



SAN RAFAEL
THE CITY WITH A MISSION

**PICKLEWEED ADVISORY COMMITTEE
AGENDA**

**Wednesday, June 28, 2023
7:00 P.M.**

Hybrid Meeting:

**Attend in Person at Albert J. Boro Community Center, Meeting Room 3
50 Canal Street**

-OR -

Watch on Zoom: <https://tinyurl.com/PWAC-6-28-2023>

Telephone: (669)900-9128

Meeting ID: 933 3089 5431

CALL TO ORDER

MINUTES

1. Approve regular meeting minutes of April 5, 2023

MEETING OPEN TO THE PUBLIC

The public is welcome to address the Committee at this time on matters not on the agenda that are within its jurisdiction. Comments may be no longer than three minutes and should be respectful to the community.

MATTERS BEFORE THE COMMITTEE

If necessary to assure completion of the following items, the Chairperson may establish time limits for the presentations by individual speakers.

2. School-Year Co-Sponsorship Application Committee Recommendations
 - A. DrawBridge Weekly Expressive Art Groups
 - B. Tamalpais Adult School – English As A Second Language Classes
 - C. Canal Alliance/Marin Football Club: Canal FC at Marin FC
 - D. Parent Services Project: Aprendiendo Juntos
 - E. Troop 2000 Scouts BSA
 - F. Marin YMCA: YMCA 2023-2024 Afterschool Program
 - G. Vivalon: Zumba by Vivalon

COMMITTEE REPORTS AND COMMENTS

3. Other brief reports on any meetings or community events attended by the Committee members.

STAFF COMMENTS

4. Updates and Events of Interest

NEXT REGULAR MEETING: August 2, 2023 (In Person- Albert J. Boro Community Center)

ADJOURNMENT

Notice

Any records relating to an agenda item, received by a majority or more of the Committee less than 72 hours before the meeting, shall be available for inspection online and in the Albert J. Boro Community Center placed with other agenda-related materials on the table in front of the [location prior to the meeting. Sign Language interpreters may be requested by calling (415) 485-3066 (voice), emailing city.clerk@cityofsanrafael.org or using the California Telecommunications Relay Service by dialing "711", at least 72 hours in advance of the meeting. Copies of documents are available in accessible formats upon request. To request Spanish language interpretation, please submit an online form at <https://www.cityofsanrafael.org/request-for-interpretation/>. To allow individuals with environmental illness or multiple chemical sensitivity to attend the meeting/hearing, individuals are requested to refrain from wearing scented products.



SAN RAFAEL
THE CITY WITH A MISSION

PICKLEWEED ADVISORY COMMITTEE AGENDA

**Miercoles, Junio 28, 2023
7:00 P.M.**

Reunion Hibrida:

**Asista en persona en el Centro Comunitario Albert J. Boro, Salón de reunión 3
50 Canal Street**

-OR -

Ve a en Zoom: <https://tinyurl.com/PWAC-6-28-2023>

Telefono: (669)900-9128

ID de reunion: 933 3089 5431

Llamar a Orden

MINUTOS

1. Aprobar los minutos de la reunión ordinaria de 5 de Abril 2023.

REUNIÓN ABIERTA AL PÚBLICO

El público es bienvenido a dirigirse al Comité en este momento sobre asuntos que no están en la agenda y que están dentro de su jurisdicción. Los comentarios no pueden durar más de tres minutos y deben ser respetuosos con la comunidad.

ASUNTOS ANTE EL COMITÉ

Si es necesario para asegurar la finalización de los siguientes puntos, el presidente puede establecer límites de tiempo para las presentaciones de los oradores individuales.

2. Recomendaciones del Comité de Solicitud de Copatrocinio del año escolar.
 - A. DrawBridge Grupos semanales de arte expresivo
 - B. Tamalpais Adult School – Clases de Ingles como segundo idioma
 - C. Canal Alliance/Marin Football Club: Canal FC at Marin FC
 - D. Parent Services Project: Aprendiendo Juntos
 - E. Troop 2000 Scouts BSA
 - F. Marin YMCA: YMCA 2023-2024 Programa después de escuela
 - G. Vivalon: Zumba by Vivalon

INFORMES Y COMENTARIOS DEL COMITÉ

3. Otros informes breves sobre las reuniones o eventos comunitarios a los que asistan los miembros del Comité.

COMENTARIOS DEL PERSONAL

4. Actualizaciones y eventos de interés

PRÓXIMA REUNIÓN ORDINARIA: Agosto 2, 2023 (En Persona- Centro Comunitario Albert J Boro)

APLAZAMIENTO

Noticia

Cualquier registro relacionado con un tema de la agenda, recibido por una mayoría o más del Comité menos de 72 horas antes de la reunión, estará disponible para su inspección en línea y en el Centro Comunitario Albert J. Boro colocado con otros materiales relacionados con la agenda sobre la mesa. frente al [lugar antes de la reunión. Se pueden solicitar intérpretes de lenguaje de señas llamando al (415) 485-3066 (voz), enviando un correo electrónico a

city.clerk@cityofsanrafael.org o utilizando el Servicio de retransmisión de telecomunicaciones de California marcando "711", al menos 72 horas antes de la reunión. Las copias de los documentos están disponibles en formatos accesibles a pedido. Para solicitar interpretación en español, envíe un formulario en línea en <https://www.cityofsanrafael.org/request-for-interpretation/>. Para permitir que las personas con enfermedades ambientales o sensibilidad química múltiple asistan a la reunión/audiencia, se solicita a las personas que se abstengan de usar productos perfumados.



Watch on Zoom: <https://tinyurl.com/PWAC-4-5-2023>

Telephone: (669) 900-9128

Meeting ID: 852 1560 3702

CALL TO ORDER

Chair Mason called the meeting to order at 7:02 p.m.

ROLL CALL

Present: Chair Mason
Member Hau-Guiterrez
Member Palacios
Member Sprague
Member Tanchez
Park & Recreation Commission Representative Emerson

Absent: Member Ceballos
Member Vasquez
Member Yost

Also Present: Catherine Quffa, Library & Recreation Director
Craig Veramay, Assistant Library & Recreation Director
Becky Ordin, Senior Administrative Assistant
Melonie Reynolds, Gates and Associates
Marissa Williams, Marin YMCA
Tracy Bays-Boothe, DrawBridge
Jaemi Naish, Tam Adult School
Evan Cross, Canal FC at Marin FC
Cecilia Hudson, Parent Services Project
William Coronado, BSA Troop 2000
Stephanie McNally, Vivalon
Rich Storek, Canal Arts
Oscar Morales, Artist
Vladimir Cuevas, Artist

AGENDA AMENDMENTS

Item 5 has been moved up after the Pickleweed Park Update presentation.

MINUTES

1. Approve regular meeting minutes of February 1, 2023

Member Tanchez moved and Member Palacios seconded, to approve the meetings minutes of February 1, 2023.

AYES: Members: Hau-Guiterrez, Palacios, Sprague, Tanchez
NOES: Members: None
ABSENT: Members: Ceballos, Vasquez, Yost
ABSTAINED: Members: None

Minutes approved as submitted.

MEETING OPEN TO THE PUBLIC

2. Public Comment from the audience regarding items not listed on the agenda

None.

MATTERS BEFORE THE COMMITTEE

If necessary, to assure completion of the following items, the Chairperson may establish time limits for the presentations by individual speakers.

3. Presentation: Pickleweed Park Enhancement Project Update

Chair Mason introduced Craig Veramay who provided some background information of the project. Mr. Veramay introduced Melonie Reynolds with Gates and Associates who presented the Pickleweed Park Enhancement Project update.

Staff responded to questions from Members.

Public Comment: None

6. Canal Arts Albert J. Boro Community Center Mural Proposal

Mr. Veramay gave a brief overview of the Public Art Review board, guidelines and the process of proposing public art to the City. Mr. Veramay introduced Rich Storek and Meg Riley with The Canal Arts who gave an overview of their proposal to place a mural on the front of the Albert J. Boro Community Center. Artists Oscar Morales and Vladimir Cuevas gave an overview of the mural design.

Staff responded to questions from Members.

Public Comment: Many members of the public addressed the board.

Staff responded to public comment.

Member Palacios moved and Member Tanchez seconded, conditional approval of the Canal Arts public proposal to paint a mural on the exterior of the Albert J. Boro Community Center.

AYES: Members: Hau-Guiterrez, Palacios, Sprague, Tanchez
NOES: Members: None
ABSENT: Members: Ceballos, Vasquez, Yost
ABSTAINED: Members: None

Motion Passed.

Mr. Veramay shared the next steps of the mural process.

4. Summer Co-Sponsorship Application and Final Report Presentations

A. Marin YMCA: YMCA Summer Camp at Al Boro Community Center

Chair Mason presented a background of the YMCA summer camp program and recommended that the Committee consider co-sponsoring all or part of the program.

Chair Mason introduced Marissa Williams with the Marin YMCA who presented the Co-Sponsorship application for the YMCA Summer Camp program.

Staff and applicant responded to questions from Members.

Public Comment: None

Member Sprague moved and Member Palacios seconded, to approve a full fee waiver for the YMCA Summer Camp at the Al Boro Community Center.

AYES: Members: Hau-Guiterrez, Palacios, Sprague, Tanchez
NOES: Members: None
ABSENT: Members: Ceballos, Vasquez, Yost
ABSTAINED: Members: None

Motion Passed.

5. School Year Co-Sponsorship Application and Final Report Presentations

A. Drawbridge Weekly Expressive Art Groups

Chair Mason presented a background of the Drawbridge Weekly Expressive Art Groups and recommended that the Committee consider co-sponsoring all or part of the program.

Chair Mason introduced Tracy Bays-Boothe with DrawBridge who gave the presentation.

Staff and applicant responded to questions from Members.

Public Comment: None

B. Tamalpais Adult School – English As A Second Language Classes

Chair Mason presented a background of the English As A Second Language Classes and recommended that the Committee consider co-sponsoring all or part of the program.

Chair Mason introduced Jaemi Naish with Tam Adult School who gave the presentation.

Staff and applicant responded to questions from Members.

Public Comment: None

C. Canal Alliance/Marin Football Club: Canal FC at Marin FC

Chair Mason presented a background of the Canal FC at Marin FC program and recommended that the Committee consider co-sponsoring all or part of the program.

Chair Mason introduced Evan Cross with Canal FC at Marin FC who gave the presentation.

Staff and applicant responded to questions from Members.

Public Comment: None

D. Parent Services Project: Aprendiendo Juntos

Chair Mason presented a background of the Parent Services Project: Aprendiendo Juntos program and recommended that the Committee consider co-sponsoring all or part of the activity.

Chair Mason introduced Cecilia Hudson with Parent Services Project who gave the presentation.

Staff and applicant responded to questions from Members.

