

**City/School Committee**

Councilmember Jennifer West, Co-Chair  
 School Board Member Joshua Simon, Co-Chair  
 Councilmember Kurt Brinkman  
 Councilmember Nora Davis  
 Councilmember Ruth Atkin  
 Councilmember VACANT  
 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

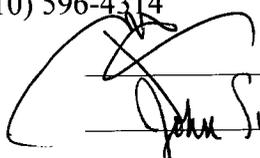
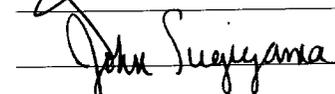
**February 3, 2011 - 5:30pm**Emery Secondary School, 1100 47<sup>th</sup> Street, Emeryville, CA

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 1/6/11 minutes
- IV. Information Items
  - A. Report on Emeryville's City/School/Business Delegation Trip to Washington, D.C. (Sugiyama – 10 mins)
  - B. Goldman School's Project for Emeryville - Graduate Student Introduction (Sugiyama – 5 mins)
  - C. MOU Budget Update (Miller – 10 mins)
  - D. Recap of Community Engagement and Outreach Planning (Kim/Kelly – 15 mins)
  - E. ECCL Policies for City/School Committee – 1<sup>st</sup> Reading of Two Policies: Sustainability; Equity (Sugiyama – 10 mins)
  - F. Review of Applications for Citizen Oversight Committee (Sugiyama – 10 mins)
- V. Action Items
  - A. Election of the 2011 City-School Committee Co-Chairs (Simon/West – 5 mins)
  - B. ECCL Policies for City/Schools Committee – 2<sup>nd</sup> Reading (Sugiyama – 15 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: 1/28/2011  
 Post on: 1/28/2011  
 Post until: 2/4/2011

 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 +  
1/6/11  
5:30pm

1. Roll Call
  - a. Committee:
    - i. EUSD Board of Directors: Simon, Webb, Dice, Dwin, Hooper
    - ii. City Council: Davis, Atkin, West
    - iii. Student: None
      1. Excused: Brinkman, Howard
  - b. Staff:
    - i. City: O’Keeffe, Laven, Chinn
    - ii. EUSD: Sugiyama, Miller, Stewart, Kim
2. Public Comment
  - a. None
3. Approval of 1/6/11 Minutes
  - a. Davis moved to approve with two changes noted below, seconded by Dice, passed without exception.
    - i. Davis – last page, misspelled ‘Dice’, please correct.
    - ii. Hooper – Change the words “head hunter” to “search firm” in the staff comments.
4. Information Items
  - a. 2011 Relay for Life Event Presentation
    - i. Ashley Miller of the Relay for Life gave a presentation on what the Relay for Life event is about and showed a short video that also explained the Relay for Life. The Relay Rally Kick-Off Party is February 8<sup>th</sup>, 6:00pm, at the ESS Gym.
  - b. Goldman School’s Project for Emeryville – Graduate Student Introduction
    - i. Miller introduced Hamira Husife the Goldman School project on City and School policies. EUSD received six applications for the project; staff chose to interviewed four students; Sugiyama and O’Keeffe met with the finalist of the interviews and the student was selected. Ms. Husife was on break during the January meeting, but she’ll start her work in the middle of January and introduced at the February City/School Committee meeting.
      1. Atkin noted that at the most recent Housing Committee meeting, they discussed a Redevelopment Bond for family friendly housing, so the Goldman student should meet with the Economic Development Director.
      2. Davis asked that the scope of work be presented at the next City/School Committee meeting too.

- c. Announcement of “Emeryville, Yes We Will” Community Celebration and Thank You
  - i. Stewart invited the community to “Emeryville Yes We Will,” the celebration of the new work before the community around the work of building a new community school. The party will begin at 5:30pm and go through 8:00pm with dinner, celebratory cake, live music and many community groups on hand.

5. Action Items

a. MOU Budget Update

- i. Miller noted this is not necessarily an action item, but a information report. Miller handed out a budget report of the current MOU that is about to expire. In general, far less was expended than budgeted. Elaine Neilsen, CBO of EUSD, and Miller are putting together a better account code structure by the February that will work for the auditing required by the bond financing.
  - 1. Davis noted that \$45,000 was spent out of \$90,000 in account code 5800, not a lot left for community outreach on this important project. Miller noted that community events has some consultants that were accounted to that line accidentally and will be fixed, so much less has been spent on the community events.
  - 2. Davis noted that the ‘other costs’ account code 6250 has \$100,000 spent, which is not very clear to the public. Miller noted this item, like 5800, needs more work. He will break out more line items in the next report to show more clarity in what is spent. Sugiyama noted these codes were driven by CASC requirements, but that the school can and will add sub-codes.
  - 3. Davis finally noted that the column headings were confusing. Miller noted the first column is the actual spent from July 2009 through June 2010. The second column shows July 2010 through December 2010. The third column is what the project has encumbered in the 2010-2011 fiscal year.
  - 4. Dwin noted that the actual spent is higher than the year to date spent. Miller noted that one column is encumbered and the other is actual spent in the 2010-2011 year.
  - 5. Webb requested that the descriptions in the budget be as clear as possible for the common citizen. Sugiyama commented that the budget will be made as clear as possible and that they will attach the warrant register of each check cut.

