



# City of Santa Clara

## Call and Notice of Special Meeting

### City-School Liaison Committee

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Wednesday, September 2, 2020

11:00 AM

City Hall Council Chambers  
1500 Warburton Avenue  
Santa Clara, CA 95050

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NOTICE IS HEREBY GIVEN that, pursuant to the provisions of California Government Code §54956 ("The Brown Act") and Section 708 of the Santa Clara City Charter, the Chair calls for a Special Meeting of the City-School Liaison Committee to commence and convene on September 2, 2020, at 11:00 a.m. for a Special Meeting in the City Hall Council Chambers located in the East Wing of City Hall at 1500 Warburton Avenue, Santa Clara, California, to consider the following matter(s) and to potentially take action with respect to them.

Pursuant to the provisions of California Governor's Executive Order N-29-20, issued on March 17, 2020, to prevent the spread of COVID-19, the City of Santa Clara has implemented methods for the public to participate remotely:

• Via Zoom:

o <https://santaclaraca.zoom.us/j/93760731432>

Meeting ID: 937 6073 1432 or

o Phone: 1(669) 900-6833

For those individuals that do not have the above access, the City Council Chambers has been set up to accommodate up to 10 people at a time and public comment will be given from that location.

#### **CALL TO ORDER AND ROLL CALL**

#### **CONSENT CALENDAR**

1. 20-817 [Approval of City-School Liaison Committee minutes from August 19, 2020.](#)

***Recommendation:*** Approved the City-School Liaison Committee minutes from August 19, 2020.

#### **PUBLIC PRESENTATIONS**

**GENERAL BUSINESS**

## 2. Healthy Meals Program Discussion

- 2.A. 20-821 [Note and File this Informational Memo on a Proposed Supplemental Food Program for Santa Clara Families \(Council Pillar: Enhance Community Engagement and Transparency\)](#)

**Recommendation:** Staff does not have a recommendation. This report is for informational purposes only.

## 3. Illegal use of Fireworks on School Grounds

## 4. School Resource Officer Program and Santa Clara Police Department General Discussion

## 5. Briarwood Drive Improvements

## 6. Land Development Update

## 7. General Updates from Attendees

- 7.A. City of Santa Clara - Community Development Department, Parks and Recreation Department and Police Department

- 7.B. Santa Clara Unified School District - Facilities Update and Capital Development Update

**ADJOURNMENT**



# City of Santa Clara

1500 Warburton Avenue  
Santa Clara, CA 95050  
santaclaraca.gov  
@SantaClaraCity

## Agenda Report

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20-817

Agenda Date: 9/2/2020

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### **REPORT TO CITY-SCHOOL LIAISON COMMITTEE**

#### **SUBJECT**

Approval of City-School Liaison Committee minutes from August 19, 2020.

#### **RECOMMENDATION**

Approved the City-School Liaison Committee minutes from August 19, 2020.



**City of  
Santa Clara**  
The Center of What's Possible



**MINUTES OF THE CITY-SCHOOL  
LIAISON COMMITTEE MEETING**

Via Zoom and City Hall - Council Chambers  
1500 Warburton Avenue, Santa Clara, CA 95050  
Wednesday, August 19, 2020, at 11:00 a.m.

**Council Present:**

Teresa O'Neill, Chair  
Lisa M. Gillmor, Mayor  
Kathy Watanabe, Councilmember

**City of Santa Clara (City) Staff Present:**

Deanna J. Santana, City Manager  
Pat Nikolai, Police Chief  
Manuel Pineda, Assistant City Manager  
Cynthia Bojorquez, Assistant City Manager  
Andrew Crabtree, Director of Community Development  
James Teixeira, Director of Parks & Recreation  
Michael Liw, Assistant Director of Public Works  
Dale Seale, Deputy Director of Parks & Recreation  
Robyn Sahid, Assistant to the City Manager

**Santa Clara Unified School District (SCUSD) Present:**

Michele Ryan, SCUSD Board Chair  
Andrew Ratermann, SCUSD Board Member  
Jodi Muirhead, SCUSD Board Member  
Stella M. Kemp, Superintendent  
Eric Dill, Chief Business Official  
Larry Adams, Bond Projects Director  
Michal Healy, Director of Facility Planning  
Jennifer Dericco, Public Information Officer  
Karen Luna, Nutrition Services Director

**1. Call to Order/Introductions**

Chair Teresa O'Neill called the meeting to order at 11:10 a.m.

