



REPORT TO COUNCIL

City of Sacramento

915 I Street, Sacramento, CA 95814-2604
www.CityofSacramento.org

Staff Report
September 25, 2007

Honorable Mayor and
Members of the City Council

Title: Pilot Public School Mentoring Program

Location/Council District: Citywide

Recommendation: Adopt a **Resolution** 1) authorizing the City Manager to implement the Pilot Public School Mentoring Program; 2) allowing City management to approve release time, up to 40 hours of paid leave annually, for City employees who participate in approved youth mentoring programs in public schools operating within the City; and 3) authorizing the City Manager to direct staff to make changes and adjustments in the Pilot Public School Mentoring Program to further the goals of the program and to enhance its effectiveness.

Contact: Cassandra Jennings, Assistant City Manager, 808-5704; Mary Lynn Perry, Volunteer Coordinator, Human Resources, 808-8317

Presenters: Cassandra Jennings, Assistant City Manager

Department: City Manager's Office

Division: N/A

Organization No: 0310

Description/Analysis

Issue: This report recommends the establishment of a Pilot Public School Mentoring Program which allows City management to approve release time to City employees who participate in approved youth mentoring programs in public schools operating within the City.

Staff recommends authorizing the City Manager to implement the Pilot Public School Mentoring Program based on the proposed guidelines (Attachment 2, page 5). The Office of Youth Development will work with the Greater Sacramento Mentoring Coalition to identify mentoring programs active in the City of Sacramento public schools and meeting standards of effective practice set by the State of California, Governor's Mentoring Partnership.

The primary objectives of the Pilot Public School Mentoring Program are to:

- Support the Mayor and City Councilmembers' strategic planning focus areas of Public Safety and Sustainability and Livability as identified in the Blueprint for Strategic Budgeting.
- Serve as a key strategy in support of the Office of Youth Development to assist our youth in obtaining academic success, keep our youth safe and help them become productive, contributing members of our community.
- Provide City employees the opportunity to support public school mentoring efforts and acquaint them with the benefits of mentoring for youth in a positive "coach" and role model environment.

Mentoring programs have been found to be a successful approach in providing positive reinforcement for youth both academically and socially. An increase in attendance, test scores and self-esteem are measured outcomes related to student achievement and decreased violence.

Policy Considerations: The recommendation to establish a Pilot Public School Mentoring Program is consistent with the Council's creation of the Office of Youth Development and supports its purpose to promote policies and partnerships that will make Sacramento a youth-friendly city.

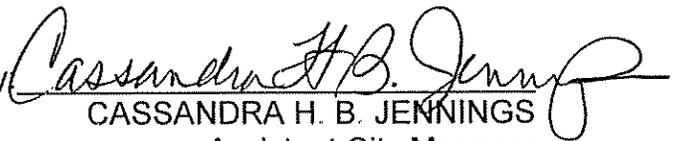
Environmental Considerations: None

Commission/Committee Action: On May 29, 2007, the Mayor and City Council approved a resolution to establish the Office of Youth Development and the Pilot Public School Mentoring Program is consistent with one of its stated purposes to promote policies and partnerships that support caring adults participating in the lives of youth. In addition, the City Council approved on February 27, 2007 the Sacramento Agenda for Youth which includes a recommendation for development of release time and support for City staff to mentor under the section, "Supporting Our Schools". The Sacramento Youth Commission unanimously endorsed the Pilot Public School Mentoring Program at their meeting on September 17, 2007.

Rationale for Recommendation: One of Sacramento's most important assets is its youth. Strategies that promote our youth to become productive citizens are vital to our future. In June 2007, the Big Brothers Big Sisters organization released a commissioned study of school based mentoring programs across the nation. The findings indicate that by the end of the first school year, teachers reported improvements in a variety of outcomes for students who participated in school-based mentoring programs. These included overall academic performance, quality of class work, number of assignments turned in, and reduction of serious school infractions such as fighting and suspensions. The mentored students also reported feeling more competent academically, and improved their attendance.

Financial Considerations: There is no fiscal impact associated with this report. Staff anticipates that up to 100 City of Sacramento employees will be engaged in the Pilot Public School Mentoring program during its first year of implementation and will each utilize a maximum number of 40 hours of paid mentoring leave. If additional employees request approval to participate, staff will report back to the City Council for recommendation.

