

# **CITIZENS' OVERSIGHT COMMITTEE PASADENA UNIFIED SCHOOL DISTRICT**

*Clifton B. Cates III – Chair  
Quincy Hocutt – Vice Chair  
Steven Cole  
Geoffrey Commons  
Glenn DeVeer  
Joelle Morisseau-Phillips  
Willie Ordonez  
Mikala Rahn  
Gretchen Vance  
Diana Verdugo  
Jenifer Wang*



Pasadena, California

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*Patrick Cahalan – Board Liaison*

May 11, 2017

Dr. Brian McDonald  
Superintendent, Pasadena Unified School District  
351 S. Hudson Avenue  
Pasadena, California 91109

Dear Dr. McDonald:

The Citizens' Oversight Committee has directed me to write to you to raise two unresolved problems that are impeding the Committee's ability to perform its statutory oversight functions: (1) the failure of the Facilities Department to provide essential information about the status of Proposition TT-funded projects and (2) the poor quality of administrative support provided by the Facilities Department to the Committee for the last several months. I hope that with your assistance we can resolve these problems so that both the Facilities Department and the Committee can perform their respective duties more easily, efficiently, and pleasantly.

## **1. Request for Information**

Although the Facilities Department produces massive amounts of data pertaining to Proposition TT-funded projects, no one report shows all the basic information that the Committee, the Board of Education, and the public need to know about the status of each project. As part of its oversight function, the Committee has therefore undertaken to generate such a report, one which will be an executive summary of all TT-funded

projects. This report will include for each project the following information in one place, in easily understandable format, and juxtaposed to permit comparison:

- The original amount budgeted
- The current budget as approved by the Board
- When any changes to the budget were approved by the Board
- The amounts expended or committed to date
- Percentage of project completion
- Estimated date of completion
- Estimated remaining cost of completion
- Estimated total cost of construction
- How such estimated total cost compares with the most recently budgeted amount
- Identification of contractors and program managers

A particularly significant feature of the report is that it will permit easy comparisons between what was planned, where a project now stands, and where it is headed. For example, if a project is estimated to be 50% complete but 90% of the budgeted amount has already been spent or committed, further scrutiny is probably warranted. Similarly, if the Board has approved a budget of \$15 million for a project but the total cost is now estimated to be \$20 million, where is the authority for spending the additional \$5 million?

The Committee is not asking the District to generate another report. This is something that the Committee will do itself based on information supplied by the District. Providing that information should entail little effort, because the information is already in the possession of or readily available to the District. But only the District can provide it, particularly the information pertaining to budgeting and percentage of completion.<sup>1</sup>

## 2. Administrative Support of the COC by the District

Section 15280(b) of the Education Code requires the District to “. . . provide the citizens’ oversight committee with any necessary technical assistance and [to] provide administrative assistance in furtherance of its purpose and sufficient resources to publicize the conclusions of the citizens’ oversight committee.” Under section 7.1 of the Committee’s bylaws, such administrative support includes preparation of agendas,

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<sup>1</sup> The Committee realizes that percentage of completion requires an estimate, but estimates are commonplace for construction projects and can be made by the project manager. Any reasonable, consistently applied method chosen by the District will suffice.

minutes, and reports. Section 7.2 of the bylaws provides that “[d]istrict staff shall attend all Committee proceedings in order to report on the status of projects and the expenditure of bond proceeds.”

In the Committee’s opinion, administrative assistance provided by the Facilities Department since February has been unsatisfactory. Most problematic has been the Chief of Facilities’ failure to attend Committee meetings and his substitution of a staff member who, while complaisant and cooperative, does not have the authority to speak on behalf of the Facilities Department or the knowledge to answer many of the Committee’s questions. The attendance of the Chief of Facilities at our meetings is essential. This problem may have been rendered moot given the Chief’s recent announcement that in future he will usually attend the meetings. We on the Committee sincerely hope that he does.

A major aspect of the administrative support that the District is required to provide is preparation of Committee meeting minutes. However, this task does not rest solely on the shoulders of the District. It is a collaborative venture. Last September the Facilities Department and the Committee agreed that a representative of the Department would provide a verbatim transcript and a first draft of the minutes and that the Committee would take it from there. That system worked reasonably well until February, when Facilities ordered a new, inexperienced staff member to perform those functions. Through no fault of his own and despite his best efforts, which were considerable, he could not do so.

The Committee complained about this state of affairs, and the Chief of Facilities has now proposed that the Facilities Department provide a private stenographer to transcribe Committee meetings. While this approach would certainly fulfill the Facilities Department’s obligation, one can reasonably ask whether the \$600 to \$1000 cost per meeting is a wise expenditure of limited funds, particularly since this function was previously performed by a Facilities staff member at no additional cost.

By law the cost of such administrative support by a private stenographer cannot be paid out of Proposition TT funds. The Chief of Facilities has advised me that the cost would be paid out of remaining Proposition Y funds. I have not researched the matter, but I wonder whether the Proposition Y ballot measure had a restriction similar to that contained in the Proposition TT ballot measure. If it did, then Proposition Y funds cannot legally be used to pay for a private stenographer.

