

COMMITTEE MEMBERS  
Timothy A. McGallian, Chair  
Ronald E. Leone, Committee Member

Civic Center  
1950 Parkside Drive  
Concord, CA 94519  
www.cityofconcord.org



## Regular Meeting of the Youth & Education Committee

Monday, May 15, 2017

5:30 p.m.

Garden Conference  
Room, Wing A  
1950 Parkside Drive

---

**AGENDIZED ITEMS** – The public is entitled to address the Committee on items appearing on the agenda before or during the Committee’s consideration of that item. Each speaker will be limited to approximately three minutes.

**1. ROLL CALL**

**2. PUBLIC COMMENT PERIOD**

**3. REPORTS**

- a. Discuss Establishment of an Education Commission. **Report by Kathleen Salguero Trepá, Assistant City Manager.**

**4. ADJOURNMENT**

**ADA NOTICE AND HEARING IMPAIRED PROVISIONS**

In accordance with the Americans with Disabilities Act and California Law, it is the policy of the City of Concord to offer its public programs, services and meetings in a manner that is readily accessible to everyone, including those with disabilities. If you are disabled and require a copy of a public hearing notice, or an agenda and/or agenda packet in an appropriate alternative format; or if you require other accommodation, please contact the ADA Coordinator at (925) 671-3021, at least five days in advance of the hearing. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility.

Distribution: City Council  
Valerie Barone, City Manager  
Kathleen Trepá, Assistant City Manager  
Susanne Brown, City Attorney  
Joelle Fockler, City Clerk



## **Staff Report**

**Date:** May 15, 2017  
**To:** Council Committee on Youth & Education  
**From:** Kathleen Salguero Trepa, Assistant City Manager  
**Subject:** **Discuss Establishment of an Education Commission**

---

### **Report in Brief**

This report presents information related to the potential establishment of a new Education Commission.

### **Recommended Action**

Provide direction to staff.

### **Background**

The Youth and Education Committee was requested to consider the potential establishment of an Education Commission, similar to one in the City of Pleasant Hill. The Pleasant Hill Education Commission is an advisory body to the City Council and is intended to serve as a conduit between the City and the Mount Diablo Unified School District (MDUSD) to advocate for issues and concerns related to primary education with the goal of improving K-12 education in Pleasant Hill. The Commission is currently comprised of eleven members who are each tasked with serving as a liaison to at least one MDUSD school within the boundaries of Pleasant Hill. There are a total of thirteen schools serving the Pleasant Hill community, including alternative school and continuation programs.

The Commission meets monthly to hear reports from each of the school liaisons who attend Parent Teacher Organization (PTO) meetings, plan activities and events such as college fairs and guest speakers, and discuss information related to educational services in the community. It is primarily a “working commission” that creates its own work plan and staffs its own projects/programs. The Commission periodically publishes a newsletter for electronic distribution. The Commission members write and edit the newsletter, which the City publishes. The Commission is staffed by the Pleasant Hill public information officer; the school district does not provide a representative or liaison. Pleasant Hill staff do follow up on concerns related to schools that fall within the purview

of the City, such as parking or traffic enforcement, and on occasion will reach out to MDUSD staff to discuss issues that can be resolved at the staff level.

In Concord, there are thirteen elementary schools (including Holbrook), three middle schools, three high schools and three alternative/continuation schools in the MDUSD, a total of twenty-two schools.

### **Analysis**

Periodically, councilmembers have expressed an interest in developing a greater focus to support primary education in Concord. In June 2012, the City Council considered establishing a new Council Committee to be titled the Education Committee. The Committee's purpose would have been to collaborate with local schools and strengthen the partnership with the MDUSD. At that time, the Council decided to add this function to the Neighborhood and Community Services Council Committee, adding "Education" to the committee's name, rather than creating a new committee.

In December 2012 the City Council reorganized its committees to combine less active committees and limit the number of committees to five (which allows for the assignment of two committees per Councilmember). The Recreation and Cultural Affairs Committee was combined with the Neighborhood and Community Services Committee and the education component was combined with youth to create the new Youth and Education Committee.