Emerging Small Business Development (ESBD): None

Respectfully Submitted by 
CASSANDRA H. B. JENNINGS
Assistant City Manager

Recommendation Approved:

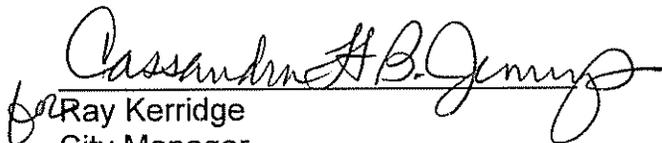

Ray Kerridge
City Manager

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Attachment 1

RESOLUTION NO.

Adopted by the Sacramento City Council

APPROVING THE PILOT PUBLIC SCHOOL MENTORING PROGRAM

BACKGROUND

- A. The establishment of the Pilot Public School Mentoring Program is consistent with the City Council's creation of the Office of Youth Development and supports its purpose to promote policies and partnerships that will make Sacramento a youth-friendly city.
- B. Mentoring programs have been found to be a successful approach in providing positive reinforcement for youth both academically and socially. An increase in attendance, test scores and self-esteem are measured outcomes related to student achievement and decreased violence.
- C. The Pilot Public School Mentoring Program will provide city employees the opportunity to support public school mentoring efforts and acquaint them with the benefits of mentoring for youth in a positive "coach" and role model environment.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. Effective September 25, 2007, the City Manager is authorized to implement the Pilot Public School Mentoring Program.
- Section 2. The Program will allow management to approve release time, up to 40 hours paid leave annually, for city employees who participate in approved youth mentoring programs in public schools operating within the City of Sacramento.
- Section 3. The City Manager is authorized to direct staff to make changes and adjustments in the Pilot Public School Mentoring Program to further the goals of the program and to enhance its effectiveness.

Attachment 2

CITY OF SACRAMENTO

Pilot Public School Mentoring Program Guidelines

1. Scope and Purpose

1.1 Scope: The Pilot Public School Mentoring Program is one way in which the City of Sacramento seeks to generate partnerships and resources to support youth services through the Office of Youth Development. The program involves the establishment of a policy that allows management to approve paid/unpaid release time for city employees who participate in approved youth mentoring programs in public schools operating within the city of Sacramento.

1.2 Purpose: This policy allows and encourages City of Sacramento employees to engage in school-based mentoring activities through approved mentoring agencies and school programs. The Office of Youth Development will work with the Greater Sacramento Mentoring Coalition to identify mentoring programs active within the public school districts in the City and meeting standards of effective practice set by the State of California, Governor's Mentoring Partnership.

1.3 Objectives: This policy supports the Mayor and City Councilmembers' strategic planning focus areas of Public Safety and Sustainability and Livability as identified in the Blueprint for Strategic Budgeting. The policy serves as a key strategy in support of the Office of Youth Development to help our youth succeed academically, keep our youth safe and help them become productive, contributing members of our community. This policy provides City employees the opportunity to support public school mentoring efforts and acquaint them with the benefits of mentoring for youth in a positive "coach" and role model environment.

2. Definition

Mentoring activities include structured, one to one relationships which are focused on the needs of at risk children or youth, organized through a bonafide mentoring organization.

3. Mentoring Release Time

3.1 The Pilot Public School Mentoring Program Leave Policy allows City employees up to forty (40) hours per year of paid mentoring release time. No more than one hour of paid Mentoring Leave time may be utilized in a work week. The approved release time does not count as time worked for the purposes of overtime.

3.2 Approval for Mentoring Release Time is solely at the discretion of City

management. Approval for Mentoring Release Time will be decided by the employee's Department, via the employee's supervisor, department head and/or division head. Approval will be subject to the operational needs of the City, budgetary limits and any limitations posed by law. Requests for Mentoring Release Time must not unduly impact or adversely affect the employee's work, his or her department, or cause an overtime liability. Use of paid Mentoring Release Time will not be granted to an employee for the purpose of mentoring a family member of the employee.