### 3. Conclusion

I realize that there is an inherent tension between those who oversee and those who are overseen. I also realize that the Facilities Department has an important job to do. But so does the Committee. We have no choice. It is what the law requires.

In order to foster a more cooperative and productive working relationship between the Facilities Department and the Committee, I am happy to entertain your suggestions and to meet with you in person, preferably sooner rather than later.

Sincerely,

Clifton B. Cates  
Chair, Citizens' Oversight Committee

P.S. The Committee has directed me to send copies of this letter to all members of the Board of Education.

**CITIZENS' OVERSIGHT COMMITTEE**  
**PASADENA UNIFIED SCHOOL DISTRICT**

May 2, 2015

Mr. Nelson Cayabyab  
Chief of Facilities, Pasadena Unified School District  
351 S. Hudson Avenue  
Pasadena, CA 91101

Dear Nelson:

As part of its statutory duty to monitor Proposition TT expenditures, the Citizens' Oversight Committee is attempting to review the April 2017 "Spend-out Plan" proposed by the Facilities Department. Many of the numbers appearing in the Spend-out Plan are significantly different from the February 2017 publicly-promulgated budget. The Citizens' Oversight Committee, the Board of Education, and the public need to know why. At this point, we cannot figure out where many of those numbers came from.

Let us use Norma Coombs as an example. The current remaining total budget is \$4,787,261. The proposed "spend-out" is \$6,900,000. Where is the additional \$1,212,739 to come from, and on what will it be spent? In order to answer those questions, the Citizens' Oversight Committee hereby requests that you provide us with the following information as soon as it is available:

- Needs assessment
- Owner-architect agreement
- Written program for the project
- Architect's written budget at the completion of (i) schematic design, (ii) design development, and (iii) construction documents Board reports requesting the expenditure of Proposition TT funds on the project
- All changes to any of the foregoing documents

As the work progresses, we will need to review additional project information, such as the owner-contractor agreement, the schedule of values as determined by the general contractor, monthly payment requests, and change orders.

Note that we are not asking Facilities to *create* any new documents for the Committee or to provide any other information that it does not already possess or will not acquire in the ordinary course of business. Consequently, fulfilling the Committee's request should not be a burden.

If you have any questions, please direct them to Glenn de Veer, who is the Chair of our Architecture and Construction Subcommittee, and send a copy to Quincy Hocutt and me.

Of course, the foregoing information does not answer the first question: where is the additional \$1.2 million to come from? If you can explain that, we will be most grateful.

Sincerely,

  
Clifton B. Cates  
Chair

# **CITIZENS' OVERSIGHT COMMITTEE PASADENA UNIFIED SCHOOL DISTRICT**

*Clifton B. Cates III – Chair*  
*Quincy Hocutt – Vice Chair*  
*Steven Cole*  
*Glenn DeVeer*  
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*Willie Ordonez*  
*Mikala Rahn*  
*Gretchen Vance*  
*Diana Verdugo*  
*Jenifer Wang*  
*James Vitale*  
*Leslie Cross*  
*Francis Boland*  
*Camille Dudley*  
*Mike Mohit*



Pasadena, California

July 24, 2017

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*Kimberly Kenne – Board Liaison*

Dr. Brian McDonald  
Superintendent, Pasadena Unified School District  
351 South Hudson Avenue  
Pasadena, CA 91109

Re: Requests for information

Dear Dr. McDonald:

The Citizens' Oversight Committee has directed me to write to you to inquire when it will receive important information that the Committee needs in order to do its job, information that it has previously requested on several different occasions. In accordance with your direction of May 15, 2017, I make this inquiry of you, although all of the information sought is within the possession of your Facilities Department.

Information necessary to complete project status report. The Committee has undertaken to generate for the benefit of the Board and the public one simple report which will serve as an executive summary of each TT-funded project, something which does not currently exist. The Committee asked for ten discreet pieces of information, which are listed in my letter of March 23, 2017 to Nelson Cayabyab and repeated in my May 11 letter to you. As of July 19, the District has provided some of the requested information, but we are still missing the following: 85% of percentage of completion of

all TT projects; 88% of the estimated completion dates of all TT projects; current estimated costs of completion of all TT projects; and whether the estimated costs of completion, whether contracted or estimated, have been approved by the Board of Education. Once we know those estimated costs, we will be able to show how those estimated costs compare with the current budgeted amounts.

Information regarding Norma Coombs Elementary School. Despite its best efforts, the Committee has been unable to ascertain the source of many of the numbers on the Spend-out Plan for remaining TT funds first promulgated by the Facilities Department in April, 2017. (There have been at least five iterations of the Spend-out Plan, not all of which the Committee has seen. None has been approved by the Board.) To illustrate the Committee's inability to figure out where the numbers came from, we used Norma Coombs Elementary School as an example. The last published budget for TT-funded improvements to the school was \$4,787,261, but the first version of the Spend-out Plan provided \$6,900,000. The Committee wondered where the additional \$2.1 million is to come from and on what it will be spent. By letter to Nelson Cayabyab dated May 2, 2017, we therefore requested specific information pertaining to that school. To date the following information has not been provided to the Committee: the needs assessment or the architect's written cost estimates, which are required to be provided at the completion of schematic design, design development, and completion of construction documents.