**2. Public Presentations**

None.

**3. Approval of Minutes from February 5, 2020 and March 25, 2020**

Mayor Lisa M. Gillmor moved to approve the minutes from February 5, 2020 and March 25, 2020. The motion was seconded by SCUSD Board Chair Michele Ryan. The motion was approved by consensus.

**4. COVID-19**

**a. School Reopening Plan**

Superintendent Stella M. Kemp gave an update on the school reopening plan noting that

schools reopened on Monday, August 17<sup>th</sup> in a distance learning format. She further added that SCUSD worked hard to digitize as many processes as possible, including opening an enrollment center and moving forms online. Superintendent Kemp also noted that they are still working to finalize attendance and that meal service had resumed.

Councilmember Kathy Watanabe asked if a student's enrollment status would be put into jeopardy if they did not report to school on the first day. She further asked what the school district is doing to reach out to students to make sure they don't lose their enrollments status. Superintendent Kemp noted that SCUSD is doing outreach to see if the students are still in the area. After 3 days of non-attendance, the enrollment status goes into suspense; the students remain enrolled until another district requests records.

b. **SCUSD Summer Meals & City of Santa Clara Healthy Meals Program Updates**

Chief Business Official Eric Dill and Nutrition Services Director Karen Luna provided an update on the SCUSD summer lunch program. Chief Business Official Dill noted that nutrition service workers were serving approximately 3,000 students weekly. He further noted that weekly meals were provided under the extension of the U.S. Department of Agriculture Food and Nutrition Service Seamless Summer program. Approximately 640,000 meals were served over the summer on a weekly basis. Mondays were chosen because they proved to be more convenient and encouraged participation. Serving one day a week also limited staff exposure to COVID-19. Chief Business Official Dill stated that the program they were using to procure meals over the summer expired at end of summer, and the federal government would need to take action to continue that program. As a result, SCUSD resumed serving meals (breakfast and lunch) on Mondays through the regular school year program which supports students during the school week, not weekends. Chief Business Official Dill noted that Monday's participation numbers were low possibly due to it being the first day of school. About 70% participate during regular school year which was also consistent with the weekend meals. The weekly food program has eligibility and enrollment requirements. SCUSD provided direct outreach to all the families of the students that qualify for free or reduced lunch. Families that pay for meals may also participate; cards have been distributed to make it a touchless process. Overall, Chief Business Official Dill noted that there has been a lot of praise for the Summer Nutrition Grab and Go Program, and SCUSD employees remained healthy with no COVID19 workplace exposures.

Nutrition Services Director Luna noted that just under 640,000 meals were served over the summer. She further elaborated that SCUSD served about 900 kids on Monday which is lower than a normal school day. SCUSD served approximately 15% of the 5,000 students eligible for free and reduced meals, which was higher than the national average; since low participation is a problem faced by all districts, SCUSD are doing additional outreach via email, phone, and individual letters to all free and reduced participants with instructions on how to access food. SCUSD has also purchased technology to help identify students in case they arrive without their student ID. Nutrition Services Director Luna explained that they are also working with the Family Resource Center to optimize communication with families.

SCUSD has added a morning and afternoon service to be convenient for families and expanded the number of schools to include Hughes Elementary School and Scott Lane Elementary School. SCUSD has added bus service for drop off meals to mobile home parks located north of the 101 freeway. These families must pre-order meals. Nutrition Services Director Luna noted that SCUSD may add an additional school site based on which students are coming to pick up meals. She also noted that applications for free and reduced lunches were distributed during the last two final weeks of summer service by both the SCUSD and City programs.