6. Hooper noted that the Citizens Oversight Committee will be up and running soon and it is their task to review these budgets.
7. Atkin asked what is spent in the preliminary testing line item? Miller noted that this is the testing done to test such things as the structure, soil, etc. to make structure assumptions.
8. Sugiyama noted that the Warrant Register is for the Board and COC to review. The COC will be prepped with the details to provide more explanation to the community.

b. MOU Extension Amendment

- i. Miller noted the term is being extended and no other budget or other items in the MOU have been changed.
  1. Atkin moved to approve the revised MOU, Davis seconded, approved without exception.

c. ECCL Policies for City/School Committee

- i. Sugiyama noted this item was not meant for the Committee and that this item is a first reading. Staff will note changes tonight and after the meeting, then bring it to the Committee in February for a second reading. If the Committee wishes to make more edits, staff will make changes and bring it back for a third reading. Sugiyama noted that these policies will not supercede any existing city or school policy, but are seeking to integrate policies that will guide integrated programming and services. The three policies were #1700: Partnerships with the Community, #1800 Community Engagement, and #1900 Wellness. Committee comments included:
  1. Davis noted that the document is redundant and might be using more words than necessary. Key concepts and easy to read so the public can clearly understand the goals of the ECCL.
  2. Atkin noted she is uncomfortable with the title of #1700. Simon noted Public/Private Partnerships might work. Hooper noted that it should be titled Partnerships. The Committee concurred with the wording "Partnerships."
  3. West commented that #1800 is excellent, the trick will be to implement it.
  4. West also noted that the City has implemented HEAL, a wellness policy, and that we should integrate parks and the physical environment into this document.
  5. Webb appreciated the footnotes and would like to see websites for those footnotes. Webb would also like to see the HEAL document footnoted and anything borrowed from another document to be footnoted. Simon noted that

the Board uses a “Related Laws” portion and that might be helpful. Sugiyama noted that staff did have the footnotes, but deleted them.

6. Atkin noted that this document is supported by the Parks and Recreation Strategic Plan, General Plan, and other planning documents that should be noted in the document. Sugiyama noted this was the intention and that more clarity could be shown and integrating this into the policies.
7. Davis stated that West’s statement about drafting policies that lead to actions is very important. Sugiyama noted that the Board is asking itself and staff “how do we know policies are being followed and successful?” Policies tend to get lost as they are not goals, but staff will be sharing progress reports that note the policy number that helped direct the success or progress.

#### 6. Staff Comments

- a. Stewart noted that the college and career fair is being hosted on January 14<sup>th</sup> at ESS, 3:30-5:00pm.
- b. Sugiyama noted on Monday, January 10<sup>th</sup>, from 5:00-6:00pm in the Emery Theatre is the executive search consultants meeting with the public.
- c. Kim noted that the Board is still accepting applications for the COC through 4:00pm on January 18<sup>th</sup>.
- d. Kim also noted a save the date for the second visit to the Lighthouse Community School Friday, January 21<sup>st</sup> in the afternoon. Once transportation is secured, an exact time will be released,
- e. Sugiyama noted that on January 18<sup>th</sup> the Board, Council and Business members are taking their annual trip to Washington, DC. The trip is filled with many meetings with federal agencies and elected officials. Each year, the trip has resulted in significant funding of major community projects. Sugiyama was impressed and proud that people in Washington know Emeryville and are impressed with our vision on collaboration throughout the community.
- f. O’Keeffe noted that on Saturday, January 22<sup>nd</sup>, from 9:00am-2:00pm, there will be a public meeting to discuss the Capital Improvement Plan (CIP). Hooper asked that the CIP meeting be on the City’s webpage too. Webb asked if the CIP going to address the Redevelopment Agency’s funding and O’Keeffe stated a discussion will occur on this issue.
- g. Juliette Dunn, EUSD Wellness Coordinator, noted that the school is having a wellness planning meeting in the ESS Library at on January 22<sup>nd</sup> from 9:00am-1:00pm to review the past seven years of work and the next five years of planning and implementation ahead.

#### 7. Committee Comments

- a. None

Adjourned at 6:52pm

City of Emeryville and the Emery Unified School District  
City/Schools Committee Policy # 2000  
**Sustainability<sup>1</sup>**

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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 long-term sustaining and regenerating of community resources which include our social, financial, and environmental assets.

Accordingly, the City/Schools Committee (or their designees) shall proactively:

- Articulate opportunities for resource regeneration and sustainability throughout city and school district joint policy goals and practices.
- Require planning and implementation practices that demonstrate highest and best collaborative use of public facilities, services, and resources.
- Establish sustainable and, where feasible, regenerative development and resource management as part of institutional operations, planning, capital construction and program practices.
- Require implementation of joint city and school district strategies that:
  - Demonstrate frugal and creative collaborative use to conserve natural resources and to reduce the impact of public use operations on the environment.
  - Consider initial cost, long-term potential cost savings, quality and performance, health impacts, and environmental considerations in the planning of services and supports for those services.
  - Strive to prevent harm as the best method for protecting the environmental and the community and, when knowledge is limited, apply a precautionary approach.<sup>2</sup>
  - Support regular community and inter-organizational communication and conversation to enhance the exchange of information and to reduce or eliminate programmatic redundancies and other negative effects of independent or isolated efforts.
- Ensure community sustainability and regeneration by investing in the development of human and social capital to ensure broad access to education, health care, recreation, and economic opportunity for all members of the Emeryville community.