Board Reports requesting the expenditure of Proposition TT Funds. In my letter to you of May 20, 2017, I requested that the District provide to the Committee all Board Reports that do not end with the suffix "F" and that request Proposition TT funding. Principal examples are Board Reports 139-B and 113-B, which request TT funding of certain legal expenses of the District. The District routinely provides the Committee with "F" (for Facilities) Board Reports but not the others. Some of these we have discovered only by chance. However, in order to fulfill its oversight function, the Committee must be able to see *all* Board Reports that request the appropriation of Proposition TT funds.

A related problem is the District's frequent failure to provide Board Reports to the Committee in sufficient time to analyze them before the Committee's regular monthly meetings. For example, the Board Reports to be considered at our July 19 meeting were provided just six hours before the meeting. We realize that some Board Requests reflect information received at the last minute, but this should be the exception, not the rule.

The District has the ability to know what most of its appropriation requests will be well in advance of the time that they are now written.

Detailed bills from the District's law firm showing the reason for legal services paid out of TT funds. There is no need to belabor the serious problems inherent in the Board's approval of Board Report 113-B or the District's payment from TT funds of legal expenses not directly related to TT projects. The only way for the Committee to ascertain whether TT funds have been properly spent is to review the law firm's detailed bills. These I requested in my letter to you of July 16, 2017. I realize that you have been unavailable for the past couple of weeks and have not had sufficient time to answer our request, but I hope that you will make the bills for the fiscal year ended June 30, 2017 available to the Committee at the earliest possible opportunity.

Attendance by the Chief of Facilities at Committee meetings. Our last request, though not for specific information, is directly related to our ability to obtain necessary information on a continuing basis. We need the person most knowledgeable about TT projects to attend our regular monthly meetings. That person is the Chief of Facilities, Nelson Cayabyab. This year he has failed to attend Committee meetings in January, April, June, and July. Instead he sent a staff member who, though he wished to be cooperative, simply did not know the answers to many basic questions about the status of TT projects and their funding. The staff member was finally reduced to answering the Committee's questions with, "I do not know; submit a written request for the information." By letter to you dated May 11, 2017, the Committee specifically requested that Mr. Cayabyab attend our meetings. It is essential that he do so. The Committee knows that Mr. Cayabyab has a long commute. If he does decide to rejoin us, we will schedule his presentation and Board Reports review session early in our program.

The Committee looks forward to your responses, we hope before our next meeting on August 16, 2017. If you cannot or will not provide any of the information requested, we would appreciate an explanation why not.

Sincerely,

/s/ Clifton B. Cates  
Chair, Citizens' Oversight Committee

# **CITIZENS' OVERSIGHT COMMITTEE PASADENA UNIFIED SCHOOL DISTRICT**

*Clifton B. Cates III – Chair*  
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*Diana Verdugo*  
*Jenifer Wang*



Pasadena, California

May 20, 2017

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*Kimberly Kenne – Board Liaison*

Dr. Brian McDonald  
Superintendent, Pasadena Unified School District  
351 S. Hudson Avenue  
Pasadena, California 91109

Dear Dr. McDonald:

As you requested in your email to me of May 15, 2017, on behalf of the Citizens' Oversight Committee I am directing the following questions and requests for information to you.

## **1. New items**

For the current fiscal year ending June 30, 2017, would you please furnish to the Committee copies of all Board Reports that do *not* end with the suffix "-F" and that request Proposition TT funding. The Committee regularly receives from the Facilities Department Board Reports that end in "-F;" we do not need those. What we seek are reports like Board Report No. 114-B, which seeks the expenditure of Proposition TT funds on District legal expenses. So far that is the only such non-F Board Report that the Committee has seen.

We would also like you to furnish the Board Report(s) that requested prior funding for Contract RC690:16:17, the legal services contract between the District and the law firm Atkinson, Andelson, Loya, Ruud & Romo. If any of the appropriation sought was to be paid from Proposition TT funds, the Committee would like to know the amount and the basis on which charges to Proposition TT funds was made.

The total cost of all projects shown on the “Spend-out Plan” released by the Facilities Department last month is approximately \$126 million, which equals the amount of remaining Proposition TT bond proceeds. Those projects include \$2.3 million for the rehabilitation or upgrade of three running tracks. However, not included in the Spend-out Plan are the associated architectural fees. The Spend-out Plan also makes no provision for the roughly \$4 million total cost of the compensation of Facilities Department personnel that is being charged to Proposition TT. Discrepancies like this call into question the validity of the other numbers on the Plan and make it difficult for the Committee to monitor effectively the expenditure of Proposition TT funds.