4. Eligible Employees

To be eligible to participate in the Pilot Public School Mentoring Program, employees must:

1. Have permanent, full-time appointment with the City.
2. Have successfully completed the probationary period for their current position.
3. Have committed to mentor youth through an approved mentoring program for a minimum of one year. There may be exceptions to the one-year commitment depending on the parameters of the mentoring program selected.
4. Use their personal time for mentor training, as well as, any support meetings affiliated with the program.
5. Track their mentoring hours through the approved timesheet.
6. Have approval of their department head, division head, and/or immediate supervisor to participate in the Pilot Public School Mentoring Program. All release time requests must be pre-approved and shall be submitted at least thirty (30) days in advance of the anticipated leave.
7. Use all mentoring leave hours within one year of accrual.

5. Leave Approval

Approval for Mentoring Release Time is solely at the discretion of the City. Mentoring leave approvals shall be subject to verification of time spent mentoring from the approved mentoring organization. Other leaves such as vacation, holiday, ATO, which are requested by employee to mentor, are subject to the same approval requirements in existing departmental policies.

6. Procedures

- 6.1 Employee interested in mentoring requests information and a copy of approved mentoring programs from the Office of Youth Development.
- 6.2 Employee reviews requirements of the program and the list of approved mentoring programs.
- 6.3 Employee contacts the mentoring program(s) of interest to ask specific

questions regarding the application, screening, training process, the number of hours required, and the length of commitment.

6.4 The employee selects a mentoring program and begins the orientation and application process, and begins the criminal background check. The employee notifies his/her supervisor in writing of his/her intent to participate in the Pilot Public School Mentoring Program.

6.5 The employee's supervisor, department or division head approves or denies the Mentoring Release Time request.

6.6 After being accepted as a mentor by an approved mentoring program and being matched with a mentee, the employee submits the Mentoring Leave Request Form to the Office of Youth Development.

6.7 After Mentoring Leave Request Form is forwarded to the Office of Youth Development and the employee obtains permission from his or her department to participate in the Pilot Public School Mentoring Program, the employee's name will be added to the official list of City of Sacramento mentors. All employees must have a Mentoring Leave Request Form on file with the Office of Youth Development.

6.8 If the employee plans to extend his/her mentoring service, a new Mentoring Leave Request Form must be completed and submitted to his/her supervisor and forwarded to the Office of Youth Development.

7. Recruitment

The City will encourage employees to participate in the Pilot Public School Mentoring Program and will offer approved agencies the opportunity to provide informational presentations and participate in the city-organized Wellness Expo as well as other outreach opportunities.

8. Supervision

The approved mentoring agency or school program will provide screening (including fingerprinting and background check), interviewing, training and matching with a compatible mentee, as well as supervision of the employee during his or her involvement in the mentoring program. The approved mentoring agency or school program will provide continued support to ensure a successful mentor/mentee experience and may accept or reject, extend or terminate the mentor at their discretion.

9. Reporting

The approved mentoring agencies and school programs will be asked to submit semi-annual reports updating the Office of Youth Development on the status of City of

Sacramento employee mentors, number of hours served and outcomes noted.

10. Program Administration and Evaluation

The Pilot Public School Mentoring Program will be administered by the Office of Youth Development and will continue for one year. At that time a report evaluating the implementation of the program, how it is being experienced, and whether changes are needed to address any problems will be created as well as detailing program outcomes that have been measured by the approved mentoring programs. Based on the program results, the Pilot Public School Mentoring Program may be extended.

Where to Start

To learn more about getting involved in the Pilot Public School Mentoring Program or to request an application, contact:

Office of Youth Development
915 I Street, Fifth Floor
Sacramento, CA 95814

(916) 808-8315
(916) 808-8266 fax



Get involved, make a difference...

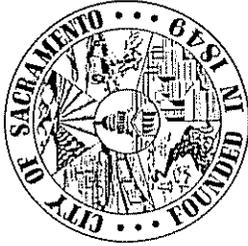
For information on other volunteer opportunities for City employees contact:

Mary Lynn Perry, Volunteer Coordinator
City-wide Volunteer Program

Historic City Hall
915 I Street, Second Floor
Sacramento, CA 95814
(916) 808-8317

mperry@cityofsacramento.org

www.cityofsacramento.org/volunteers



Mayor Heather Fargo

District 1
Raymond L. Tretheway, III

District 2
Sandy Sheedy

District 3
Steve Cohn

District 4
Robert King Fong

District 5
Lauren Hammond

District 6
Kevin McCarty

District 7
Robbie Waters

District 8
Bonnie Pannell

City Manager
Raymond Kerridge

City of Sacramento
Pilot Public School
Mentoring Program

*City employees can make a
difference in our community*

Become a Mentor Today!