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<sup>1</sup> ***Innovation sustains and regenerates relationships.*** (PCL guiding principle)

<sup>2</sup> Adapted from the Earth Charter ([http://en.wikipedia.org/wiki/Earth\\_Charter](http://en.wikipedia.org/wiki/Earth_Charter))

*DRAFT, 1/25/11*

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

City of Emeryville and the Emery Unified School District  
City/Schools Committee Policy # 2100  
**Equity<sup>1</sup>**

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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, believe that the diversity of the Emeryville community enriches learning and recreational experiences for all. Further, the City/Schools Committee recognizes that the ability of children to learn, of families to thrive, and of adults to succeed is affected by the social, health and economic conditions of the surrounding community, but that the ultimate cohesiveness of the community as a whole is dependent on our ability to equitably distribute benefits throughout the many diverse members of that community.

It is the philosophy of the City/Schools Committee that every member of the Emeryville community, regardless of gender, race, special needs, or social, ethnic, language or economic background, has a right to:

- High-quality educational, recreational, and civic experiences that challenge each individual to achieve his/her fullest potential.
- A safe, nurturing environment necessary for learning, recreation, and community involvement.

Accordingly, the City/Schools Committee (or their designees) shall proactively and intentionally:

- Ensure local equity and access in education, recreation and public service.
- Promote the equitable access to learning, recreation, and community opportunities.
- Provide opportunities to enhance intellectual, financial and social resources for all members of the Emeryville community, especially those most underserved.
- Prioritize strategies and programs that support closing the achievement and opportunity gaps.
- Support and preserve innovative practices that challenge and confront inequalities of race, economic status, gender, and national origin.

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

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<sup>1</sup> **Diversity challenges inequality and inspires social justice.** (PCL Guiding Principle)

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

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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, believe that input from staff, parents/guardians, students and members of the Community of Emeryville provides valuable perspectives and expertise to inform the work of the Committee.

The Committee seeks to build a collective sense of ownership of the schools and the community by encouraging open communication and facilitating community-building across diverse interests.

Accordingly, the City/Schools Committee (or their designees), 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.
- Establish administrative councils, task forces, or advisory committees (and/or work in conjunction with existing bodies), that have broad community representation and embrace the "Core Values for the Practice of Public Participation."<sup>1</sup>
- Develop 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.
- Encourage proactive engagement of youth, families, and community members
- Develop community 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.

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

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<sup>1</sup> 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; (7) Public participation communicates to participants how their input affected the decision.

DRAFT

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

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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.

Accordingly, the City/Schools Committee (or their designees) shall:

- Engage in on-going collaborative strategic planning and integrated program development, wherever feasible and productive to each organization involved.
- Provide the staff time, resources, and focus to carry out the inter-agency programs and initiatives that it approves, including the work toward accomplishing the Center of Community Life.
- Encourage representatives of private industry and local community-based organizations to be active community participants
- Develop comprehensive assessment and evaluative protocols to both benchmark and periodically assess the progress and effectiveness of the partnership strategies that are being employed.

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

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

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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 enhancing the wellness<sup>1</sup> of the entire community.

The City/Schools Committee affirms that:

1. Physical and emotional health fosters success for children, youth, adults, seniors and families, and includes access to opportunities to be physically, intellectually, emotionally, and socially active in order to grow, learn, relax, and thrive.<sup>2</sup>
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>3</sup>

Accordingly, the City/Schools Committee (or their designees) shall:

- Provide environments<sup>4</sup> that promote wellness, and encourage learning, relaxation and play by supporting healthy eating, physical, intellectual and social activity, and access to health services.
- 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.<sup>5</sup>
- Ensure that schools, parks and other public use facilities support comprehensive wellness education activities, nutrition programs, and safe and healthy environments and experiences for community-building.

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

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<sup>1</sup> The City/Schools Committee defines 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." *Adapted from the National Wellness Institute, Website: <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> As aligned to the 7 Core Components of Emeryville's Healthy Cities Initiative (<http://www.healthycityinitiative.com/>); Educational Health, Environmental Stewardship and Sustainable Growth, Personal Wellness and Physical Health, Economic Health, Civic Health, Artistic and Cultural Health, Digital and Technological Leadership

<sup>3</sup> Wellness 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. *Adapted from the California Physical Education Framework; the Health Framework for California's Public Schools recommends the development of Coordinated School Health System.*

<sup>4</sup> As aligned to the City of Emeryville Parks and Recreation Strategic Plan (2010), the City of Emeryville General Plan (2009), the City of Emeryville Capital Improvement Program (DATE?)

<sup>5</sup> As aligned to the Emery Unified School District's Wellness Policy (DATE?)