## 2. Pending Requests for Information or Assistance

The Committee is still awaiting the ten key pieces of information described in my letter of March 23 to the Chief of Facilities and in my letter of May 11 to you. Having *all* of this information is essential in order for the Committee to be able to produce the budget and project status report for the District, the Board, and the public. I think that we may be making some progress on this score, but the progress is glacial, and we still have no firm commitment when all the information requested will be provided—or even that it will be provided.

The Committee is still awaiting a substantive response to its request that the Committee be listed on the main directory of the PUSD’s website (the red task bar at the top) rather than under “About PUSD.” It should be as easy as possible for anyone searching for information about the Committee to find that information. At present the Citizens’ Oversight Committee is one of the many entries under the heading “About PUSD,” which is not an accurate description of who we are and is certainly not an obvious place to search.<sup>1</sup> Surely, adding another heading to the main task bar cannot be a major operation.

Finally, the Committee is still awaiting an answer to the fundamental question about the April Spend-out Plan: how were all these numbers derived? Many differ significantly from the last approved budget.<sup>2</sup> However, the Committee realizes that this critical issue is currently being addressed by the Facilities Committee and will shortly be addressed by the entire Board. The Committee will therefore take and analyze the

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<sup>1</sup> In their letter to me of May 17, three members of the Board of Education acknowledged that issue: “We have requested your requests for changes in the PUSD website but are still looking for the best ways to address those concerns.”

<sup>2</sup> Example: The Spend-out Plan proposes spending approximately \$6.9 million on Norma Coombs. The existing budget provides only \$4.6 million. What explains the difference?

information that emerges from the Board's investigations and will ask for additional information only as necessary to explain any remaining significant discrepancies.

On behalf of the Committee, I thank you in advance for your cooperation.

Sincerely,

/s/ Clifton B. Cates  
Chair, Citizens' Oversight Committee

**BOARD OF EDUCATION  
PASADENA UNIFIED SCHOOL DISTRICT  
PASADENA, CALIFORNIA**

**TOPIC:** APPROVAL TO REQUEST THE BOARD TO APPROVE REJECTING ALL BIDS FOR PUSD BID NO. C01-17/18 SIERRA MADRE MS SOUND WALL CONSTRUCTION

**Recommendation:** The Board of education approves to reject all Bids for the PUSD Bid #C01-17/18 Sierra Madre MS Sound Wall Construction

**District Priority/Strategy:** To ensure a clean, safe, and orderly environment that supports learning

**I. BACKGROUND**

On July 11<sup>th</sup> 2017, legal advertisements were placed in the San Gabriel Valley Newspaper, the Pasadena Journal and the Pasadena Star News for the PUSD Bid #C01-17/18 Sierra Madre Middle School Sound Wall Construction. Five (5) contractors attended the Mandatory Pre-Bid Meeting on July 14<sup>th</sup> 2017. Two (2) addendums were issued. Three (3) bids were received from the Contractors by the deadline on July 26, 2017. The apparent lowest bid was received from Chalmers Construction Services with a bid amount of \$74,500. The next lowest bid was received from SWC Anderson Group Inc. with a bid amount of \$84,020.40. The Third bid was received from 1<sup>st</sup> California Construction with a bid amount of \$148,865.00 Per the Bid advertisement, the District reserves the right to reject any or all bids submitted.

**II. STAFF ANALYSIS**

The allotted budgeted construction amount for this project is \$72,000.00. District staff recommends rejection of all bids received for Bid No. C01-17/18 Sierra Madre Middle School Sound Wall Construction. An initial analysis of the cost discrepancy is that the scope of work provided by the architect exceeded the construction budget.

The Facilities Subcommittee vetted this report on August 24, 2017.

**Attachment:** Notice rejecting all bids

**III. FISCAL IMPACT**

N/A

**Pasadena Unified School District  
Board of Education Agenda: August 24, 2017  
Submitted by: Nelson M. Cayabyab, Chief Facilities Officer**

**Funding code:** N/A

Originator: Nelson M. Cayabyab, Chief Facilities Officer

**BOARD OF EDUCATION  
PASADENA UNIFIED SCHOOL DISTRICT  
PASADENA, CALIFORNIA**

**Topic:** APPROVAL OF THE ADDITIONAL CONSTRUCTION ADMINISTRATION SERVICES PROPOSAL BY LPA, INC. FOR ADDITIONAL SITE VISITS BY THE STRUCTURAL ENGINEER FOR THE WASHINGTON ACCELERATED ELEMENTARY SCHOOL PROJECT

**RECOMMENDATION:** The Board of Education approves the additional construction administration services by the LPA Structural Engineer for the Washington Accelerated Elementary School project in the amount not to exceed \$9,000.00.

**District Priority/Strategy:** To ensure a clean, safe, and orderly environment that supports learning.

**I. BACKGROUND**

LPA, Inc. is currently under contract with District to provide Construction Administration services as the Architect for the Washington Accelerated Elementary School project. Additional construction site visits by the LPA's SEOR (Structural Engineer of Record) are recommended in order to provide additional oversight and analysis of the contractor's work in the field and to expedite resolution and administration of structural RFIs for the project.