Public Comment: None

E. Troop 2000 Scouts BSA

Chair Mason presented a background of the Troop 2000 Scouts BSA program and recommended that the Committee consider co-sponsoring all or part of the program.

Chair Mason introduced Scout Master William Coronado from Troop 2000 who gave the presentation.

Staff and applicant responded to questions from Members.

Public Comment: None

F. Marin YMCA: YMCA 2023-2024 Afterschool Program

Chair Mason presented a background of the YMCA 2023-2024 Afterschool program and recommended that the Committee consider co-sponsoring all or part of the program.

Chair Mason introduced Marissa Williams with the Marin YMCA who gave the presentation.

Staff and applicant responded to questions from Members.

Public Comment: None

G. Vivalon: Zumba by Vivalon

Chair Mason presented a background of Zumba by Vivalon and recommended that the Committee consider co-sponsoring all or part of the program.

Chair Mason introduced Stephanie McNally from Vivalon who gave the presentation.

Staff and applicant responded to questions from Members.

Public Comment: None

COMMITTEE REPORTS AND COMMENTS

7. Other brief reports on any meetings, conferences, and/or seminars attended by the Commission members.

None.

STAFF COMMENTS

8. Updates and Events of Interest

Chair Mason shared that the past Saturday City and Gates and Associates staff performed outreach for the Pickleweed Park project at the egg hunt, and will do more this Saturday, April 8th.

Staff was hoping that Pickleweed field would open early, but Public Works has not been able to perform repairs due to the weather and having to prioritize other projects.

Additional street parking is now open on Canal Street, and will hopefully will help alleviate parking at the Community Center.

Summer activities brochure will be mailed to San Rafael residents on May 3rd with many camps and classes available.

Movies in the Park at Pickleweed will be on Friday, September 22nd.

ADJOURNMENT

Chair Mason adjourned the meeting at 9:45 p.m.

BECKY ORDIN, Senior Administrative Assistant

APPROVED THIS _____ DAY OF _____, 2023

Catherine Quffa, Library & Recreation Director



**PICKLEWEED ADVISORY COMMITTEE
AGENDA REPORT**

**June 28, 2023
Item #2.A.**

TITLE: DrawBridge 2023/2024 Co-Sponsorship Recommendation

RECOMMENDATION

Staff recommends that the Pickleweed Advisory Committee consider granting DrawBridge a fee reduction or waiver for use of the Albert J. Boro Community Center Art Room on Monday afternoons from September 11, 2023 through August 26, 2024, excluding holidays and closures.

BACKGROUND

At the April 5, 2023 regular meeting, the Pickleweed Advisory Committee received an application and presentation from DrawBridge requesting full co-sponsorship of rental fees for their 2023/2024 Weekly Expressive Art Groups.

DrawBridge has been offering their Weekly Expressive Art Groups at the Albert J. Boro Community Center since 2013. The City, through the Pickleweed Advisory Committee, has been fully co-sponsoring the rental of the room for the program since 2017. The activity fits well in the Center, especially in the Art Room, and appears to have a core following of children that truly look forward to the program.

DrawBridge offers their Weekly Expressive Art Groups program for children in shelters and affordable housing facilities at the Albert J. Boro Community Center and across the Bay Area. The program provides children a safe, fun, supportive environment where youth ages five to 18 can use art to “build community, process stress, and explore difficult emotions through creative expression.”

The term of the proposed art program is from September 11, 2023 through August 26, 2024. The applicant is requesting a full fee-waiver, valued at \$1,320.00 for use of the Art Room on Mondays from 3:30 pm to 5:30 pm, excluding holidays.

DISCUSSION

As the Pickleweed Advisory Committee has had time to review the co-sponsorship application, a recommendation is needed to grant a fee reduction (25%, 50%, 75%, or other), grant a full fee-waiver, reject the application and ask applicant to resubmit with additional information, or reject the co-sponsorship application all together. Members must also consider the Committee's annual total allocation of \$140,000 in fees that can be waived.

FISCAL IMPACT

The resident/non-profit value of the rental totals \$1,320.00. A fee reduction or waiver would potentially result in lost revenue to the City should a paying program be interested in using the Art Room at that time.

ALTERNATIVE ACTION

Any other action as determined by the Committee.

Submitted by:



Steve Mason
Senior Recreation Supervisor

Attachments:

1. DrawBridge 2023/2024 Use Agreement Application Packet



ALBERT J. BORO COMMUNITY CENTER CO-SPONSORSHIP APPLICATION

Section I-About the Applicant Agency

Date Submitted: 3.13.23 Revision Dates (if applicable) _____

Title of Program: DrawBridge Weekly Expressive Art Groups

Co-sponsoring agency or individual: _____

Address: PO Box 2698, San Rafael, CA 94912

Telephone: 4 [REDACTED] Ext. _____

Email: tracy@drawbridge.org

Website: www.drawbridge.org

Non-Profit 501c3 Number: 6 [REDACTED]

Principal contacts:

Name: Tracy Bays-Boothe Phone: [REDACTED] Email: tracy@drawbridge.org

Is this a first time program at Pickleweed? Yes No

If no, start date of original program: 2013 Location: Art Room

Most recently approved final report must be attached.

Section II-About the Program

General Statement about the Program. Provide a background statement or statement of the problem that describes the challenges, behaviors or issues you hope to resolve or improve

DrawBridge provides free weekly expressive arts programs for children in shelters, affordable housing facilities, and community centers across the San Francisco Bay Area. Providing nurturing art experiences and quality art supplies, DrawBridge's programs are always free to the families we serve. DrawBridge's trained facilitators provide children and youth ages 5 to 18 the safe space to build community, process stress, and explore difficult emotions through creative expression. DrawBridge's programs offer children a fun, supportive environment to work at their own pace and explore playful creativity that is so important to healthy development and emotional well-being.

Proposed Start Date: September 2023

Proposed End Date: August 2024

Number participants estimated: Prior to the pandemic, an average 40 unduplicated children attended over 220 times per year.

Maximum number estimated: DrawBridge hopes to engage 50 unduplicated children, attending at least 450 times total per year.

Target age group: DrawBridge programs are open to children ages 5-18 but the majority of participants are 6-13 year olds.

Requested Rooms:

- Classroom # Community Room Art Room
- Teen Activity Room Computer Lab Kitchen
- Gymnasium Playing Field # Picnic Area

Days and Times Requested:

Day: **Monday** Tuesday Wednesday Thursday Friday Saturday Sunday

Time: 3:35-5:30 pm each Monday, excluding holidays

Fee Reduction Request

- 25% 50% 75% 100%

OFFICE USE ONLY: Monetary value of fee waiver request: \$ 1,320.00

Will there be a charge to participants? Yes _____ No X

If so, what will the fee be? _____ How will the proceeds be used?

DrawBridge programs are always free for the children we serve.

Describe your community outreach plan and how you will advertise:

Flyers and notices will be provided on site to encourage attendance. In addition, DrawBridge will increase marketing efforts of programs through social media channels and regional event calendar updates. Parents of children previously involved will receive text notification of start date.

In what languages will your marketing materials be distributed?

- English Spanish Vietnamese Other

Section III Outcomes and Measurements

List your expected outcome(s) for this program, and how you will measure your progress/success in meeting each outcome. Refer to the applicant guidelines for samples of outcome and measurement statements. Each outcome statement and measurement should be individually numbered.

Outcome Statement

1. To provide a weekly art group that helps children develop a sense of group cohesiveness, compassion, creativity, and self-worth.
2. To provide an outlet for the creative emotional expression for children which may not be regularly available in other settings.
3. To serve 50 or more unduplicated young people from a variety of backgrounds, who will attend the group 450 times or more per calendar year.

Measurement for Outcome

1. Children will be offered encouragement, non-judgmental respect, and compassion each time they attend a group. Creative exploration will be fostered as well as their enjoyment of the process, promoting feelings of self-worth. Collaborative learning and encouragement of others will be modeled by facilitators and encouraged with the group. Qualitative feedback will be gathered from children, facilitators, volunteers, and site staff around these outcomes.
2. Short and long-term qualitative measurements of wellbeing will be gathered including anecdotal feedback, observations, and opportunities for self-reporting. DrawBridge will solicit evaluations and document feedback from children and their caregivers.
3. Success will also be measured by the number of individual children served as well as the number of child visits to DrawBridge groups at each site.

Measurements:

How do you plan to track attendance? Attach a copy of your form.

Participants sign in as they arrive, and facilitators check lists during each group. Attendance information is submitted monthly to DrawBridge through an online attendance portal in which facilitators upload information on each group. A screen shot of DrawBridge's attendance form and online facilitator portal is attached.

Client Satisfaction:

What evaluation or survey forms will you use for client satisfaction? Attach copy.

Children are asked about their experience and feelings about DrawBridge programs. Caregivers are asked what they notice about their children after participating in DrawBridge programs. Samples from the most recent caregiver and participant surveys are included as an attachment. Observations, program feedback, and testimonials are also gathered from volunteers and facilitators.

What other forms or measurement tools will you use? Attach copy.

In addition, facilitators and partner site coordinators will be invited to participate in qualitative post-program evaluations to identify successes, opportunities for improvement, and provide testimonials. These surveys are in production and will be launched later in the year after on-site programs have resumed.

Section IV Faculty/Leaders

Names, titles and contact information for key faculty/leaders other than listed in Section I

Kathleen Keating, Art Group Facilitator
kkeating@drawbridge.org, [REDACTED]
[REDACTED]

Section V Partners and Support

List partners and any cash or in-kind support for this project (Refer to the attached guidelines regarding potential payment of user fees to the Albert J. Boro Community Center.)

Partners	Dollar Amount	Detail In-Kind
We do not receive direct funds for this group.		

Attach a program budget.

Section VI Attachments

List all attachments submitted with this application

- Application Form
- Program Budget
- Outcome Statement Form (included in application)
- Community Outreach Plan (included in application)
- Attendance Reporting Requirements
- Program Evaluation Form
- Final (or Interim) Report (Renewals Only – included in this application)



ALBERT J. BORO COMMUNITY CENTER FINAL PROGRAM REPORT FOR CO-SPONSORED PROGRAMS

(Use as many pages as necessary to address the required elements. Please number each one.)