Councilmember Watanabe asked if families qualify for free and reduced lunches based on 2019 salaries. She noted a family she met thought this was the case, even though they had suffered a loss of income due to COVID-19. Nutrition Services Director Luna noted that families qualify for that school year plus 30 days into the start of the next school year. If a family's income changes or they experience another qualifying event, they can reapply at any time.

Assistant City Manager Cynthia Bojorquez provided an update on the City Healthy Meals program. Assistant City Manager Bojorquez noted that the City provided two phases of meals. Overall, the City provided weekend meals for 20 weeks equating to approximately 167,740 meals. She noted that it's important to recognize collaboration on initial phase between the City and SCUSD as well as with Great America, the Santa Clara Convention Center, Mission City Community Fund, Intel, and Levy. Assistant City Manager Bojorquez noted that staff and all partners will be recognized at an upcoming City Council meeting where they will be presenting a video featuring City staff demonstrating how proud they are of the work they did during this program. She also stated that in 20 weeks, not one person tested positive for COVID-19. Assistant City Manager Bojorquez went on to discuss the second phase of the program, which was a transition to a slightly different model where SCUSD secured the food due to approved waivers. She expressed her gratefulness for everyone's flexibility and willingness to say "yes" because this program was a great example for all communities.

Mayor Gillmor expressed appreciation to SCUSD and City staff for the collaboration. Mayor Gillmor proceeded to state that she is concerned moving forward because the pandemic is still present, and the City is still being inundated with messages from concerned residents on what's to come. She noted that she thought SCUSD was taking over weekend meals. Chief Business Official Dill stated that SCUSD can't use its funds outside of the school week and that it would take an "act of Congress" for that to occur. Mayor Gillmor asked if it was possible to get more food under the current program and pass it out to help for the weekend. Chief Business Official Dill noted that the program does not function as a capacity of dollars, but rather a capacity of calories, and they are not able to buy more food.

Mayor Gillmor asked what kind of numbers the City was getting at the end of our weekend meal service. Assistant City Manager Bojorquez responded that numbers were consistent and averaged a couple thousand per week. She further reported that she and Nutrition Services Director Luna did talk about what to do next if there is a gap. Ideas included identifying additional resources, supporting distribution, and letting legislators know that waivers are important.

Mayor Gillmor reiterated her concern about weekend meals and a potential gap. She asked what the costs were for the weekend meal program. City Manager Deanna J. Santana noted that the cost is about \$30,000-\$40,000 per week or about \$160,000 per month. Mayor Gillmor expressed that she thinks there is still a need, that it may get worse, and there may be a possibility where we must jump back into weekend meal service because the need may grow more urgent. Chair O'Neill agreed there is a need. She is involved with other groups that are also meeting to figure out how to help families in need and noted that the City and SCUSD may need to undertake fundraising.

SCUSD Board Member Andy Ratermann noted that work on this program was exemplary and sent a letter to Superintendent Kemp to coordinate with the City on a larger, more formal recognition. He further stated that the program was terminated due to lack of funding, not need, and if the need is still there, the City and SCUSD should work together

to find a solution. Board Member Ratermann noted that we all have monetary issues, but we have a responsibility to take care of the community. He would like to see a combined accounting to see where funds went and what contributions were made.

Councilmember Watanabe expressed her happiness to hear that we have reached out to our legislators about how they can help and noted that it's important to follow up. She further noted that she didn't think the collective effort was enough to reach out to corporations for assistance and expressed interest in continuing to reach out because it doesn't hurt to ask.

SCUSD Board Chair Michele Ryan noted her appreciation of the partnership and would love to hear about other options for the City and SCUSD to work together to coordinate outreach for more funding. She asked that staff from both sides work together to coordinate outreach for more funding to help meet the need.

Mayor Gillmor noted that she would like to look at partnering with SCUSD to reactivate the program in the near term and work together to share the costs until we get funding in from other sources. She noted that it may be possible to split costs or that the City could provide some initial funding to restart the program, then start fundraising.