**II. STAFF ANALYSIS**

District staff recommends approving the proposal from LPA, Inc. for additional construction administration services to be provided by LPA's structural engineer.

The Facilities Committee vetted this Board Report on August 24, 2017.

**Attachment:** Additional Services Proposal for Washington Accelerated Elementary School from LPA, Inc.

**III. FISCAL IMPACT**

Funds in the amount of \$9,000.00 are available in the Measure TT Account for the Washington Accelerated Elementary School project. This is an added service needed to provide additional oversight and analysis of the contractor's work in the field.

**Pasadena Unified School District  
Board of Education Agenda: August 24, 2017  
Prepared by: Nelson Cayabyab, Chief Facilities Officer**

**Funding Code:** 21.1-95045.0-00000-85000-6210-0750000

Originator: Nelson Cayabyab, Chief Facilities Officer



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e. lpa@lpainc.com

August 24, 2017

5161 California Avenue, Suite 100, Irvine, California 92617

July 17, 2017

Mr. Nelson Cayabyab  
**Chief of Facilities**  
Pasadena Unified School District  
740 Woodbury Road  
Pasadena, CA 91103

**Re: Washington Accelerated Elementary School  
Additional Structural Engineer Site Visits  
LPA Project No. 29045.20**

Dear Nelson:

As a follow up to recent discussions between the District and LPA, please accept this additional services proposal for continuing the increased number of site visits per week for the above referenced project by the structural engineer of record (SEOR).

The continuation of the SEOR's visits has been requested by the District (A. Rane) and their purpose remains focused on expediting the review of and the inspection process for the ongoing steel stud framing deviations that have occurred and continue to occur on Building C. As a reminder, LPA will not be inspecting as-constructed conditions or ongoing stud framing operations but will review and assess those conditions identified by the project's inspection team as not conforming with the approved construction documents. The subject conditions will be documented in either a confirming RFI generated by the contractor or a LPA issued CCD which may require submission to DSA for review and approval.

Please note that the project SEOR has made additional site visits beyond those agreed to in our letter of 5/31/17. Those visits occurred on 6/27/2017 and 7/12/2017 (No visit was made during the July 4<sup>th</sup> week). LPA's proposal is to extend the structural engineer's visits out through August 4, 2017 at the rate of one a week for a total of 4 additional trips.

In accordance with our master agreement dated June 15, 2009, Item No.5 of Exhibit B indicates additional services are also warranted when architectural services are made necessary as a result of major defects in the work caused by the Contractor in the performance of its construction contract.

Our fee proposal is as follows:

- Weekly fee of \$2,250.00 X 4 weeks = \$9,000.00 Total.

As noted above the once weekly visits have commenced. As such, LPA is requesting that the District provide written acceptance of this proposal within 24hrs of receiving it and that it be placed on the next upcoming Board's agenda for formal approval. In advance, thank you. We look forward to the District's subsequent approval of this additional service proposal and issuance of an appropriate District P.O. LPA's billing for these enhanced services will be reflected starting with our July 2017 invoice to be submitted to the District August 2017. Please feel free to contact me with any questions or comments you may have regarding this proposal.

Sincerely,  
LPA, Inc.

Brandon de Arakal, AIA, LEED BD&C  
Associate

cc:  
Anson Rane, PUSD  
Jon Mills, LPA

**BOARD OF EDUCATION  
PASADENA UNIFIED SCHOOL DISTRICT  
PASADENA, CALIFORNIA**

**Topic:** APPROVAL OF THE PJHM ARCHITECTS PROPOSAL FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR BLAIR HIGH SCHOOL ATHLETICS TRACK RE-SURFACING

**RECOMMENDATION:** The Board of Education approves the proposal with PJHM Architects for Architectural and Engineering services for the Blair High School Athletics Track Re-Surfacing project in the amount not to exceed \$82,310.92

**District Priority/Strategy:** To ensure a clean, safe, and orderly environment that supports learning.

**I. BACKGROUND**

The athletic track surfacing at Blair High School is in poor condition and is not a adequate surface for competitive training and events. A new synthetic track surfacing is proposed for the track. PJHM has prepared a proposal for the architectural and engineering fees to design, engineer and provide construction documents for the re-surfacing project.

**II. STAFF ANALYSIS**

District staff recommends approving the proposal prepared by PJHM for the Blair High School Athletics Track Re-Surfacing project for services to include: architectural and engineering design, construction document preparation, bidding phase support and construction administration services. The professional service total proposed fee is \$77,310.92 and with an additional reimbursable allowance of \$5,000.00 the total amount for the scope of services is not to exceed \$82,310.92.

The Facilities Committee vetted this Board Report on August 24, 2017.

**Attachment:** PJHM Proposal for Architectural and Engineering services.

**III. FISCAL IMPACT**

Funds in the amount not to exceed \$82,310.92 (including \$5,000.00 for reimbursables) are available in the MTT Blair High School account.