Program Name:

DrawBridge Weekly Expressive Art Groups

Report prepared by:

Name Tracy Bays-Boothe

Title Executive Director

Date submitted: 3.13.23

Date program completed: Ongoing

How many total people were served? 228

A. Outcomes: List each numbered outcome from your application and describe your success in meeting each outcome.

1. To provide a weekly art group that helps children develop a sense of group cohesiveness, compassion, self-discipline, and self-worth.
 2. To provide an outlet for emotional expression which may not be available to them in any other environment.
 3. To serve 50 or more unduplicated young people from a variety of backgrounds, will attend the group 450 times or more.
- DrawBridge programs at the Albert J. Boro Community Center during the grant period have served 38 unduplicated children in a period of six months, with a total program attendance of 228 from September 2022 to February 2023, an increase of 11% to date. In addition to weekly ongoing art groups, DrawBridge offered our new Summer Art Adventures program exploring themes of art, nature, and community. In addition, as part of DrawBridge's holiday campaign, DrawBridge youth artists received donations of backpacks filled with art supplies provided by the sport action brand Vans and Blick Art Materials to wish program participants a creative new year. The average attendance for DrawBridge programs at the Albert J. Boro Community Center has been consistently strong and we anticipate meeting our annual attendance goals for the program by the end of August as stated in our application.

B. Measurements: Describe the measurements and evaluation strategies you used for each outcome, and provide a summary or actual data analysis. Attach relevant documents for each outcome and measurement strategy.

As DrawBridge resumes in-person programs at the Albert J. Boro Community Center and across the community, DrawBridge staff will conduct surveys and a full evaluation of experiences with participants and parents in Fall of 2023 to better inform ongoing program offerings in the future. Results of these findings will be shared with key stakeholders.

Samples of past evaluations are included with this document to demonstrate impact of this program.

C. Success: If you did not succeed in meeting your objectives, tell us why you think that happened, and what strategies you employed to change the situation, or are planning to change in the future.

DrawBridge's trained facilitators provide children and youth the safe space to build community and explore creative expression. As Bay Area communities continue to reopen in the wake of the pandemic, DrawBridge programs are in needed more than ever. We are delighted to be on track to meet our annual attendance goals at the Boro Center and anticipate these numbers to grow in the coming year.

D. Summary: Briefly describe your overall satisfaction with your program and your reasoning, what highlights you would like to bring to the Board's attention, and any general comments about your program.

DrawBridge has offered expressive arts programs to the Canal community for over 25 years. Working in collaboration with site directors and long-time artist and facilitator Kathleen Keating, a San Rafael native, DrawBridge is looking forward to once again offering free expressive on-site arts programs to children at the Albert J. Boro Community Center.



PROGRAM BUDGET, 2022

One site, based on 45 sessions per year

Facilitators	\$3600
Community Artists	\$1000
Program Manager	\$3500
Payroll Taxes	\$1000
Art Materials and Supplies	\$1500
Training and Recruitment	\$1500
Marketing and Advertising	\$100
Printing	\$100
Insurance	\$200
Supplies Storage	\$200
TOTAL	\$12,700



**PICKLEWEED ADVISORY COMMITTEE
AGENDA REPORT**

**June 28, 2023
Item #2.B.**

TITLE: Tamalpais Adult School/Bahia Vista Elementary School: English As A Second Language Class 2023/2024 Co-Sponsorship Recommendation

RECOMMENDATION

Staff recommends that the Pickleweed Advisory Committee consider granting Tamalpais Adult School and Bahia Vista Elementary School a fee reduction or waiver for use of an Albert J. Boro Community Center meeting room on Monday and Wednesday mornings from September 11, 2023 through May 29, 2024, excluding holidays and closures.

BACKGROUND

At the April 5, 2023 regular meeting, the Pickleweed Advisory Committee received an application and presentation from Tamalpais Adult School/Bahia Vista Elementary School requesting full co-sponsorship of rental fees for their 2023/2024 adult ESL classes.

Tamalpais Adult School and Bahia Vista Elementary School provide free English As A Second Language class at the Albert J. Boro Community Center to “support adult learners, many of whom have been under served in education, to thrive in their community, learn English.” The program targets local parents, especially those whose children attend nearby Bahia Vista Elementary School.

The term of the proposed adult program is from September 11, 2023 through May 29, 2024, with breaks during school holidays. Tamalpais Adult School and Bahia Vista Elementary School are requesting a full fee-waiver valued at \$2,835.00 for use of a meeting room on Mondays and Wednesdays from 8:45 am to 10:45 am.

DISCUSSION

As the Pickleweed Advisory Committee has had time to review the co-sponsorship application, a recommendation is needed to grant a fee reduction (25%, 50%, 75%, or other), grant a full fee-waiver, reject the application and ask applicant to resubmit with additional information, or reject the co-sponsorship application all together. Members must also consider the Committee's annual total allocation of \$140,000 in fees that can be waived.

FISCAL IMPACT

The resident/non-profit value of the co-sponsorship totals \$2,835.00. A fee reduction or waiver would potentially result in lost revenue to the City should a paying program be interested in using the Meeting Room at that time.

ALTERNATIVE ACTION

Any other action as determined by the Committee.

Submitted by:



Steve Mason
Senior Recreation Supervisor

Attachments:

1. ESL 2023/2024 Use Agreement Application Packet



ALBERT J. BORO COMMUNITY CENTER CO-SPONSORSHIP APPLICATION

Section I-About the Applicant Agency

Date Submitted: 3/7/2023 Revision Dates (if applicable) _____
Tamalpais Adult School, English as a Second Language Classes

Title of Program: _____

Co-sponsoring agency or individual: _____

Address: 375 Doherty Drive, Larkspur, CA 94939

Telephone: ██████████ Ext. _____

Email: rnowlan@tamdistrict.org

Website: www.tamadulted.org

Non-Profit 501c3 Number: ██████████

Principal contacts:

Name: Jaemi Naish Phone: ██████████ Email: jnaish@tamdistrict.org

Is this a first time program at Pickleweed? Yes No
Albert J. Boro Community Center

If no, start date of original program: 2018-2019 Location: _____

Most recently approved final report must be attached.

Section II-About the Program

General Statement about the Program. Provide a background statement or statement of the problem that describes the challenges, behaviors or issues you hope to resolve or improve

Tamalpais Adult School provides free ESL, GED, High School Diploma and Home Care Aid classes to adults in Marin County. TAS partners with school districts, College of Marin, Marin Adult Education Consortium, and non-profit organizations to support adult learners, many of whom have been under served in education, to thrive in their community, learn English, attain high school equivalency, attend college, and earn a family-sustainable wage. Tam Adult School is a WASC accredited school and is celebrating over 90 years of service to adult learners in Marin County.

Proposed Start Date: September 11, 2023 Proposed End Date: May 29, 2024

Number participants estimated: 20 Maximum number estimated: 30

Parents at Bahia Vista Elementary

Target age group: School

Requested Rooms:

- Classroom #
- Community Room
- Art Room
- Teen Activity Room
- Computer Lab
- Kitchen
- Gymnasium
- Playing Field #
- Picnic Area

Days and Times Requested:

Day: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Time: 8:45 AM - 11:00 AM

Fee Reduction Request

- 25%
- 50%
- 75%
- 100%

OFFICE USE ONLY: Monetary value of fee waiver request: \$ 2,835.00

Will there be a charge to participants? Yes _____ No

If so, what will the fee be? _____ How will the proceeds be used?

N/A

Describe your community outreach plan and how you will advertise:

Tam Adult School advertises its programs widely via flyers, mailers, paid advertising, through the Marin Adult Education Consortium, word-of-mouth, email, and through Bahia Vista outreach to parents of students attending school.

In what languages will your marketing materials be distributed?

- English
- Spanish
- Vietnamese
- Other

Section III Outcomes and Measurements

List your expected outcome(s) for this program, and how you will measure your progress/success in meeting each outcome. Refer to the applicant guidelines for samples of outcome and measurement statements. Each outcome statement and measurement should be individually numbered.

Outcome Statement

Tam Adult School has enjoyed a partnership with Albert J. Boro and Bahia Vista Elementary School for 6+ years and has successfully provided ESL classes to BV parents who assess at the lowest level of English language proficiency. CASAS reading assessments are conducted for each enrolled student prior to classes beginning and once again after 50+ hours of instruction. Regular attendance is required and student persistence is reported quarterly. Regular daily attendance is expected of students and most students will record a minimum of 60 direct instructional hours throughout Fall and Spring semesters.

Measurement for Outcome

1. Apply language, critical thinking and transferable skills to real-world contexts

Measurement: EL Civics written and oral assessments after 30 hours of instruction, units introduced such as Qualities of An Effective Employee, Community Resources, Visiting A Medical Professional.

2. Use school and community resources to enhance learning and for transition opportunities

Measurement: Introduction to community resources in Marin County, transitional counselor appointments and guest presentations, partner presentations on employment support services, CAL WORKS, COVID19-related supports available, bilingual support services, presentations planned.

3. Acquire digital literacy skills to access, analyze and communicate information

Measurements:

How do you plan to track attendance? Attach a copy of your form.

Attendance is taken at each session using the ASAP student information system. Attendance is reported weekly and reviewed monthly and quarterly. Calls are made to students who are no longer attending or who have missed 3+ class sessions.

CASAS pre and post assessments are compared for each student to determine learning gains achieved, civics assessments passed and total attendance hours achieved.

Client Satisfaction:

What evaluation or survey forms will you use for client satisfaction? Attach copy.

Students are provided with a Google survey one time per year to assess their satisfaction with the program, provide a confidential voice for program improvement, and to solicit feedback. It is a very useful and valuable tool for program improvement. Survey is provided in English and Spanish. Google translate allows for translation of survey in many additional languages.

What other forms or measurement tools will you use? Attach copy.

N/A

Section IV Faculty/Leaders

Names, titles and contact information for key faculty/leaders other than listed in Section I

Cindy Winship, ESL Teacher
Isabel Farga, Secretary at Tam Adult School
Monica McMillan, Secretary at Tam Adult School
Samuel Chavez, Paraeducator at Tam Adult School
Rebecca Nowlen, Marin Adult Education Outreach Coordinator

Section V Partners and Support

List partners and any cash or in-kind support for this project (Refer to the attached guidelines regarding potential payment of user fees to the Albert J. Boro Community Center.)

Partners	Dollar Amount	Detail In-Kind
Emilia El Ammari, Principal at Bahia Vista Elementary School		Support in marketing, enrollment, parent communication, and outreach
Marin Adult Education Consortium Partners including College of Marin, the Marin County Office of Education, San Rafael City Schools, Novato Adult School, Shoreline Unified School District, and Canal Alliance		

Attach a program budget.

Section VI Attachments

List all attachments submitted with this application

2021-22 TAS End of Rear Report
ESL morning attendance sample report (February 2023)
ESL morning learning gains, total hours of attendance, pre-post tests by student
EL Civics Schedule (2022-23)



ALBERT J. BORO COMMUNITY CENTER FINAL PROGRAM REPORT FOR CO-SPONSORED PROGRAMS

(Use as many pages as necessary to address the required elements. Please number each one.)

Program Name:

Tamalpais Adult School, English As A Second Language Class

Report prepared by:

Name Rebecca Nowlen Title MAEP Outreach Coordinator

Date submitted: 3/7/2023

Date program completed: May 24 2023 (planned)
12 (at time of application)

How many total people were served? _____

A. Outcomes: List each numbered outcome from your application and describe your success in meeting each outcome.

Strong Learning Gains, Student Persistence, and Community in the Albert J. Boro Morning ESL Class is evident!