Chair O'Neill asked the group if they wanted to form a subcommittee to bring back options. SCUSD Board Chair Ryan said getting staff together is probably most efficient and the staff can loop the SCUSD Board and City Council in as needed for fundraising.

City Manager Santana requested that staff work together to bring back a proposal for this Committee to consider at a special meeting. Next, each side should work with the SCUSD Board or City Council for funding approvals to put a program in place. The Committee agreed to this path forward by consensus. Mayor Gillmor suggested meeting soon and Councilmember Watanabe requested a meeting in the next two weeks.

Due to time constraints, Councilmember O'Neill called for taking agenda items out of order. City Manager Santana suggested discussing items 5 and 6 together as they are related.

## **5. Update on Joint Use Operations**

- a. Athletic Field Fencing & Access/Use by Community
- b. City and School District Agreement for Maintaining Property
- c. Park, Playgrounds & Rehabilitation Projects Update

Chair O'Neill began the conversation by asking for clarification on the fencing of SCUSD athletic fields the City had been hearing from residents. Chief Business Official Dill responded that the City has been aware of the fencing projects, and that the City and SCUSD have had these discussions in past meetings. He noted that the purpose of fencing is to secure campuses. Measure BB funding called for fencing of school property for security. Chief Business Official Dill also noted that when students are on campus, gates will be locked; before and after school, the gates will be open.

Bond Projects Director Larry Adams provided an update on construction progress noting that the schedule has extended into school year, but expected completion is now October at the latest. He noted that three school sites, Briarwood Elementary, Bracher Elementary, and Westwood Elementary are the only ones not being worked on.

Director of Facility Planning Michal Healy reiterated that the schools would be secure during day and the community can still use the facilities after hours. The intent is not to secure the

facilities 24 hours per day, only when students are on campus. Board Member Ratermann requested copies of the complaints received by the City to ensure SCUSD is addressing concerns.

Mayor Gillmor noted that the City has received some complaints, and many think the fencing is construction-related and don't realize it will become permanent. She asked if SCUSD was going to send out communication. Mayor Gillmor noted that people should know the campuses will be open after school hours and on weekends. She further explained that the City receives a lot of complaints because people think the City owns the property. She noted that people are confused, and the City wants to make it clear for the community.

Superintendent Kemp stated SCUSD has an annual communication (School Days Annual Review) that is sent out. The last issue had information about the bond and playgrounds. She noted that another one is coming out in September and she will make sure the City has this information so the City can refer inquiries to the publication for further information. Board Member Ratermann echoed what Mayor Gillmor said and thinks signs at the sites near fencing with information will be helpful.

## **6. Use of Elmer Johnson Field**

Director of Parks & Recreation James Teixeira introduced this item by noting that, during the early part of the COVID-19 pandemic, County Health Orders restricted various outdoor recreation activities that impacted both City and SCUSD facilities. Under the existing Joint Use Agreement for Townsend Field, Elmer Johnson Field and Washington Baseball field, the City would have the ability to permit the fields during out of school hours and summer. The City requested clarification from SCUSD on community access to district fields in early June when the Health Orders were loosened. SCUSD advised in writing the City on June 16 that the fields would remain closed which was in conflict with the agreement. The City deferred to the school district and communicated to sports groups. In July, restrictions were further relaxed, but, at that time, the City did not receive any communication from SCUSD that they could begin scheduling field use. Director of Parks & Recreation Teixeira noted that City and SCUSD met yesterday and that SCUSD clarified in writing that the original direction was incorrect and that per the terms of the agreement, it would be up to the City whether to allow permitted community use during City-designated hours in accordance with public Health Orders. .

Board Member Ratermann noted that this item came up because a member of public reached out to him as there was confusion on who was scheduling the fields, specifically, Elmer Johnson Field. Craig Connelly with Santa Clara Lions had an interest in using Elmer Johnson facility for a 3-week conditioning camp. Mr. Connelly noted that he worked with City to move their permitted use to Marsalli Field. Chair O'Neill clarified that Mr. Connelly's concerns had been addressed. Board Member Ratermann confirmed that the issue is resolved.