**Pasadena Unified School District**  
**Board of Education Agenda:** August 24, 2017  
**Prepared by:** Nelson M. Cayabyab, Chief Facilities Officer

**Funding code:** 21.1-95056.0-00000-85000-6210-0800000

Originator: Nelson M. Cayabyab, Chief Facilities Officer

# proposal

DATE: March 8, 2017

TO: Pasadena Unified School District  
Service Center  
740 Woodbury Road  
Pasadena CA 91103

ATTN: Anson Rane

RE: Blair Middle/High School  
Track Replacement  
Professional Service Fee Proposal

Dear Anson,  
PJHM Architects, Inc. is pleased to present this Professional Services Proposal for the Blair Middle/High School Track Replacement Project.

Based on the scope of work listed below, PJHM Architects, Inc. proposes professional service fees in the amount of \$77,310.92 based on the estimated construction cost of \$880,128.46 (see attached) and calculated by the new construction sliding scale (shown below) and based on the following schedule of services. The construction cost (defined below) and professional services fee will be adjusted after each milestone.

The proposed scope of work for design and engineering services are listed in the attached construction cost estimate.

#### New Construction Sliding Scale Architectural Fee Calculation

- 9% of the first \$500,000 of Construction Cost.
- 8 1/2% of the next \$500,000 of Construction Cost.
- 8% of the next \$1,000,000 of Construction Cost.
- 7% of the next \$4,000,000 of Construction Cost.
- 6% of the next \$4,000,000 of Construction Cost.
- 5% of Construction Cost in excess of \$10,000,000.

#### Schedule of Services

Schematic Design Phase	15%
Design Development Phase	15%
Construction Document Phase	45%
Bidding Phase	5%
Construction Services	20%
Total	100%

The cost of the construction is to be defined as the following:

1. The total award from the initial construction contract(s).
2. All costs associated with purchase orders initiated by the Owner, which are specified or designed in the construction documents.
3. Amendments to the contract amount that increase the total construction cost, amount based on the additive item total for each Amendment Item.
4. Change Orders to the contract amount that increase the total construction cost, amount based on the additive item total for each Change Order Item.
5. If additive bid alternates are not selected for construction the Architect will be paid based on the accepted contractors price for the alternate and will be invoiced through

Blair Middle/High School  
Track Replacement

# proposal

bidding services.

6. All general condition costs.

7. The Construction Manager's compensation for services.

Portions of the Project that are deleted or otherwise not constructed, shall be compensated to the extent services are performed in accordance with the schedule of services listed above based on either (1) the lowest bona fide bid or negotiated proposal, or if no such bid or proposal is received, (2) the most recent estimate of construction for such portions of the Project.

Our basic services include the professional services of a Civil Engineer, Structural Engineer, Plumbing Engineer (As Needed), Electrical Engineer (As Needed) and Landscape Architect for the scope listed above.

Our basis services fee do not include the following specialty consultants or services: Food Service Consultant; Topographical Investigations / Reports; Geotechnical Investigations / Reports; Underground Utility Survey; Hazardous Material Investigations/Reports/Consultants; SWPPP Plans; WQMP Plans; etc.

Reimbursable expenses, such as printing, shipping, agency fees, etc., will be invoiced at cost plus 15%. We would like to estimate additional expenses for reimbursable items at \$5,000.

Thank you for considering PJHM Architects, and we look forward to working with you on this project,



FROM: Leo J. Johnson • Architect AIA  
PRESIDENT + PRINCIPAL  
pjhm architects

pjhm.architects

OC 24461 Ridge Route Drive #100 • Laguna Hills CA 92653 P 949-496-6191  
SD 804 Pier View Way #103 • Oceanside CA 92054 P 760-730-5527

# PROJECT + COST TRACKING CHECKLIST

## Blair High School Track Replacement

SF - Square Feet  
LS - Lump Sum  
LF - Linear Feet  
EA - Each

	Assessment Areas	Unit cost	Quantity	Unit	Phase 1
5	Site Wide				
	Mobilization	\$29,500.00	1	ls	\$29,500.00
	Demolition / Clearing	\$59,000.00	1	ls	\$59,000.00
	Grading	\$1.20	45,730	sf	\$54,876.00
	Curb at Track	\$41,300.00	1	ls	\$41,300.00
	Base at Track	\$0.80	45,730	sf	\$36,584.00
	Track Surface	\$6.66	45,730	sf	\$304,561.80
	Trench Drain at Track	\$70,800.00	1	ls	\$70,800.00
	Filtration at Trench Drain - Future Artificial Turf Infrastructure	\$7,500.00	1	ls	\$7,500.00
	Storm Drain	\$45,000.00	1	ls	\$45,000.00
	Sod Replacement / Patch at Track Edge	\$10,000.00	1	ls	\$10,000.00
	Subtotal - Site Wide				\$659,121.80
	Total - Site Wide				Phase 1 <b>\$659,121.80</b>
	Allowance - Unforeseen Underground Utilities				\$10,000.00
	Totals - Construction Cost Estimate				Phase 1 <b>\$669,121.80</b>
	Design Contingency (10%)				\$66,912.18
	General Conditions (10%)				\$73,603.40
	Overhead & Profit (5%)				\$40,481.87
	Bonds & Insurance (2%)				\$17,002.38
	Escalation (3% annually)			Phase 1 (1.5%)	\$13,006.82
	Total Project Cost Estimate (Includes Mark-ups + Escalation)				<b>\$880,128.46</b>