Pilot Public School Mentoring Program

The City of Sacramento's Public School Mentoring Program is a pilot program to give city employees the opportunity to become positive role models for children in area public schools.



How the Pilot Program Works

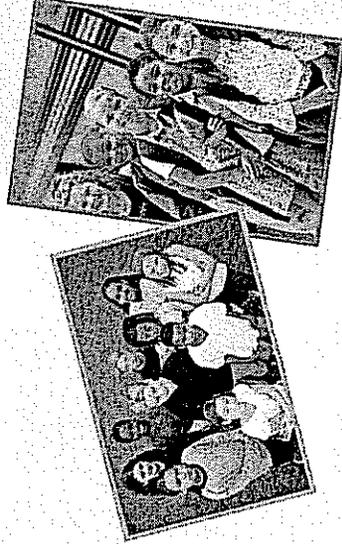
Qualified City employees can apply to participate in a minimum 1-year mentoring relationship. Mentors can receive up to an hour a week or 40 hours a year of paid release time and additional unpaid leave for mentoring. Mentors also commit to using personal time for training. Approval of leave time and participation in the program is at the discretion of supervisors and department directors.

Who Can Apply?

Full-time City employees who have completed the probationary period for their current position can apply to become a mentor.

Benefits and Rewards of Participating in the Pilot Mentoring Program

Mentoring is a rewarding way to make a personal contribution to our community. As a mentor, you will be helping get teens off the street and into positive activities. Mentors help our youth to become productive, contributing members of our community. The goal of the mentoring program is to bring young people together with caring individuals who can offer guidance, support, and encouragement in the context of a structured and trusting relationship.



Where would I Mentor? Participating School Districts

- Del Paso Elementary School District
- Elk Grove Unified School District
- Grant Unified School District
- Natomas Unified School District
- North Sacramento Elementary School District
- Robla Elementary School District
- Sacramento City Unified School District



Steps to Become a Mentor

- Contact Office of Youth Development
- Fill out an application
- Interview
- Background and health screening
- Certification and training
- Matching with a compatible public school student

PILOT PUBLIC SCHOOL MENTORING PROGRAM

“Mentoring is a structured and trusting relationship that brings young people together with caring individuals who offer guidance, support, and encouragement aimed at developing the competence and character of the mentee”



National Mentoring Partnership

PILOT PUBLIC SCHOOL MENTORING PROGRAM

Purpose

To encourage City of Sacramento employees to engage in School-based mentoring activities through approved mentoring agencies and School programs.



PILOT PUBLIC SCHOOL MENTORING PROGRAM

Objectives

- To help youth succeed academically
- To offer guidance & support to youth
- To help & encourage youth to become engaged & productive Citizens
- To support our Schools
- To lead by example



PILOT PUBLIC SCHOOL MENTORING PROGRAM

- Allows City employees up to (40) hours per year
- Focus participation in (7) School Districts operating within City
- Employees will be required to:
 - Commit to mentor youth for one year
 - Agree to background check and health screening
 - Complete certification and training



PROGRAM CHRONOLOGY – Completed

FEBRUARY 2007

- Mayor and Council approve Mayor's Commission on Youth Report and the Sacramento Agenda for Youth

MAY 2007

- Mayor and Council approve Office of Youth Development

JULY 2007

- Mentoring Policy Committee convenes of City Dept.
- Conduct research:
 - State of California, Governor's Mentoring Partnership
 - Other Cities and Counties
 - Greater Sacramento Mentoring Coalition
 - City of Sacramento School-Based Programs

AUGUST 2007

- Pilot Public School Mentoring Program Guidelines completed

PROGRAM CHRONOLOGY – Next Steps

SEPTEMBER 2007

- Review program with City Employee Unions
- Staff presentation to Mayor and Council for approval

OCTOBER 2007

- Program outreach to City Employees
- Office of Youth Development begins recruitment for mentors!

JUNE – AUGUST 2008

- Evaluation
- Report back to Council