Mayor Gillmor wanted to clarify who oversees reservations for fields. Chief Business Official Dill confirmed that the joint use facilities where City controls reservations still stands. Mayor Gillmor asked what the joint use facilities were. Director of Parks & Recreation Teixeira noted that Townsend Field, Elmer Johnson Field, Washington Ballpark, the triangular area outside Washington Ballpark, and the tennis courts when complete are the joint use facilities. He further stated that Curtis Field, Monticello, and Wilson are sites where the City provide funding to the SCUSD for maintenance in exchange for community use; however these are closed. Mayor Gillmor noted that there may be an issue where we have City money going toward facilities and they are closed.

Superintendent Kemp left the meeting at 12:46 p.m.

Mayor Gillmor asked staff to follow up on any areas where City money is going to school district properties and public not being able to access them during the COVID-19 pandemic.

Director of Facility Planning Healy noted that they have some rogue teams utilizing school sites and aren't following COVID-19 social distancing protocols. She noted that they have requested assistance from the Santa Clara Police Department, but the complaints go from the Police Department to the Superintendent's office. Police Chief Pat Nikolai stated that he was not aware they had not been responding and that he will address this and have someone reach out to SCUSD.

Chair O'Neill confirmed via consensus that the balance of the agenda would be continued to the special meeting where the discussion on the Healthy Meals Program would also continue.

**7. Illegal Use of Fireworks on School Grounds**

**8. School Resource Officer Program and Santa Clara Police Department General Discussion**

**9. Briarwood Drive Improvements**

**10. Land Development Update**

**11. General Updates from Attendees:**

- a. City of Santa Clara – Community Development Department, Parks and Recreation Department and Police Department
- b. Santa Clara Unified School District - Facilities Update and Capital Development Update

**12. Adjournment**

Chair O'Neill adjourned the meeting at 12:49 p.m.



## Agenda Report

20-821

Agenda Date: 9/2/2020

### REPORT TO CITY-SCHOOL LIAISON COMMITTEE

#### SUBJECT

Note and File this Informational Memo on a Proposed Supplemental Food Program for Santa Clara Families (Council Pillar: Enhance Community Engagement and Transparency)

#### BACKGROUND

At its meeting on August 19th, members of the City-School Liaison Committee requested staff develop options in a joint effort to continue the distribution of food for families in need during the COVID-19 pandemic. The purpose of this report is to present an option that would distribute supplemental food to Santa Clara families.

#### DISCUSSION

On Thursday, August 27<sup>th</sup>, City and District staff met to discuss a possible partnership with the Salvation Army to re-establish a supplemental meal program. The parties had agreed on a conceptual model to be presented at the September 2<sup>nd</sup> City-School Liaison Committee meeting.

On Monday, August 31<sup>st</sup>, the City and District received notification that the USDA had extended the Free Meals for Kids program funding through December 31, 2020. **This will now allow summer meal program operators to continue serving free meals to all children into the fall months.** This unprecedented move will help ensure children have access to nutritious food as the country continues dealing with the COVID-19 pandemic.

In light of the rapidly developing situation, a verbal update on the resumption of services will be provided at the Committee meeting on Wednesday, September 2, 2020.

#### ENVIRONMENTAL REVIEW

The actions being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

#### FISCAL IMPACT

It is anticipated that the restoration of services will have minimal fiscal impact except for costs associated with staff support for the distribution of food. Meals will be available through the District's Nutrition Programs.

**PUBLIC CONTACT**

Public contact was made by posting the Committee agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) or at the public information desk at any City of Santa Clara public library.

**RECOMMENDATION**

Staff does not have a recommendation. This report is for informational purposes only.  
Reviewed by: Cynthia Bojorquez, Assistant City Manager, City Manager's Office  
Approved by: Deanna Santana, City Manager

**ATTACHMENTS**

1. Map of Salvation Army



# Access and Pick Up