**BOARD OF EDUCATION  
PASADENA UNIFIED SCHOOL DISTRICT  
PASADENA, CALIFORNIA**

**TOPIC: APPROVAL TO REQUEST THE BOARD TO APPROVE REJECTING ALL BIDS FOR PUSD BID NO. 01-17/18 - 'JOHN MUIR HIGH SCHOOL – ACCESS AND SECURITY IMPROVEMENTS AT BUILDING 'D''**

**Recommendation:** The Board of education approves to reject all Bids for PUSD Bid No. 01-17/18 – ‘John Muir High School – Access and Security Improvements at Building ‘D’.’

**District Priority/Strategy:** To ensure a clean, safe, and orderly environment that supports learning

**I. BACKGROUND**

On June 22 and June 29, 2017, legal advertisements were placed in the San Gabriel Valley Newspaper, the Pasadena Journal and the Pasadena Star News for this Bid package. Two (2) contractors attended the Mandatory Pre-Bid Meeting on July 6, 2017. One (1) bid was received from the Contractors by the deadline on July 25, 2017. The apparent lowest bid was received from The Nazarian Group with a bid amount of \$777,123. No other bids were received. Per the Bid advertisement, the District reserves the right to reject any or all bids submitted.

**II. STAFF ANALYSIS**

The allotted budgeted construction amount for this project is \$340,000. District staff recommends rejection of all bids received for Bid No. 01-17/18. An initial analysis of the cost discrepancy is that the project’s limited scope and the summer construction season limited contractor interest in the project. In response, District staff recommend re-bidding the project in Fall of 2017 (after completion of local summer construction projects) when it is anticipated that the project will generate additional interest and multiple competitive bids.

The Facilities Subcommittee vetted this board report on August 24, 2017

**III. FISCAL IMPACT**

N/A

**Pasadena Unified School District  
Board of Education Agenda: August 24, 2017  
Submitted by: Nelson M. Cayabyab, Chief Facilities Officer**

**Funding code:** N/A

Originator: Nelson M. Cayabyab, Chief Facilities Officer

**MUIR HIGH SCHOOL-ACCESS AND SECURITY IMPROVEMENTS**

**OPENING DATE AND TIME: 07/25/17, 2PM**

[illegible]

**BOARD OF EDUCATION  
PASADENA UNIFIED SCHOOL DISTRICT  
PASADENA, CALIFORNIA**

**Topic: APPROVAL OF THE ADOPTION OF RESOLUTION NO. 2413 ACCEPTING  
ADVISORY COMMITTEE RECOMMENDATION AND DECLARING SURPLUS  
PROPERTY**

**RECOMMENDATION:** The Board of Education approves the adoption of a resolution No. 2413 regarding the District's Burbank Property which accepts the Advisory Committee's recommendation, declares surplus property and the District's intent to seek lease the Property as directed by the Board at a future meeting

**District Priority/Strategy:** To put the District's real property to its best use to benefit the District's students and support its educational goals.

**I. BACKGROUND**

In order for the District to assess the use of its real property located at 2046 Allen Ave, Altadena, CA 91001 known as the former Burbank Elementary School site ("the Property"), the District's governing board is required to form an advisory committee pursuant to Education Code section 17388 et seq. The purpose of this committee is to advise the District's governing board in the development of district-wide policies and procedures governing the use or disposition of school buildings or space in school buildings which is not needed for school purposes. The Advisory Committee held public meetings on February 1, 2017, March 15, 2017, March 29, 2017, April 26, 2017, May 10, 2017, May 24, 2017, June 7, 2017, and July 11, 2017 to discuss the possible disposition of the Property and corresponding priority uses. The April 26, 2017 public meeting included a noticed Public Hearing and took place at the District's office, located at 351 South Hudson Avenue, Pasadena, CA 91109. The May 10, 2017 and June 7, 2017 public meetings included noticed Public Hearings and took place at the Property. During these meetings, the Advisory Committee reviewed District-wide demographics, student enrollment projections, school site capacity, and community input.

On July 11, 2017, the Advisory Committee produced a Final Report and Recommendations ("Final Report"). As discussed in the Final Report, the Advisory Committee considered community input regarding the use of the Property and evaluated relevant data regarding the District's current and projected real property needs. The Final Report recommends that the Board declare the Property surplus and pursue a lease of the Property.

As the next step in the process, the Board may formally accept the Final Report, declare the Property surplus, and declare its intention to pursue a lease of the Property pursuant to subsequent Board action.

The Final Report of the District Advisory Committee is available for public inspection at the District's office, located at 351 South Hudson Avenue, Pasadena, CA 91109.

## **II. STAFF ANALYSIS**

District staff recommends adopting resolution No. 2413 accepting the Advisory Committee's recommendation, declaring surplus property, and, at a future Board meeting, declare its intent to lease the Property as directed by the Board.