As seen on the sample report: 12 students are attending the morning ESL class regularly, total attendance hours is 623 for the class, average attendance for the year (at time of this writing) is 52 hours over the course of the year per student. This indicates student persistence is strong. Of the 12 students enrolled, 100% have shown learning increases on the CASAS pre-post tests, indicated learning gains are steady and continue to increase. Finally, each of the students have participated and passed between 1-3 EL Civics units which is an additional measurement of learning gains. ESL teacher Cindy Winship is a dedicated, experienced instructor who has created a strong community classroom experience for her students at Albert J. Boro Community Center.

B. Measurements: Describe the measurements and evaluation strategies you used for each outcome, and provide a summary or actual data analysis. Attach relevant documents for each outcome and measurement strategy.

Attached documents show student persistence and total hours of attendance, at the time of writing this application.
ASAP Attendance: average attendance hours per student enrolled in the AM class is 52 direct instructional hours (and growing)
CASAS pre-post test assessments by class: 100% of students made learning gains
EL Civics assessments: 100% of the class has passed at least 1 civics assessments at the time of this writing, expectation is that most students in class will pass 2-3 civics assessments by the end of the year.
Student satisfaction survey: results will be available in mid-May 2023
22-23 End of Year Report: available in September 2023

C. Success: If you did not succeed in meeting your objectives, tell us why you think that happened, and what strategies you employed to change the situation, or are planning to change in the future.

N/A

D. Summary: Briefly describe your overall satisfaction with your program and your reasoning, what highlights you would like to bring to the Board's attention, and any general comments about your program.

Tam Adult School is thankful for the opportunity to partner with San Rafael City's Albert J. Boro Community Center by providing adult learners access to free English classes. Providing a central location to access free education classes is vital in the Canal area. The morning ESL class has been very successful, attendance is strong as are learning gains. Experienced, dedicated teacher (Cindy Winship) is passionate about teaching English to adults and it shows! We look forward to continuing a partnership with Albert J. Boro Community Center to serve adult learners who live primarily in the surrounding neighborhood.



**PICKLEWEED ADVISORY COMMITTEE
AGENDA REPORT**

**June 28, 2023
Item # 2.C.**

**TITLE: Canal FC at Marin FC 2022/2023 Co-Sponsorship
Recommendation**

RECOMMENDATION

Staff recommends that the Pickleweed Advisory Committee consider granting Canal FC at Marin FC a fee reduction or waiver for use of both Pickleweed Park Soccer Fields on Tuesdays, Thursdays and Saturdays from August 1, 2023 to November 30, 2023.

BACKGROUND

At the April 5, 2023 regular meeting, the Pickleweed Advisory Committee received an application and presentation from Canal FC at Marin FC requesting full co-sponsorship of rental fees for their 2023 soccer season.

In what will be their second season, the program is to provide instruction and competitive team play to underserved youth in the Canal/East San Rafael communities. The program will also offer life structure and positive socialization which is critical for youth in their early teens.

The term of the proposed soccer program on both of the two Pickleweed Park Soccer Fields is Tuesdays 4 pm – 7 pm, Thursdays 4 pm – 7 pm, and Saturdays 8 am – 1 pm from August 1, 2023 to November 30, 2023. The applicant is requesting a full fee-waiver, valued at \$9,500.00 for use of both fields.

DISCUSSION

As the Pickleweed Advisory Committee has had time to review the co-sponsorship application, a recommendation is needed to grant a fee reduction (25%, 50%, 75%, or other), grant a full fee-waiver, reject the application and ask applicant to resubmit with

additional information, or reject the co-sponsorship application all together. Members must also consider the Committee's annual total allocation of \$140,000 in fees that can be waived.

FISCAL IMPACT

The resident/non-profit value of a full co-sponsorship for both soccer fields totals \$9,500. A fee reduction or waiver will result in lost revenue to the City, from a paying program interested renting the fields at that time.

ALTERNATIVE ACTION

Any other action as determined by the Committee.

Submitted by:



Steve Mason
Senior Recreation Supervisor

Attachments:

1. Canal FC 2023 Use Agreement Packet



ALBERT J. BORO COMMUNITY CENTER CO-SPONSORSHIP APPLICATION

Section I-About the Applicant Agency

Date Submitted: 3/6/23 Revision Dates (if applicable) n/a

Title of Program: Canal FC at Marin FC

Co-sponsoring agency or individual: The Canal Alliance / The Marin Football Club

Address: 336 Bon Air Center, Greenbrae, CA 94904

Telephone: [REDACTED] Ext. n/a

Email: president@marinfc.com

Website: www.marinfc.com

Non-Profit 501c3 Number: [REDACTED]

Principal contacts:

Name: Evan Cross Phone: [REDACTED] Email: president@marinfc.com

Is this a first time program at Pickleweed? Yes **No**

If no, start date of original program: 8/1/22 Location: Pickleweed Park

Most recently approved final report must be attached.

Section II-About the Program

General Statement about the Program. Provide a background statement or statement of the problem that describes the challenges, behaviors or issues you hope to resolve or improve

Marin FC and The Canal Alliance are collaborating to extend soccer training, teams and competitive play to underserved youth in the Canal / East San Rafael communities. Specifically there are numerous young players who are new to the area and need both life structure activities and comfortable socialization opportunities. Soccer provides both and the combination of the Canal Alliance and Marin FC create outreach and a launching pad for youth through soccer.

Proposed Start Date: 8/1/23. Proposed End Date: 11/30/23

Number participants estimated: +/- 60 Maximum number estimated: +/- 100

Target age group: 12 - 16

Requested Rooms:

- Classroom # Community Room Art Room
 Teen Activity Room Computer Lab Kitchen
 Gymnasium Playing Field # Picnic Area

Days and Times Requested:

Day: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Time: Weekday late afternoons (4-7pm), Weekends all day (for games)

Fee Reduction Request

- 25% 50% 75% 100%

OFFICE USE ONLY: Monetary value of fee waiver request: \$9,500.00

Will there be a charge to participants? Yes X No

If so, what will the fee be? \$125-\$200 How will the proceeds be used?

There are various costs for the program, eg. professional coaching, uniforms, league fees, tournament fees, insurance, medical items. The organizers propose to minimize fees through cost savings, sponsorships and fundraising. The exact cost to participants is not fully known at this time. We plan to have a scholarship program to help families who can't afford the full amount.

Describe your community outreach plan and how you will advertise:

Marin FC already has numerous players and families from the area in the club with whom we will communicate this program. Additionally, the Canal Alliance has specific outreach mechanisms specifically tailored to the youth to be served.

In what languages will your marketing materials be distributed?

- English Spanish Vietnamese Other

Section III Outcomes and Measurements

List your expected outcome(s) for this program, and how you will measure your progress/success in meeting each outcome. Refer to the applicant guidelines for samples of outcome and measurement statements. Each outcome statement and measurement should be individually numbered.

Outcome Statement

The organizers hope to effect the following outcomes:

1. Enrollment
2. Retention
3. Satisfaction
4. Advancement

Measurement for Outcome

1. Enrollment - The first measure of success is actually engaging those youth who might enjoy and benefit from the program.
2. Retention - Secondly, keeping the youth playing regularly represents a measurement of affecting the stability of the lives of the youth.
3. Satisfaction - Like all Marin FC programs, feedback on satisfaction by the participants will be tracked.
4. Advancement - Lastly, as Marin FC offers a tall ladder of possible levels of training, play and competition, advancing youth from the initial program to these other levels will demonstrate program success.

Measurements:

How do you plan to track attendance? Attach a copy of your form.

All teams maintain rosters in both Marin FC systems and league registration systems. Coaches track attendance against these rosters for both trainings and games.

Client Satisfaction:

What evaluation or survey forms will you use for client satisfaction? Attach copy.

Marin FC uses online survey forms to both determine program success (and areas of needed improvement) and personnel performance.

What other forms or measurement tools will you use? Attach copy.

Marin FC hosts a senior technical staff of age/gender leaders. Performance reviews are generated twice annually using program observation and feedback from staff and participants.

Section IV Faculty/Leaders

Names, titles and contact information for key faculty/leaders other than listed in Section I

Marin FC has approximately 40 professional coaches and 5 administrative staff members. Admin staff will be involved constantly for equipment, scheduling and support needs. Coaching slate will be determined at a date nearer the program start. Beyond the slated coaches, others from our staff will be relied upon for assistance and cover duties. All staff at Marin FC are background checked, concussion education verified and SafeSport certified.

Section V Partners and Support

List partners and any cash or in-kind support for this project (Refer to the attached guidelines regarding potential payment of user fees to the Albert J. Boro Community Center.)

Partners	Dollar Amount	Detail In-Kind
ACCESS U Foundation and others to be determined Marin FC enjoys ongoing support from Fairview Capital, CapelliSport, Gatorade, and Bank of Marin.		

Attach a program budget.

Section VI Attachments

List all attachments submitted with this application

Attached is Marin FC's current insurance filing with the City of San Rafael.



The Marin Football Club, 336 Bon Air Center PMB 122, Greenbrae, California, 94904

Program Summary: Canal FC 2022

In its inaugural effort, Canal FC at Marin FC proved to be more of a success than expected. While there is still room for desired and anticipated growth, the metrics of the 2022 program meet expectations for a solid foundation upon which to build.



1. Enrollment

Players: The enrollment expectation was targeted to be between 50-100 players. Ultimately 67 players registered and 11 more joined after the program start for a total of 78 players. There were 17 females and 61 males, ranging in age from 9 to 15 years old. In total, the registration costs of \$75 per player raised \$5,025 with the balance of \$825 going to discounts or financial aid reductions.

Coaches: Although not directly a metric of program traction, it is important to note that Canal FC was well staffed to ensure quality coaching and care for the players. In addition to several volunteer parents, there were 8 professional coaches, 3 assistant coaches (Marin FC alumni players) and 5 regular volunteer coaches (current Marin FC U-19 players).

Hours: Accounting for weather interruptions, the program fielded approximately 189 hours of instruction.

2. Retention

True retention will be evidence in the number of players re-enrolling this coming season. However, during the season there were no 'withdrawals' and attendance remained consistently around 75-85% allowing for general absences and schedule conflicts.

3. Satisfaction

Satisfaction is difficult to measure, however in a post program parent meeting it was largely expressed that players and parents were satisfied and looked to see an expanded program in years to come and perhaps in additional seasons other than the traditional fall season.

4. Advancement

Advancement too is tricky to measure. Tryouts for Marin FC's teams in the '23='24 season may see several of the Canal FC players take a step up to more elevated training and competition. During the Canal FC program however, four players were identified in the boys 2009 age group and were invited to train with Marin FC's ECNL pool of U-13 players. Depending upon family decisions, these boys have been invited to join Marin FC for a complete season.

