



# Administrative Report

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H.17., File # 21-2957

Meeting Date: 9/7/2021

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**To: MAYOR AND CITY COUNCIL**

**From: CAMERON HARDING, COMMUNITY SERVICES DIRECTOR**

## **TITLE**

APPROVE MEMORANDUM OF UNDERSTANDING WITH REDONDO BEACH UNIFIED SCHOOL DISTRICT FOR SITE OPERATION OF THE CITY'S AFTER SCHOOL PROGRAM FOR THE AMOUNT NOT TO EXCEED \$10,000 FOR THE TERM AUGUST 18, 2021 - JUNE 1, 2022 (2021-22 SCHOOL YEAR)

## **EXECUTIVE SUMMARY**

The Redondo Beach Unified School District has successfully partnered with the City for over 37 years to provide access to school sites for the City-operated After-School Program. This program provides structured after-school recreational activities and a study hall for students ages 6-12 in first through fifth grade attending Redondo Beach public schools, with fees set based on the school calendar sessions and number of children enrolled. The recommended Memorandum of Understanding (MOU) provides the City use of the following eight School District sites for operation of the 2021-22 school year program: Alta Vista, Beryl Heights, Birney, Jefferson, Lincoln, Madison, Tulita and Washington. Participants in the program pay fees to the City to fully offset the cost of providing this After-School Program to over 900 students.

Under the terms of the MOU, the City will be responsible for all children enrolled in the program from check-in to check-out; will comply with fingerprinting requirements of staff employed; will provide proof that program staff have completed statutorily required training; and will operate the program every school day during the regular school year. The RBUSD will provide the above-mentioned school sites and will be solely responsible for the condition, repair and maintenance of the playgrounds, play equipment and structures on each After-School Program site. Consistent with past practice, the City will compensate RBUSD \$10,000 for normal wear and tear and physical plant supplies incurred over the term of the agreement. Both parties will coordinate and share information regarding operational matters as needed. The proposed MOU is attached and recommended for approval.

## **BACKGROUND**

The City's Community Services Department has operated an After-School Program at various RBUSD school sites for over 40 years. The program has been fee-based since the 2004-2005 school year. The program provides structured after-school recreational activities and a study hall for students ages 6-12 in first through fifth grade attending Redondo Beach public schools. Fees are set based on the school year calendar and enrolled sessions as well as the number of children

registered per family. The RBUSD is providing access to the school sites at Alta Vista, Beryl Heights, Birney, Jefferson, Lincoln, Madison, Tulita and Washington for the program.

In 2014 the School District and City prepared and executed a formal MOU for this program for the first time in its operating history. It was adopted by the City Council on September 16, 2014. Under that MOU, the City was responsible for all children enrolled in the program “from check-in by the student to check-out by a parent or documented guardian.” This was a policy change from the longtime practice of allowing students to check-out themselves.

For the 2015-16 school year, the City and the School District agreed to continue their After-School Program partnership and prepared an updated Memorandum of Understanding. Under the terms of that MOU, the program became a fully custodial program, thereby not accepting waivers of the parental/adult sign-out requirement. Students were no longer able to sign themselves out and leave the program site. The primary factors supporting this change were student safety, the limited use of the waiver by participating families, and to align the program with common operational methodology.

The attached MOU for the 2021-22 school year After-School Program has been created by representatives from the City and Redondo Beach Unified School District and maintains the terms and conditions of the fully custodial program. The MOU is recommended for approval.

The City will provide the RBUSD with a directory of the After-School Program staff as well as a quarterly list of the students enrolled in the Program. After-School Program staff are trained in mandated reporting, basic first-aid, conflict resolution, and Epi pen procedure.

The terms and conditions of the 2021-22 MOU include the following:

A term of August 18, 2021 - June 30, 2022.

#### City Responsibilities

The City will continue to operate the After-School Program at the RBUSD sites where it is currently offered; will ensure a high level of service to all participants; and will be responsible for all children enrolled in the program from check-in to check-out.

The City will comply with provisions of Education Code 45125.1 (fingerprint requirements), and will provide proof that all City staff working at the program have completed mandated reporter and Epi Pen administration training.

The City will not coordinate with RBUSD principals for the After-School Program's disciplinary matrix.

The City will operate the Afterschool Program every school day during the regular school year. The City will compensate RBUSD \$10,000 for physical plant supplies and normal wear and tear. In the event of an act of God and/or declared national, state, county or local emergency which results in the cessation or suspension of performance under this MOU, the compensation for maintenance shall be prorated at a rate of \$909.09 per month.

Provide RBUSD site principals and Director of Student Services a list of the After-School Program Site Supervisors and Staff Names.

Provide RBUSD site principals and Director of Student Services a list of students enrolled in

the After-School Program quarterly.

#### RBUSD Responsibilities

RBUSD will allow the City to operate the After-School Program at the following school sites: Alta Vista, Beryl Heights, Birney, Jefferson, Lincoln, Madison, Tulita and Washington.

RBUSD will allow the City to continue to occupy the same classrooms and facilities at the above-mentioned schools for the duration of the school year. If facility is temporarily unavailable, the principal shall provide an alternate location with 2-day advance notice.

RBUSD will provide the After-School Program use of the bathrooms closest to program classrooms and facilities.

RBUSD will be solely responsible for the condition, repair and maintenance of the playgrounds, play equipment and structures on each After-School Program site.

The principals of the above-mentioned schools will meet with the City's program representative at least twice during the school year to address any program issues.

The City and RBUSD will coordinate with one another to provide information regarding: 1) behavioral issues of children participating in the After-School Program; 2) on-campus safety issues (i.e., lock-down); and 3) emergency contact information for facilities maintenance.

Information and registration forms for the After-School Program are provided on the Community Services Department web page at [www.redondo.org/afterschool](http://www.redondo.org/afterschool) <<http://www.redondo.org/afterschool>>.

#### **COORDINATION**

The MOU has been prepared by the City Attorney's office. The Redondo Beach Unified School District Board of Education approved the MOU at their meeting on August 24, 2021.

#### **FISCAL IMPACT**

Under the terms of the MOU, RBUSD will provide the sites for the After-School Program to the City. The City will compensate RBUSD \$10,000 for physical plant supplies and normal wear and tear. Funding is available as part of the adopted FY 2021-22 Community Services Department Budget.

Program Fees for the 2021-22 school year are shown in an attachment to this report. These fees fully offset the cost of daily program operations. As per program policy, need-based Dream Come True (DCT) scholarships will be available to qualified families. Full Fee Waiver assistance is not feasible at this time.

#### **APPROVED BY:**

*Joe Hoefgen, City Manager*

#### **ATTACHMENTS**

2021-22 After School Program Memorandum of Understanding

Signature page

RBUSD insurance

City of Redondo Beach insurance  
After School Program fee summary