



CITY OF EMERYVILLE

M E M O R A N D U M

DATE: September 20, 2016

TO: Carolyn Lehr, City Manager

FROM: Pedro Jimenez, Community Service Director

SUBJECT: Resolution Of The City Council Of The City Of Emeryville Authorizing The City Manager To Enter Into A First Amendment To The Professional Services Agreement (PSA) With Corporate Child Care, Inc., DBA Aquatic Park School, To Increase the Total Compensation by \$105,000 For A Total Amount Not To Exceed One Hundred And Fifty Thousand Dollars (\$150,000)

RECCOMENDATION

Staff recommends that the City Council approve and authorize the City Manager to enter into a First Amendment for the PSA with Corporate Child Care, Inc., DBA Aquatic Parks School, to increase the total compensation by \$105,000 for a total amount not to exceed \$150,000.

BACKGROUND

After a challenging 8 months at the Emeryville Child Development Center (ECDC), which included a change in Management and a meeting with Community Care Licensing, staff determined that an independent, comprehensive analysis of all operations of the Emeryville Child Development Center should be conducted. An evaluation of the value and sustainability of the organizational structure, programs and services would be extremely valuable to staff in order to provide and offer the best practices and quality early childhood education. The analysis would specifically assess the strengths, weaknesses, and opportunities facing ECDC.

On July 1 2016, the City of Emeryville entered into a PSA with Susan Stevenson, owner of Aquatic Park School. Ms. Stevenson has been observing and evaluating the following areas:

- Quantity, quality and efficiencies of services
- Staffing levels
- Financial structure (including sustainability and use of State contract funds)
- Meal provision
- Curriculum
- Configuration of classrooms
- Administrative support
- Enrollment management and effective student recruitment
- Trends in child development
- Professional development for teaching staff

- Market analysis of other child development programs in the area
- Timelines and processes necessary to achieve accreditation
- All current and future needs of the ECDC

The compensation amount under the current PSA is for a total of \$45,000.

DISCUSSION

The program analysis will take place from July 1, 2016 through June 30, 2017. Ms. Stevenson has spent weeks at the Center conducting classroom and facility observations, interviews with City Manager, Community Services Department administrators, ECDC teachers, and parents. She also conducted multiple assessments in each of the classrooms to determine the current standard level of child care and early childhood development. Information is being assembled from reviewing internal documents and reports such as the annual financial audit, and the ECDC Annual Report. The California Department of Education State regulations are being reviewed to analyze levels of compliance.

KEY FINDINGS

The consultant has made some key findings that are critical to the quality and operational efficiency of the ECDC program.

The following two areas below are the most critical findings to address the threats to the program:

Staffing:

Due to the resignation of the ECDC Manager and Assistant Manager, Ms. Stevenson will provide a qualified Interim Manager who will manage the day to day operations of ECDC. The Interim Manager will be a subcontractor of Ms. Stevenson and not a City employee.

Quality of Child Care and Early Childhood Development Services:

Ms. Stevenson will continue her evaluation and will work closely with the Interim Manager and staff to provide professional development, curriculum implementation, supervision, and support.

There were several operational issues identified that were in immediate need of improvement and additional issues will be addressed over time. A comprehensive program analysis will be prepared and presented to the City Council at a Study Session in early 2017.

FISCAL IMPACT

The ECDC Manager and Assistant Manager positions were budgeted in Fiscal Year 2016/17 line item 5200-71000. These funds will be appropriated to Professional Services line item 5200-80050, and no additional funds will be needed.

ECDC Manager, including benefits	\$119,821
ECDC Assistant Manager including benefits	\$ 85,746
Consultant PSA	<u>(\$150,000)</u>
Remaining funds in 5200-71000	\$ 55,567

The staffing changes above are crucial to the center and a commitment for the future path of operations and service level to the community. The City of Emeryville is dedicated to providing quality early childhood education and focusing on preparing children for kindergarten.

APPROVED AND FORWARDED TO THE CITY COUNCIL OF THE CITY OF EMERYVILLE:



Carolyn Lehr, City Manager

Attachments:

- 1) Resolution
- 2) First Amendment PSA
- 3) Original PSA