With something of a track-record now and continued area awareness, Canal FC looks to expand its enrollment in 2023 while repeating the essential mechanics of the 2022 program.



**PICKLEWEED ADVISORY COMMITTEE
AGENDA REPORT**

**June 28, 2023
Item #2.D.**

TITLE: Parent Services Project: Aprendiendo Juntos 2022/2023 Co-Sponsorship Recommendation

RECOMMENDATION

Staff recommends that the Pickleweed Advisory Committee consider granting Parent Services Project a fee reduction or waiver for use of the Albert J. Boro Community Center on Wednesdays and Thursdays from September 7, 2023 through June 7, 2024, excluding holidays and closures.

BACKGROUND

At the April 5, 2023 regular meeting, the Pickleweed Advisory Committee received an application and presentation from Parent Services Project requesting full co-sponsorship of rental fees for their 2023/2024 Aprendiendo Juntos (Learning Together) program.

Parent Services Project has utilized the Albert J. Boro Community Center for their Aprendiendo Juntos program since 2007. The program has been co-sponsored by the Pickleweed Advisory Committee and has been popular in attendance over the years, thus reflecting community interest and need.

The developmental playgroup for children 0-5 years old and their parents/caregivers, teaches parenting skills and helps parents strengthen their relationship with their child. In addition to encouraging the healthy development of infants and young children, the program helps build a support network in the community and provides connections to community resources, organizations and programs.

The term of the proposed pre-school age program is from September 7, 2023 through June 7, 2024. Although listed on the co-sponsorship application, the applicant is aware that the Multipurpose Room is not available for co-sponsorship on Fridays and is prepared to pay for the room on that day through the City's traditional rental application

process. Parent Services Project is therefore requesting a full fee-waiver, valued at \$10,260.00 for use of Meeting Room 3 on Wednesdays from 9:30 am to 12:00 pm and the Multipurpose Room on Thursdays from 9:00 am to 2:30 pm, excluding holidays and closures.

DISCUSSION

As the Pickleweed Advisory Committee has had time to review the co-sponsorship application, a recommendation is needed to grant a fee reduction (25%, 50%, 75%, or other), grant a full fee-waiver, reject the application and ask applicant to resubmit with additional information, or reject the co-sponsorship application all together. Members must also consider the Committee's annual total allocation of \$140,000 in fees that can be waived.

FISCAL IMPACT

The resident/non-profit value of the co-sponsorship totals \$10,260.00 (\$1,350.00 for Meeting Room 3 and \$8,910.00 for the Multipurpose Room). A fee reduction or waiver would potentially result in lost revenue to the City should a paying program be interested in using either the Meeting Room and the Multipurpose Room at that time. However, being that Parent Services Project conducts the program all three days at the Albert J. Boro Community Center, the City realizes an estimated \$8,910.00 in revenue for the rental of the Multipurpose Room to the program on Fridays.

ALTERNATIVE ACTION

Any other action as determined by the Committee.

Submitted by:



Steve Mason
Senior Recreation Supervisor

Attachments:

1. Parent Services Project 2023/2024 Use Agreement Application Packet



ALBERT J. BORO COMMUNITY CENTER CO-SPONSORSHIP APPLICATION

Section I-About the Applicant Agency

Date Submitted: March 13, 2023 Revision Dates (if applicable) _____

Title of Program: Aprendiendo Juntos

Co-sponsoring agency or individual: Parent Services Project

Address: 79 Belvedere St, Suite 101, San Rafael, CA 94901

Telephone: [REDACTED] Ext. _____

Email: bfgoso@parentservices.org

Website: parentservices.org

Non-Profit 501c3 Number: [REDACTED]

Principal contacts:
Name: Balandra Fregoso Phone: [REDACTED] Email: bfgoso@parentservices.org

Is this a first time program at Pickleweed? Yes No

If no, start date of original program: 2012 Location: Pickleweed

Most recently approved final report must be attached.

Section II-About the Program

General Statement about the Program. Provide a background statement or statement of the problem that describes the challenges, behaviors or issues you hope to resolve or improve

Aprendiendo Juntos (Learning Together) is a developmental playgroup for children ages birth-5 years old and their parents/caregivers. The playgroup teaches parenting skills and helps parents strengthen their relationship with their child(ren). Aprendiendo Juntos (AJ) helps parents, family members and caregivers by providing high quality early experiences for children that are crucial for their development. The playgroup includes developmentally rich play activities, parent support and education that encourages the healthy development of infants and young children. We help isolated families to build a support network in the community and we connect them with community resources, organizations and programs according to their needs and interests

Proposed Start Date: September 7, 2023 Proposed End Date: June 7, 2024
Number participants estimated: 50 per group Maximum number estimated: 50 per group
Target age group: 0-5

Requested Rooms:

- Classroom # Community Room Art Room
 Teen Activity Room Computer Lab Kitchen
 Gymnasium Playing Field # Picnic Area

Days and Times Requested:

Day: Monday Tuesday Wednesday Thursday Friday Saturday Sunday
Wednesdays - classroom - 9:30-12. Thursdays and Fridays - community room - 9:00-2:30
Time: _____

Fee Reduction Request

- 25% 50% 75% 100%

OFFICE USE ONLY: Monetary value of fee waiver request: \$ 10,260.00

Will there be a charge to participants? Yes _____ No X

If so, what will the fee be? _____ How will the proceeds be used?

Describe your community outreach plan and how you will advertise:

The Aprendiendo Juntos Coordinator will distribute flyers and information to the different organizations in San Rafael including WIC, Marin Community Clinic and Canal Alliance. AJ families recruit friends and neighbors through word of mouth and many families from the previous year will return to the playgroup.

In what languages will your marketing materials be distributed?

- English Spanish Vietnamese Other

Section III Outcomes and Measurements

List your expected outcome(s) for this program, and how you will measure your progress/success in meeting each outcome. Refer to the applicant guidelines for samples of outcome and measurement statements. Each outcome statement and measurement should be individually numbered.

Outcome Statement

1. Coordinate 5 interactive developmental playgroups for children ages birth-5 and their caregivers, four times per week, 1.5 hours per group.
2. The interactive playgroup will provide school readiness activities that are developmentally appropriate to the children's ages and will provide caregivers with information and resources to support raising children.
3. Families must live in San Rafael and have limited to no access to preschool.

Measurement for Outcome

1. 60 families per year are engaged in weekly developmentally appropriate playgroups including bilingual socialization and learning opportunities for children and families.
2. 100% of children identified without insurance will be connected to resources to become insured by year end.
3. 75% of parents will report new knowledge gained about community resources.
4. 75% of parents will indicate that they have seen improvement in their children's readiness for school.
5. 75% of parents will report that they have built knowledge and skills related to parenting and their children's development.
6. 75% of parents will report increased connection with their child(ren).
7. 75% of parents will report increased connection with other parents.
8. 100% of parent participants mental health will be assessed on an ongoing basis.
9. Quality, bi-lingual and culturally competent mental health services will be available for all playgroup families who seek support

Measurements:

How do you plan to track attendance? Attach a copy of your form.

The attendance will be tracked by a weekly sign in sheet per playgroup.

Client Satisfaction:

What evaluation or survey forms will you use for client satisfaction? Attach copy.

All participants will complete a pre and post survey

What other forms or measurement tools will you use? Attach copy.

PSP intake form

Section IV Faculty/Leaders

Names, titles and contact information for key faculty/leaders other than listed in Section I

Cecilia Hudson
[Redacted]

Section V Partners and Support

List partners and any cash or in-kind support for this project (Refer to the attached guidelines regarding potential payment of user fees to the Albert J. Boro Community Center.)

Partners	Dollar Amount	Detail In-Kind
First Five Marin	\$100,000 (projected)	
Bella Vista Foundation	\$50,000	
Albert J Boro Community Center		Wednesday/Thursday Room Use and support (projected)
Jewish Family and Children's Services		ECMH Consultation (projected)

Attach a program budget.

Section VI Attachments

List all attachments submitted with this application

Intake Form
Pre and Post Survey
Program Budget



ALBERT J. BORO COMMUNITY CENTER FINAL PROGRAM REPORT FOR CO-SPONSORED PROGRAMS

(Use as many pages as necessary to address the required elements. Please number each one.)

Program Name:

Aprendiendo Juntos, Parent Services Project

Report prepared by:

Name Balandra Fregoso Title Executive Director

Date submitted: 3-13-23

Date program completed: 6-30-23

How many total people were served? 130

A. Outcomes: List each numbered outcome from your application and describe your success in meeting each outcome.

The results of our goals and outcomes will not be determined until June/July once the program has been completed for the year. We will distribute the post surveys mid to late May, 2023.

As of this point in time, we believe that 100% of our outcomes will have been met by June 2023. 65 families are participating regularly in Aprendiendo Juntos this year. We will have held over 100 developmental playgroup sessions Sept 2022-June 2023. Playgroup includes developmentally rich play activities, parent support and education that encourages the healthy development of infants and young children.

Aprendiendo Juntos has a positive reputation in the Canal and families know and trust Parent Services Project. We meet parents where they are at and challenge them to learn new ways of engaging with the community and with their families. They are deeply committed to giving their children a better life. We hire culturally competent staff that have a history of working with families and a passion for social justice. The staff/client connection is a critical component of our success.

- In fiscal year 21-22 Aprendiendo Juntos reached the following performance measures:
- 62 AJ families are engaged in weekly developmentally appropriate playgroups including bilingual socialization and learning opportunities for children and families.
 - 100% of children identified without insurance will be connected to resources to become insured by year end.
 - 98% of parents reported new knowledge gained about community resources.
 - 100% of parents indicated that they have seen improvement in their children's readiness for school.
 - 100% of parents reported that they have built knowledge and skills related to parenting and their children's development.
 - 100% of parents reported an increased connection with their child(ren).
 - 100% of parents reported an increased connection with other parents.
 - 100% of parent participants mental health was assessed on an ongoing basis.
 - Quality, bi-lingual and culturally competent mental health services were available for all playgroup families who sought support.

B. Measurements: Describe the measurements and evaluation strategies you used for each outcome, and provide a summary or actual data analysis. Attach relevant documents for each outcome and measurement strategy.

PSP conducts pre and post surveys in order to evaluate Aprendiendo Juntos. There are informal parent-coordinator meetings as well as parent-child activities, presentations, workshops and referrals throughout the year to help and support families.

C. Success: If you did not succeed in meeting your objectives, tell us why you think that happened, and what strategies you employed to change the situation, or are planning to change in the future.

D. Summary: Briefly describe your overall satisfaction with your program and your reasoning, what highlights you would like to bring to the Board's attention, and any general comments about your program.