There are currently thirteen "citizen" commissions or boards in the City of Concord; most are advisory to Council although the Planning Commission has authority over certain land use decisions. Six of these commissions meet monthly, two meet twice a month, and the remainder meet quarterly, seasonally or as needed.

<b>Name</b>	<b>Meeting Frequency</b>	<b>Lead Department</b>
Bicycle & Pedestrian Advisory Committee	Quarterly	Community & Economic Development
Board of Appeals	As Needed	Community & Economic Development
Commission on Aging	Monthly	Parks and Recreation
Community Services Commission	Monthly	Parks and Recreation
Concord/Pleasant Hill Health Care District Grant Committee	Monthly	Community & Economic Development
Design Review Board	Twice Monthly	Community & Economic Development
Health Care District Grant Committee	Monthly	Community & Economic Development
Measure Q Committee	3-6 times	Finance
NWS Reuse Community Advisory Committee	Monthly	Local Reuse Authority

Name	Meeting Frequency	Lead Department
Parks, Recreation & Open Space Commission	Monthly	Parks and Recreation
Pavilion Community Outreach Committee	As Needed	Parks and Recreation
Personnel Board	As Needed	Human Resources
Planning Commission	Twice Monthly	Community & Economic Development

Commissions/Boards are created over time as the Council finds them valuable and decides to dedicate the City’s limited resources to support them. The most recent Commissions/Boards created by Council include the Measure Q Oversight Committee (December 9, 2014), the Concord Pavilion Community Outreach Committee (February 3, 2015), the Citizen’s Advisory Commission (July 12, 2016), and the Bicycle and Pedestrian Advisory Committee (January 10, 2017).

To counteract growth in Committees and the impact it has on staff workloads, the Council periodically takes action to reduce the number of boards and commissions. In 2005, Council approved reorganizing and reducing the number of commissions by two. During that process the Status of Women Commission was consolidated into the Human Relations Commission and the mission of the Youth Council was added to the Parks, Recreation and Open Space Commission, which was expanded to include two youth commissioners. During the recession, as staffing was reduced by 25%, the City’s commissions were again re-evaluated. At that time the Council dissolved the Human Relations Commission; the members of the Commission supported the change as many state and federal laws had changed since the Commission had first been formed.

Factors the Committee should consider in regards to creating a new Education Commission:

- Purpose of the Commission and the feasibility of a City appointed Commission successfully achieving the purpose.
- Workload impacts. The City of Pleasant Hill indicates that supporting their Education Commission takes up 10% of an FTE, even though the Pleasant Hill Commission is primarily a working commission with Commission members doing the work themselves (not staff). Staff time to support the Commission relates to preparing and posting the agenda, staffing the Committee meetings, arranging facilities for special events the Commission holds, following up on City-related issues that come out of the meetings (i.e., traffic and parking around schools), and issuing a newsletter that is written by the members. Given that Concord has not recovered from the recession, at which time staffing was decreased by 25%, a new Commission would be challenging to staff and would impact other current City work.

- MDUSD is unlikely to staff the Commission or even attend regularly. As in Pleasant Hill, staff does not expect the MDUSD will assign a representative or liaison to the Concord Education Commission should one be created.
- Commission's creating their own workload/assignments. In Concord none of the Commission's create their own workload; rather they work to achieve Council priorities or address state mandated requirements, as set out in their creation documents. If the Council decides to support an Education Commission, it should define the recommended role and tasks of the Commission for Council consideration.

### **Financial Impact**

Ongoing costs associated with creating an Education Commission will depend on the purpose and work plan for the Commission, in addition to the effort associated with creating one, i.e. preparing an ordinance to amend the Municipal Code, modifying Policy and Procedure 89 (Council Appointments to Boards and Commissions) and recruiting and appointing commissioners to serve.

### **Public Contact**

The Agenda was posted.