will be task forces, etc, beyond just the WAC that will need to be similarly coordinated.

Comment [H3]: i added a vague phrase above bc i'm thinking that the WAC won't be the only other "council" that we'd want to coordinate with

City of Emeryville and the Emery Unified School District  
City/Schools Committee Policy # 1900

**Wellness**

The City Council of the City of Emeryville and the Board of Trustees of the Emery Unified School District, who together comprise the City/Schools Committee, are committed to ensuring that programs and partnerships administered jointly by the City/Schools Committee enhance the wellness of the entire community, especially for Emeryville residents and the children served by the Emery Unified School District.

The City/Schools Committee defines and operationalizes wellness as: *an active process of becoming aware of and making choices toward a more successful, optimal health, both for individuals and our collective community. This includes a balance of physical, emotional, social, and intellectual health<sup>1</sup>.*

The EUSD Board of Trustees has established policy guidelines that extend beyond the wellness of students by also considering the wellness of the surrounding community. Similarly, the City/Schools Committee affirms the following principles:

1. Good physical and emotional health fosters success for children, youth, adults, seniors and families, and includes access to healthful foods and opportunities to be physically, intellectually, emotionally, and socially active in order to grow, learn, relax, and thrive.
2. The quality and productivity of each individual's life is enhanced through participation in a comprehensive, sequential education and recreation system that promotes physical, intellectual, emotional, and social well-being.<sup>2</sup>
3. Wellness enrichment programs must include health education, physical education, nutrition services, and psychological and counseling services, a safe and healthy school and community environment, parent and community involvement, and health promotion for staff.<sup>3</sup>
4. Community participation is essential to the development and implementation of successful comprehensive wellness policies.

Therefore it is the policy of the City/Schools Committee that:

1. The City of Emeryville and the Emery Unified School District are committed to providing environments that promote and protect health and well-being, and that

<sup>1</sup> Adapted from the National Wellness Institute, *Web site: http://www.nationalwellness.org/*, and O'Donnell MP. Definition of health promotion: part III: expanding the definition. Am J Health Promot. 1989;3:5.

<sup>2</sup> California Physical Education Framework (and others?)

<sup>3</sup> The Health Framework for California's Public Schools recommends the development of Coordinated School Health System

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encourage learning, relaxation and play by supporting healthy eating, appropriate physical, intellectual and social activity, and access to appropriate health services.

2. The City of Emeryville and the Emery Unified School District's purpose is to fully provide education and enrichment programs for children, parents, adults, families, and seniors about physical, intellectual, social and emotional wellness, thereby assisting all community members in making better-informed choices to lead healthier and more productive lives.

3. EUSD and the City of Emeryville's Department of Community Services will provide physical education and nutrition/health opportunities that foster lifelong habits of healthy eating and physical activity. Such programs will establish linkages between physical, intellectual, emotional and social activities, and counseling and psychological services for all community members.

4. School and other public use facilities will support comprehensive wellness education activities, nutrition programs, and safe and healthy environments for community-building.

Adopted by the City/Schools Committee on \_\_\_\_\_

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