We firmly believe that we will reach all of our performance measures this year. In June/July 2023 we will offer a four week in person summer program for families with children entering TK and kindergarten in August. We will continue to offer behavioral health support and early childhood mental health consultation through the partnership with JFCS and well as individual brief case management for all playgroup families in need. Parent Services Project is coordinating a Playgroup Collaborative so that we can improve our efforts county wide and align where appropriate.

PSP is also part of the Canal Community Response efforts and through support from Canal Alliance, we continue to distribute home test kits to Aprendiendo Junto families. Additionally, we support families with young children who live in the Canal through our early literacy program, Raising A Reader as well as our tech-equity program, Impact Technology. PSP is represented on a variety of advisory boards including, the Child Abuse Prevention Council, the Perinatal Service Network, the Marin Home Visiting Collaborative, The Help Me Grow Leadership Team, the Immigrants Rights & Justice Coalition, The Koshland Amplifying Community Leadership Initiative and more.

Parent Services Project

AJ Program Budget

Current Fiscal Year

	<u>Cost</u>
1 Personnel	
3 <u>Program Related Staff</u>	
4 5000 Executive Director	\$ 9,000.00
7 5140 Family Literacy Specialist/ Hudson	\$ 63,000.00
14 <u>Subtotal Staff</u>	\$ 72,000.00
15 Taxes & Health Benefits	\$ 15,434.00
17 <u>Consultants</u>	
18 Training and TA	\$ 6,598.00
23 Total Personnel	\$ 94,032.00
24 Shared Costs	
25 Overhead	\$ 15,166.00
40 Program Operations	
52 Training Related Costs	
53 Facility	\$ 7,500.00
55 Childcare	\$ 360.00
57 Supplies	\$ 2,000.00
67 Travel	
69 Air and ground travel	\$ 120.00
70 Total Program Operations	\$ 9,980.00
78 Total Expenses	\$ 119,178.00



**PICKLEWEED ADVISORY COMMITTEE
AGENDA REPORT**

**June 28, 2023
Item #2.E.**

**TITLE: Scouts BSA: Troop 2000 2022/2023 Co-Sponsorship
Recommendation**

RECOMMENDATION

Staff recommends that the Pickleweed Advisory Committee consider granting Troop 2000 a fee reduction or waiver for use of the Albert J. Boro Community Center's Multipurpose Room on Monday evenings from September 11, 2023 through August 26, 2024, excluding holidays and closures.

BACKGROUND

At the April 5, 2023 regular meeting, the Pickleweed Advisory Committee received an application and presentation from BSA: Troop 2000 requesting full co-sponsorship of rental fees for their 2023/2024 facility use.

Troop 2000 has proudly called the Albert J. Boro Community Center and Pickleweed Park home since forming in 2000. The City, through the Pickleweed Advisory Committee, has been fully co-sponsoring the rental of the room for the program since the troop's formation. The activity fits in the Center's schedule and the Scouts are always agreeable to change rooms or move outside if there is a pressing need to use the Multipurpose Room for a special meeting or event. Troop 2000 regularly gives back to the Center and the Canal community by volunteering and performing special projects in support of an individual member's Eagle Scout Project. Troop 2000 is also called on to support the Center with community events, such as assisting with the Día de los Muertos procession by guiding participants safely through the streets of the Canal neighborhood.

The term of the proposed Scout program co-sponsorship is from September 11, 2023 through August 26, 2024. The applicant is requesting a full fee-waiver, valued at

\$3,960.00 for use of the Multipurpose Room on Mondays from 7:00 pm to 9:00 pm, excluding holidays.

DISCUSSION

As the Pickleweed Advisory Committee has had time to review the co-sponsorship application, a recommendation is needed to grant a fee reduction (25%, 50%, 75%, or other), grant a full fee-waiver, reject the application and ask applicant to resubmit with additional information, or reject the co-sponsorship application all together. Members must also consider the Committee's annual total allocation of \$140,000 in fees that can be waived.

FISCAL IMPACT

The resident/non-profit value of the rental totals \$3,960.00. A fee reduction or waiver would potentially result in lost revenue to the City should a paying program be interested in using the Multipurpose Room at that time.

ALTERNATIVE ACTION

Any other action as determined by the Committee.

Submitted by:



Steve Mason
Senior Recreation Supervisor

Attachments:

1. BSA: Troop 2000 2023/2024 Use Agreement Application Packet



ALBERT J. BORO COMMUNITY CENTER CO-SPONSORSHIP APPLICATION

Section I-About the Applicant Agency

Date Submitted: 3/22/23 Revision Dates (if applicable) _____

Title of Program: Troop 2000 scouts BSA

Co-sponsoring agency or individual: San Rafael Police Association

Address: PO BOX 151557 San Rafael CA 94915-1557

Telephone: [REDACTED] Ext. _____

Email: [REDACTED]

Website: _____

Non-Profit 501c3 Number: [REDACTED]

Principal contacts:

Name: William Coronado Phone: [REDACTED] Email: [REDACTED]

Is this a first time program at Pickleweed? Yes No

If no, start date of original program: 9/1/2000 Location: _____

Most recently approved final report must be attached.

Section II-About the Program

General Statement about the Program. Provide a background statement or statement of the problem that describes the challenges, behaviors or issues you hope to resolve or improve

In the year 2000, the san Rafael Police Association recognized the need for outreach to the families of San Rafael whose first language is not English and whose resources are limited mostly because being first generation of immigrant parents. The Boy Scouts of America (now Scouts BSA) is a part of an international organization with a program based in the Scouting Promise and Law, sharing the common goals of adventure, learning personal challenges and responsibility. The program is carried out with adult volunteer leadership and provides a wide range of activities including planning outings and activities, making new friends from different economic and social backgrounds, prepare the youth with active involvement with community and the nation. The Boy Scouts program became Scouts BSA in February 2019 to reflect the decision to include young girls. So far Troop 2000 has not yet included girls, but we are preparing to do accommodations and trying to do outreach. We have had issues during the past four years with our storage unit outside not solved yet. Currently we are still renting a private storage where we keep our supplies.

Proposed Start Date: 9/1/2023 Proposed End Date: 8/31/2023

Number participants estimated: 20 Maximum number estimated: 40

Target age group: 11-18 year old

Requested Rooms:

- Classroom #
- Community Room
- Art Room
- Teen Activity Room
- Computer Lab
- Kitchen
- Gymnasium
- Playing Field #
- Picnic Area

Days and Times Requested:

Day: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Time: Monday 7 pm to 9 pm

Fee Reduction Request

- 25%
- 50%
- 75%
- 100%

OFFICE USE ONLY: Monetary value of fee waiver request: \$ 3,960.00

Will there be a charge to participants? Yes X No _____

If so, what will the fee be? \$83 How will the proceeds be used?

The registration fee to join Scouting is \$83 annually to the national office in the marin council BSA. In addition, there are one-time uniform costs and nominal activity fees that maybe charge by the troop/parent committee.

Describe your community outreach plan and how you will advertise:

The Scouting program is open to all youth in the community regardless of race, gender, religion or special needs. We serve youth of all ethnic backgrounds. We recruit by word of mouth and we have started our own website and are planning to do more marketing via social media. The COVID 19 pandemic has affected our effort in outreach but we are still expecting to reopen soon and invite more boys to join the troop. The leadership of the troop has been in touch with the scouts via phone to check on the status of our members. The Canal neighborhood has been one of the most impacted areas in Marin county with the pandemic, especially the Latinx community. We managed to maintain meetings in ZOOM. We are now coming of Pandemic and making efforts to do more in person activities.

In what languages will your marketing materials be distributed?

- English
- Spanish
- Vietnamese
- Other

Section III Outcomes and Measurements

List your expected outcome(s) for this program, and how you will measure your progress/success in meeting each outcome. Refer to the applicant guidelines for samples of outcome and measurement statements. Each outcome statement and measurement should be individually numbered.

Outcome Statement

The program offers to expose the participant to three aims: one is growth in moral strength and character, second is participating in citizenship and the third aim is development in the physical, mental and emotional fitness

Measurement for Outcome

The fundamental goals of the scouts BSA are Adventure, learning, challenges, responsibility, developing self-potential, relating to others, developing values and contributing to family and society. All these goals are related to the advancement program that the scout needs to achieve his goals. The measurement would be the earned badges all oriented towards the maximum goal of achieving the highest rank: Eagle Award. (see attached)

Measurements:

How do you plan to track attendance? Attach a copy of your form.

see attached sample attendance form

Client Satisfaction:

What evaluation or survey forms will you use for client satisfaction? Attach copy.

Evaluations are done in monthly sit-down meetings between the Scoutmaster and the parents of the scouts reviewing the advancement of the scout. (see attached forms)

What other forms or measurement tools will you use? Attach copy.

In addition to the rank advancements, measurement can also be made of the amount of service the Troop provides to the community (San Rafael) and specifically the Canal neighborhood. Also, the amount of participation in Scouting activities is an indicator of success. (see attached lists of service projects and activities)

Section IV Faculty/Leaders

Names, titles and contact information for key faculty/leaders other than listed in Section I

Scoutmaster Willy Coronado [REDACTED]
Asst. Scoutmaster Aaron VanKestern [REDACTED]
Parent committee treasurer Norma Perez [REDACTED]
Committee Chairman Troop 2000 Delia Lucio [REDACTED]
Asst. Scout Master Oscar Guardado [REDACTED]
Asst. Scout Master Ben Guardado [REDACTED]

Section V Partners and Support

List partners and any cash or in-kind support for this project (Refer to the attached guidelines regarding potential payment of user fees to the Albert J. Boro Community Center.)

Partners	Dollar Amount	Detail In-Kind
n/a		

Attach a program budget.

Section VI Attachments

List all attachments submitted with this application

1. copy of attendance spread sheet
2. copy of evaluation plan
3. copy of measurement tools for rank advancement and list of activities and service project done



ALBERT J. BORO COMMUNITY CENTER FINAL PROGRAM REPORT FOR CO-SPONSORED PROGRAMS

(Use as many pages as necessary to address the required elements. Please number each one.)

Program Name:

Troop 2000 scouts BSA

Report prepared by:

Name Oscar Guardado

Title Scout Master Assistant

Date submitted: 3/22/23

Date program completed: _____

How many total people were served? 10

A. Outcomes: List each numbered outcome from your application and describe your success in meeting each outcome.

We have provided and continue to provide services to boys in Marin County that want to joint scouting.

The Scouts BSA is an international organization with a program based in the Scouting Promise and Law, sharing the common goals of adventure, learning personal challenges and responsibility. The program is carried out with adult volunteer leadership and provides a wide range of activities including: planning outings and activities, making new friends from different economic and social backgrounds, prepare the youth with active involvement with community and the nation.

B. Measurements: Describe the measurements and evaluation strategies you used for each outcome, and provide a summary or actual data analysis. Attach relevant documents for each outcome and measurement strategy.

