

## SCHOOL/CITY/COMMUNITY WORK PLAN – Next Phase

### Proposed:

**Vision:** *What do we ultimately want to see?*

The children of Pasadena, Altadena and Sierra Madre all grow up in a safe, stable and supportive environment that prepares them for success in school and life.

**Mission:** *How are we trying to achieve this?*

The communities of Pasadena, Altadena and Sierra Madre collaborate to ensure desired outcomes for all children and families through the alignment of resources, shared accountability for results, and meaningful participation of diverse stakeholders

**Principles:** *What should guide this effort?*

- Our purpose is to help children succeed
- Our focus is on those in our community who most need support to achieve success
- We value diversity, inclusion and mutual respect
- The effort is a comprehensive and multifaceted approach that aligns community resources for the benefit of our community's children, youth and families
- We value transparency for all who participate
- The effort supports the strategic plans and established priorities of the Pasadena Unified School District and City of Pasadena
- The effort is based on an understanding that meeting holistically the early developmental needs of children is critical to student academic success
- This will build a next generation of leadership for the community
- The effort is transformative for communities and demonstrates positive results over time

### Your Thoughts:

**Process:** *How could this all work?*

- The effort is driven by a shared vision and clear focus on results for children and families.
- A structure consisting of Working Groups and a Leadership Council provides for community-wide coordination, communication and continuous improvement. Defined roles for Leadership Council and Working Group chairs, facilitators, and staff to support the work and ensure communication and coordination. Existing school/city staff will communicate and collaborate around the work plan to move the indicators and strategies for action forward in a more aligned and intentional way to support this effort. A School/City/Community Work Plan Coordinator will be brought on to facilitate the work as reflected in the 2014 Progress Report.
- A continuous improvement process is developed, identifying specific and prioritized population level (community-wide) outcomes/results, agreed upon indicators (how results will be measured), and a facilitated meeting process that promotes trust and relationship building.
- The diversity of community stakeholders are engaged in a process (non-profits, business, schools, colleges and universities, government agencies, students and families, and faith-based organizations) that works to ensure that youth, persons from different levels of experience, languages, geographic locations within the PUSD boundaries, and those with special needs are reflected in the tiers for collaboration.
- Partners are responsible for and provide their own resources to carry out individual strategies and programs, or develop collaborative agreements

***How will we know if we are successful?***

We will be successful if the population outcomes that we choose actually improve.

***Next Steps:***

After receiving input, the proposed governance and process will be presented to PUSD Board of Education and City Council for approval by February 2015.

For more information or to return comments, please contact:  
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**Or visit:**  
[www.pasadenacsp.org](http://www.pasadenacsp.org)

Your Thoughts:

## Tiers of Collaboration

Group	Role	Members
<b>Leadership Council</b>	<ol style="list-style-type: none"> <li>1. Set population outcome (select, approve)</li> <li>2. Communicate outcomes back to their respective organizations and to the public</li> <li>3. Be accountable to each other and to the shared vision</li> <li>4. Hold their own respective organizations accountable</li> <li>5. Go back to respective organizations with ideas/actions to be implemented</li> <li>6. Approve key indicators for each outcome</li> <li>7. Planning for stakeholder engagement to ensure diversity</li> <li>8. Budget approval for grants if applicable</li> <li>9. Meets monthly</li> </ol>	<p>(2) PUSD (1 Elected/1 High level Staff)            (2) City of Pasadena (1 Elected/1 High level Staff)            (1) Altadena            (1) Sierra Madre            (2) Non-Profit/Community-based Leaders            (1) Business Leader            (2) College Leaders (PCC +1)            (1) Faith-based Leader            (1) Student            (1) Parent            (12-14 Total) see selection process</p>
<b>Working Group Chairs</b>	<ol style="list-style-type: none"> <li>1. Communicate between workgroups – via Chairs from each Working Group</li> <li>2. Training of workgroup chairs and facilitators</li> <li>3. Prepare reports on progress/data results to leadership council</li> <li>4. Assign data gathering</li> </ol>	<p>Leader selected from each Working Group             (may receive stipend for work)</p>
<b>Result Area Working Groups</b>	<ol style="list-style-type: none"> <li>1. Select Chair</li> <li>2. Confirm pre-qualified Facilitator</li> <li>3. Discuss particular area. Identify problems, issues, possible solutions. Make recommendations to leadership.</li> <li>4. Identify any data gaps if needed for better indicators</li> <li>5. Select indicators to be approved by Leadership Council</li> <li>6. Communicate between partners working in the same area</li> <li>7. Engage stakeholders through involvement in process and promote opportunities for engagement</li> <li>8. Through member organizations, take ownership of solutions/strategies and seek funding.</li> <li>9. Develop new partnerships</li> <li>10. Identify impediments, such as policy conflicts, and make recommendations to Leadership Council if needed</li> </ol>	<p>Anyone who wants to join             Recruit relevant district, city, public agency, community-based and nonprofit staff</p>

## Leadership Council Selection Process

1. Selection of Leadership Council representation to be first made by elected body (i.e. PUSD, Pasadena City Council, Altadena Town Council, Sierra Madre) but request that parameters for selection be based on criteria such as:
  - Being knowledgeable and involved in public education
  - Executive level leadership (Board Member and high level staff for PUSD, Councilperson and high level staff for City, Elected official, Executive Director or Board Chair for all others)
  - Other criteria as determined by that elected body (for example, PCC may use geographic zone representation or executive level staff as selected by Trustees)
2. If there is no volunteer or selection made, then, if appropriate, appointment would be requested from relevant governing agency for jurisdiction, such as Los Angeles County Supervisor's Office
3. Business, Non-profit, Faith-based, Student and Parent representation should arise from Working Groups, which would define process, identify and select leadership. Representative needs executive level leadership experience or equivalent (could be retired)

## Leadership Council, Working Group Chair and Facilitator Roles

Role	Potential Responsibilities
<b>Leadership Council Chair(s)</b>	<ul style="list-style-type: none"> <li>• Convener</li> <li>• Interfaces with staff for organizing meeting</li> <li>• Serves as primary communicator(s) to public and media on behalf of Leadership Council to champion effort</li> </ul>
<b>Working Group Chair</b>	<ul style="list-style-type: none"> <li>• Provides content expertise to help Working Group review research, data, inform identification of strategies</li> <li>• Works with facilitator to design Working Group meeting plans/agenda/facilitation</li> <li>• Communicates across tiers</li> <li>• Works with staff on recruiting Working Group members</li> <li>• Works with facilitator and staff for preparation and follow up (scheduling, meeting handouts, minutes, etc)</li> <li>• Reviews documents for outcomes</li> </ul>
<b>Working Group Facilitator(s)</b>	<ul style="list-style-type: none"> <li>• Helps chair to design meeting plans/agenda/facilitation and follow up</li> <li>• Is a professional with expertise in the field, vetted for success in the field by the leadership council and selected by each work group</li> <li>• Facilitators are chosen after request for qualifications</li> </ul>
<b>Staff</b>	<ul style="list-style-type: none"> <li>• Existing school/city staff will communicate and collaborate around the work plan to move the indicators and strategies for action forward in a more aligned and intentional way to support this effort. A School/City/Community Work Plan Coordinator will be brought on to facilitate the work as reflected in the 2014 Progress Report.</li> </ul>