Rank advancement as outlined in the attachments:
Tenderfoot, Second Class, and First Class ranks are oriented toward learning and practicing skills that will help the Scout develop confidence and fitness, challenge his thought processes, introduce him to his responsibilities as a citizen, and prepare him for an exciting and successful Scouting experience. Requirements for Tenderfoot, Second Class, and First Class may be passed at any time after the Scout badge has been earned

C. Success: If you did not succeed in meeting your objectives, tell us why you think that happened, and what strategies you employed to change the situation, or are planning to change in the future.

The troop has successfully graduated more than 15 eagle scouts since established in Canal. Currently we are working with the next generation of eagle scouts and recruiting more new members to the troop. We will continue to request support from organizations that value that Scouting brings to our youth.

D. Summary: Briefly describe your overall satisfaction with your program and your reasoning, what highlights you would like to bring to the Board's attention, and any general comments about your program.

resumed activities from Pandemic and participated in community activities in Canal and surrounding areas.

Evaluation 2023

Outcome Statement

The program offers to expose the participant to three aims: one is growth in moral strength and character, second is participating in citizenship and the third aim is development in the physical, mental and emotional fitness.

Measurement of outcome

We believe we have made a lot of progress in the community with our troop. The fundamental goals of the Boys Scouts are Adventure, learning, challenges, responsibility, developing self-potential, relating to others, developing values and contributing to family and society. The Troop serves boys from 11 to 18 years old in the primarily Hispanic Canal neighborhood of San Rafael. We provide leadership, values, outdoor activities, training, and opportunities otherwise unavailable to our boys. We are making a difference in the community to provide service projects in different areas of Marin. We have made extra efforts to keep the troop united and thru the COVID 19 emergency contacting members to check how they are doing. Recruiting parent leaders has been a challenge for some years, more outreach is needed in this area. This year 2023 we have successfully done more activities in person as we emerge from the COVID pandemic.



**PICKLEWEED ADVISORY COMMITTEE
AGENDA REPORT**

**June 28, 2023
Item # 2.F.**

TITLE: Marin YMCA 2023/2024 Afterschool Program Co-Sponsorship Recommendation

RECOMMENDATION

Staff recommends that the Pickleweed Advisory Committee consider granting the YMCA a fee reduction or waiver for use of the rooms necessary to conduct a 2023/2024 afterschool program for Canal children at the Albert J. Boro Community Center and Pickleweed Park Monday through Friday, August 16, 2023 through June 7, 2024, excluding holidays and closures, with permission for City staff to grant additional space on a day-to-day basis, depending on availability.

BACKGROUND

At the April 5, 2023 regular meeting, the Pickleweed Advisory Committee received an application and presentation from the YMCA requesting full co-sponsorship of rental fees for their 2023/2024 Afterschool Program.

The Albert J. Boro Community Center & Pickleweed Park has hosted YMCA learning hubs, summer camps and afterschool programs, supported by the San Rafael City School District, since the pandemic to support Canal youth, and their families.

The program is free to all participants who are identified and referred to the YMCA by the student's school.

The application requested use of many of the Center's rooms and amenities. As was done in the past with both the Kids Club program and YMCA programs, in order to accommodate other offerings in the facility, the City co-sponsored and provided the YMCA with three meeting rooms and the picnic area daily. Additional rooms are granted on a daily, space available, basis. The listed fiscal impact of the program, therefore, reflects the base fees and not the extras that will be added during the period of use.

DISCUSSION

As the Pickleweed Advisory Committee has had time to review the co-sponsorship application, a recommendation is needed to grant a fee reduction (25%, 50%, 75%, or other), grant a full fee-waiver, reject the application and ask applicant to resubmit with additional information, or reject the co-sponsorship application all together. Members must also consider the Committee's annual total allocation of \$140,000 in fees that can be waived.

FISCAL IMPACT

The non-profit value of the granted full co-sponsorship for the meeting rooms and picnic area total \$55,095, while still retaining space for other programs. The fee waiver potentially results in lost revenue to the City should a paying program be interested renting the facilities at that time.

ALTERNATIVE ACTION

Any other action as determined by the Committee.

Submitted by:



Steve Mason
Senior Recreation Supervisor

Attachments:

1. YMCA Use Agreement Application Packet 2023/2024



ALBERT J. BORO COMMUNITY CENTER CO-SPONSORSHIP APPLICATION

Section I-About the Applicant Agency

Date Submitted: _____ Revision Dates (if applicable) 3/14/2023 6/22/2023 by Staff

Title of Program: YMCA @ Al Boro

Co-sponsoring agency or individual: YMCA of San Francisco; Marin Branch

Address: 1500 Los Gamos Dr. San Rafael, Ca 94903

Telephone: 4 [REDACTED] Ext. _____

Email: mwilliams@ymcasf.org

Website: ymcasf.org/marin

Non-Profit 501c3 Number: [REDACTED]

Principal contacts:

Name: Marissa Williams Phone: [REDACTED] Email: mwilliams@ymcasf.org

Is this a first time program at Pickleweed? Yes No

If no, start date of original program: 1/44/2023 Location: Albert J. Boro Community Center

Most recently approved final report must be attached.

Section II-About the Program

General Statement about the Program. Provide a background statement or statement of the problem that describes the challenges, behaviors or issues you hope to resolve or improve

In partnership with the San Rafael City Schools we will provide a safe and enriching environment for the students at Bahia Vista and San Pedro. We provide academic support, enrichment activities and social-emotional support for the youth.

Proposed Start Date: 8/16/2023 Proposed End Date: 6/7/2024

Number participants estimated: 70 Maximum number estimated: 90

Target age group: TK-5th

Requested Rooms:

- Classroom #
- Community Room
- Art Room
- Teen Activity Room
- Computer Lab
- Kitchen
- Gymnasium
- Playing Field #
- Picnic Area

Days and Times Requested:

Day: Monday Tuesday Wednesday Thursday Friday Saturday Sunday
Time: 2-6pm 2-6pm 1-6pm 2-6pm 2-6pm

Fee Reduction Request

- 25%
- 50%
- 75%
- 100%

OFFICE USE ONLY: Monetary value of fee waiver request: \$ 55,095.00 +

Will there be a charge to participants? Yes _____ No X

If so, what will the fee be? _____ How will the proceeds be used?

Describe your community outreach plan and how you will advertise:

Students are identified through the San Rafael City Schools District to provide care for youth living in the canal community. no advertising will be done for this program.

In what languages will your marketing materials be distributed?

- English
- Spanish
- Vietnamese
- Other

Section III Outcomes and Measurements

List your expected outcome(s) for this program, and how you will measure your progress/success in meeting each outcome. Refer to the applicant guidelines for samples of outcome and measurement statements. Each outcome statement and measurement should be individually numbered.

Outcome Statement

Children will have a safe space - emotionally and physically
Children will have a supportive environment where they can explore, learn and grow
Children will interact positively with the staff and each other
Children will engage with new ideas and experiences

Measurement for Outcome

Program Measurement Quality Index (PQMI) - survey for participants 3rd-5th grade and families for direct feedback on their program experience

Measurements:

How do you plan to track attendance? Attach a copy of your form.

Aeries & Alaris (online systems)

Client Satisfaction:

What evaluation or survey forms will you use for client satisfaction? Attach copy.

Core+HHcombo_3-5_PAPER_ENG
YMCA of San Fransisco Youth Core Survey

What other forms or measurement tools will you use? Attach copy.

none-all attached

Section IV Faculty/Leaders

Names, titles and contact information for key faculty/leaders other than listed in Section I

Marissa Williams - Community Programs Director; mwilliams@ymcasf.org; [REDACTED]
Anahi Sanchez - Al Boro Site Coordinantor; ansanchez@ymcasf.org; [REDACTED]
Torrey Kelly - Associate Executive Director; tkelly@ymcasf.org; [REDACTED]
Jordan James - Senior Director of Youth Development; jajames@ymcasf.org; [REDACTED]

Section V Partners and Support

List partners and any cash or in-kind support for this project (Refer to the attached guidelines regarding potential payment of user fees to the Albert J. Boro Community Center.)

Partners	Dollar Amount	Detail In-Kind
San Rafael City Schools		

Attach a program budget.

Section VI Attachments

List all attachments submitted with this application

Core+HHcombo_3-5_PAPER_Eng
YMCA of San Fransisco Youth Core Survey
23-24 Al Boro rough budget



ALBERT J. BORO COMMUNITY CENTER FINAL PROGRAM REPORT FOR CO-SPONSORED PROGRAMS

(Use as many pages as necessary to address the required elements. Please number each one.)

Program Name:

YMCA @ Al Boro

Report prepared by:

Name Marissa Williams Title Community Programs Director

Date submitted: 3/28/2023

Date program completed: 6/9/2023

How many total people were served? 70

A. Outcomes: List each numbered outcome from your application and describe your success in meeting each outcome.

Children will have a safe space - emotionally and physically
Children will have a supportive environment where they can explore, learn and grow
Children will interact positively with the staff and each other
Children will engage with new ideas and experiences

Children received 8 Swim Lessons at the Marin YMCA
Children completed a 6-week Tennis Enrichment in Partnership with Serving Up Hope

B. Measurements: Describe the measurements and evaluation strategies you used for each outcome, and provide a summary or actual data analysis. Attach relevant documents for each outcome and measurement strategy.

Surveys are administered at the end of the year. The program is still in session.

C. Success: If you did not succeed in meeting your objectives, tell us why you think that happened, and what strategies you employed to change the situation, or are planning to change in the future.

D. Summary: Briefly describe your overall satisfaction with your program and your reasoning, what highlights you would like to bring to the Board's attention, and any general comments about your program.

Children continue to receive academic, emotional and tangible support from the AI Boro YMCA staff. Children in the program engage with new ideas and develop their social emotional skills by working with their peers. In partnership with the Marin YMCA's Aquatics department, children in the program received eight Swim Lessons at no cost to the families. In Partnership with Serving Up Hope, children in the program completed a 6-week Tennis basics Enrichment. Through the Tennis program children learned team-work, problem solving, strategy, and good sportsmanship. Through swim lessons children developed their endurance, strength and coordination. Swim lessons prepare individuals of all ages to be strong and confident swimmers. The YMCA swim instructors use a skill based curriculum in a safe environment, so students learn to stay safe and have fun while in the water.

AI Boro ASP(August-June), Summer 2023, and 6 days intercession budget

Budget based on serving 70 youth

School year	Per 4 week session, assuming ASP hours 2-6pm						
School year	Payrate	Hours	Subtotal	FICA	WC	UE	Benefits
Staff #1	\$22.00	22	\$484.00	\$37.03	\$10.89	\$9.68	
Staff #2	\$22.00	22	\$484.00	\$37.03	\$10.89	\$9.68	
Staff #3	\$22.00	22	\$484.00	\$37.03	\$10.89	\$9.68	
Staff #4	\$22.00	22	\$484.00	\$37.03	\$9.00	\$9.68	
Staff #5	\$22.00	22	\$484.00	\$37.03	\$11.00	\$9.68	
Mental He	\$42.00	10	\$420.00	\$32.13	\$12.00	\$8.40	\$350.00
Site Coord	\$28.00	40	\$1,120.00	\$85.68	\$25.20	\$22.40	\$700.00
SRCS progr	\$35.00	20	\$700.00	\$53.55	\$15.75	\$14.00	\$350.00
			\$-	\$-	\$-	\$-	
Executive Supervision/Support							
							\$1,400.00
Expense	total per mont	# of Youth	Youth per m	22-23 SY Total			
Staffing	\$24,861.24	75	\$331.48	\$248,612			
Supplies	\$3,750.00	75	\$50.00	\$37,500			
Admin	\$6,294.47	75	\$83.93	\$62,945			
Start up supplies				\$0			
TOTAL	\$34,905.71		\$465.41	\$349,057.13			

Total		Session
\$541.60		
\$541.60		
\$541.60		
\$539.71		
\$541.71		
\$472.53		
\$1,253.28		
\$783.30		
\$-		
\$650.00		
\$5,865.31	4	\$24,861.24



**PICKLEWEED ADVISORY COMMITTEE
AGENDA REPORT**

**June 28, 2023
Item #2.G.**

TITLE: Vivalon: Zumba by Vivalon

RECOMMENDATION

Staff recommends that the Pickleweed Advisory Committee consider granting Vivalon a fee reduction or waiver for use of the Albert J. Boro Community Center's Gymnasium or Multipurpose Room on Thursday mornings for Zumba classes for older adults from September 7, 2023 through August 29, 2024, excluding holidays and closures.

BACKGROUND

At the April 5, 2023 regular meeting, the Pickleweed Advisory Committee received an application and presentation from Vivalon requesting full co-sponsorship of rental fees for their 2023/2024 Zumba class for older adults.

Vivalon, formerly Whistlestop, is interested in continuing to provide an experienced instructor to offer a free weekly Zumba class to older adults at the Albert J. Boro Community Center. Additionally, there continues to be a strong interest in older adult programming in the Canal community.

The term of the proposed Zumba program is from September 7, 2023 through August 29, 2024. The applicant is requesting a full fee-waiver, valued at \$2,010.00 for use of the Gymnasium on Thursdays during the school year from 10:00 am to 11:00 am and the Multipurpose Room during the summer, excluding holidays.

DISCUSSION

As the Pickleweed Advisory Committee has had time to review the co-sponsorship application, a recommendation is needed to grant a fee reduction (25%, 50%, 75%, or other), grant a full fee-waiver, reject the application and ask applicant to resubmit with additional information, or reject the co-sponsorship application all together. Members

must also consider the Committee's annual total allocation of \$140,000 in fees that can be waived.

FISCAL IMPACT

The resident/non-profit value of the rental totals \$2,010.00. A fee reduction or waiver would potentially result in lost revenue to the City should a paying program be interested in using the Gymnasium or Multipurpose Room at that time.

ALTERNATIVE ACTION

Any other action as determined by the Committee.

Submitted by:



Steve Mason
Senior Recreation Supervisor

Attachments:

1. Zumba by Vivalon 2023/2024 Co-Sponsorship Application Packet



ALBERT J. BORO COMMUNITY CENTER CO-SPONSORSHIP APPLICATION

Section I-About the Applicant Agency

Date Submitted: 3/14/2023 Revision Dates (if applicable) _____

Title of Program: Zumba by Vivalon

Co-sponsoring agency or individual: Vivalon

Address: 930 Tamalpais Ave

Telephone: [REDACTED] Ext. _____

Email: info@vivalon.org

Website: vivalon.org

Non-Profit 501c3 Number: [REDACTED]

Principal contacts:

Name: Michele Levine Phone: [REDACTED] Email: mlevine@vivalon.org

Is this a first time program at Pickleweed? Yes No

If no, start date of original program: 9/1/2022 Location: Gymnasium

Most recently approved final report must be attached.

Section II-About the Program

General Statement about the Program. Provide a background statement or statement of the problem that describes the challenges, behaviors or issues you hope to resolve or improve

Vivalon is working with community centers to bring our experienced instructors and their classes to older adults in underserved communities. We coordinate with our instructors and cover their teaching fees to provide free classes for older adults. In meeting with the staff at the Albert J. Boro Community Center, we learned that there is a need for movement classes for older adults and Vivalon would like to continue to provide a free Zumba class once a week.

Proposed Start Date: 9/1/2023 Proposed End Date: 8/31/2024

Number participants estimated: 10 Maximum number estimated: 20

Target age group: Adults 60 years and older

Requested Rooms:

- Classroom #
- Community Room
- Art Room
- Teen Activity Room
- Computer Lab
- Kitchen
- Gymnasium
- Playing Field #
- Picnic Area

Days and Times Requested:

Day: Monday Tuesday Wednesday **Thursday** Friday Saturday Sunday

Time: 10:00-11:00am

Fee Reduction Request

- 25%
- 50%
- 75%
- 100%

OFFICE USE ONLY: Monetary value of fee waiver request: \$2,010.00

Will there be a charge to participants? Yes _____ No X

If so, what will the fee be? _____ How will the proceeds be used?

Describe your community outreach plan and how you will advertise:

Vivalon has 2 publications, one print and the other digital, where we will promote the class. We will also provide center staff with flyers and information for the website. We would also work with center staff to learn about other ways to expand the community outreach plan to successfully fill the Zumba class.

In what languages will your marketing materials be distributed?

- English
- Spanish
- Vietnamese
- Other

Section III Outcomes and Measurements

List your expected outcome(s) for this program, and how you will measure your progress/success in meeting each outcome. Refer to the applicant guidelines for samples of outcome and measurement statements. Each outcome statement and measurement should be individually numbered.

Outcome Statement

1) Provide movement opportunity with lower intensity workout focusing on balance, range of motion, and coordination. The class includes all elements of fitness such as cardiovascular, muscular conditioning, flexibility, and balance.

Measurement for Outcome

1) Survey participants using our standard program survey (see attached) to report on quality of instruction and overall satisfaction with the class. See how participants self report on how they are feeling by engaging in movement.

2) Track attendance as a percentage of capacity.

Measurements:

How do you plan to track attendance? Attach a copy of your form.

We will provide our instructor with a sign-in sheet for the class that both Vivalon and the center can use to track attendance (see attached for a copy).

Client Satisfaction:

What evaluation or survey forms will you use for client satisfaction? Attach copy.

See our program survey attached.

What other forms or measurement tools will you use? Attach copy.

Feedback from the instructor.

Section IV Faculty/Leaders

Names, titles and contact information for key faculty/leaders other than listed in Section I

Jimna Calmell, Zumba Instructor, [REDACTED]

Section V Partners and Support

List partners and any cash or in-kind support for this project (Refer to the attached guidelines regarding potential payment of user fees to the Albert J. Boro Community Center.)

Partners	Dollar Amount	Detail In-Kind

Attach a program budget.

Section VI Attachments

List all attachments submitted with this application

Sample Attendance Sheet
Sample Survey
Program Budget



ALBERT J. BORO COMMUNITY CENTER FINAL PROGRAM REPORT FOR CO-SPONSORED PROGRAMS

(Use as many pages as necessary to address the required elements. Please number each one.)

Program Name:

Zumba by Vivalon

Report prepared by:

Name Rebekah Wilson Title Programs Supervisor

Date submitted: 3/14/2023

Date program completed: 8/31/2023

How many total people were served? 30 as of March 2023

A. Outcomes: List each numbered outcome from your application and describe your success in meeting each outcome.

- 1) Survey participants on their general health as part of client satisfaction process. See how they self report how they are feeling by engaging in movement. Potentially provide assessments on elements of fitness.
- 2) Survey participants on the quality of instruction, fun, and overall satisfaction with class.
- 3) Attendance as a percentage of capacity. We want the class filled to capacity!

As of March 14, 2022:

1) We were not yet able to survey participants on their general health, but some participants shared comments related to their health in our standard survey, see below:

- "I have diabetes and it has helped me control my diabetes. I feel healthier taking Zumba."
- "I am pre-diabetic and since I started taking Zumba, my numbers went down."
- "It got me over the hump of being able to move my body around."

2) Of the 7 people surveyed, all of them said that they were very satisfied with the instructor. Some specific comments about the instructor include:

- "Teacher is very professional and punctual."
- "Her nonverbal communication is amazing."
- "She is so upbeat and positive."

Additionally, of the 7 people surveyed, 3 said they were satisfied with the class overall and 4 said they were very satisfied with the class overall; 2 people said they were satisfied with the "enjoyment" aspect of the class and 5 people said they were very satisfied with this aspect.

Additional comments include:

- "It is a wonderful program."
- "This class has improved my well-being and self confidence very much."

3) The class attendance has ranged from 3 to 11, with the average being 6 participants per class.

B. Measurements: Describe the measurements and evaluation strategies you used for each outcome, and provide a summary or actual data analysis. Attach relevant documents for each outcome and measurement strategy.

We collected attendance each week and input it into our database to track unique individuals and overall attendance. Thus far we have served 30 unique individuals and have provided 24 Zumba classes. 12 people have taken Zumba 5 or more times and of those 12 we were able to survey 7 of them using our standard program survey.

C. Success: If you did not succeed in meeting your objectives, tell us why you think that happened, and what strategies you employed to change the situation, or are planning to change in the future.

We would like to improve the attendance vs. capacity percentage. We plan to update the flyer and work with staff at Albert J. Boro to ensure that the class is being promoted successfully.

Developing and implementing a survey took longer than we initially planned, so we were not able to survey until March. Looking ahead, we would survey participants sooner and more frequently. We also would have participants fill out our client application form so we have reliable contact information for them, making it easier to reach them. Additionally, we will have Jimna take hard copy surveys in multiple languages to the center to make the survey process more accessible.

D. Summary: Briefly describe your overall satisfaction with your program and your reasoning, what highlights you would like to bring to the Board's attention, and any general comments about your program.

Overall, based on the data we were able to collect, the Zumba program seems to be making a positive impact on people's lives. Everyone that we surveyed had only positive things to say about the class and noted improvements to their emotional, social, and physical well-being as a result of engaging in the class. Additionally, the instructor shared positive feedback and that she loved teaching the class. We would very much appreciate the opportunity to be able to improve upon the program by continuing to offer this class free of charge at the Albert J. Boro Community Center.

Budget for Zumba by Vivalon at Albert J. Boro

Instructor Fees (per class) \$35.00

Number of Classes 50

Total Cost (per year) \$1,750.00

Staff time to coordinate not included