**Attachments:** Resolution 2413  
7/11 Final Report

## **III. FISCAL IMPACT**

The District may ultimately pursue a lease of the Property which may result in periodic lease payments to be made to the District in exchange for the right to lease the Property. The specific terms of the lease and payment requirements will be determined by District staff and brought to the Board for approval at a later date.

<p><b>Pasadena Unified School District</b> <b>Board of Education Agenda:</b> August 17, 2017 <b>Prepared by:</b> <u>Nelson M. Cayabyab, Chief Facilities Officer</u></p>
--

<p><b>Funding Code:</b> N/A</p>
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Originator: Nelson M. Cayabyab, Chief Facilities Officer

**RESOLUTION OF THE BOARD OF EDUCATION OF THE  
PASADENA UNIFIED SCHOOL DISTRICT ACCEPTING ADVISORY COMMITTEE  
RECOMMENDATION AND DECLARING SURPLUS PROPERTY**

**(BURBANK PROPERTY)**

**Resolution No. 2413**

**WHEREAS**, the Pasadena Unified School District (“District”) is the owner of real property located at 2046 Allen Ave, Altadena, CA 91001 known as the former Burbank Elementary School site and as more particularly described in the legal description attached hereto as Exhibit “A”;

**WHEREAS**, the District has appointed a Surplus Property Advisory Committee pursuant to Education Code section 17388 et seq. to advise the District’s governing board in the development of district-wide policies and procedures governing the use or disposition of school buildings or space in school buildings which is not needed for school purposes, specifically the Property;

**WHEREAS**, said Advisory Committee held meetings on February 1, 2017; March 15, 2017; March 29, 2017; May 24, 2017; and July 11, 2017 and held public hearings on April 26, 2017; May 10, 2017; and June 7, 2017 which meetings and hearings were publicly noticed;

**WHEREAS**, On July 11, 2017, the Advisory Committee prepared the Final Report and Recommendation (“Final Report”), attached hereto as Exhibit “B,” which recommends to the Board that the Property be declared surplus and leased in its current state;

**WHEREAS**, the Board desires to accept the Advisory Committee’s recommendations regarding the lease of the Property;

**NOW, THEREFORE, BE IT RESOLVED:**

The Board of Trustee of Pasadena Unified School District hereby declares

**Section 1.** That the above recitals are true.

**Section 2.** That the Board hereby accepts of the Advisory Committee’s Final Report and Recommendation to the Governing Board with respect to the Property.

**Section 3.** That the Board hereby declares the Property surplus, and hereby declares the Board’s intention to offer the Property for lease.

**Section 4.** That the Board may take other action to authorize the lease of the Property in the future by way of separate Board action.

**Section 5.** That this Resolution shall take effect upon adoption.

**PASSED, APPROVED, ADOPTED,** this 17<sup>th</sup> day of August 2017, at the special board meeting of the Pasadena Unified School District Board of Education, Los Angeles County, California.

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Roy Boulghourjian, President

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Lawrence Torres, Vice President

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Patrick Cahalan, Clerk

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Michelle Richardson Bailey, Member

---

Kimberly Kenne, Member

---

Elizabeth Pomeroy, Member

---

Scott Phelps, Member

**EXHIBIT A**  
**[INSERT DESCRIPTION OF BURBANK PROPERTY]**

**EXHIBIT B**  
**[INSERT FINAL REPORT]**

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**PASADENA UNIFIED SCHOOL DISTRICT**  
**SURPLUS PROPERTY “7-11” ADVISORY COMMITTEE**  
**(Burbank Property)**

**FINAL REPORT AND RECOMMENDATION**

July 11, 2017

Submitted by: Francis B. Boland  
William Creim  
Blair L. Miller, Co-chair  
Mark C. Nicoletti, Chair  
Kathleen M. Sanchez  
George L. Tan  
Lewis R. Watson

District Liaison: Jessica Frazier, Construction Specialist

Legal Counsel: Constance Schwindt, Esq., Atkinson, Andelson, Loya, Ruud & Romo  
Stephen McLoughlin, Esq., Atkinson, Andelson, Loya, Ruud & Romo

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**Background & Process**

**Introduction and Process**

Pursuant to Education Code Section 17388, et seq. (the “**Code**”), before excess real property is sold or leased, the governing board of a school district must appoint a district advisory committee (“**Advisory Committee**”) to advise the governing board (“**Governing Board**”) on the disposition of such property. The Code requires that the Advisory Committee be composed of not less than seven (7) nor more than eleven (11) members and must be representative of specific groups within the community. The Advisory Committee must consist of not less than seven (7) and not more than eleven (11) members, and must be represented by each of the following: (a) the ethnic, age group, and socioeconomic composition of the District; (b) the business community, such as store owners, managers, or supervisors; (c) landowners or renters, with preference to be given to representatives of neighborhood associations; (d) teachers; (e) administrators; (f) parents of students; and (g) persons with expertise in environmental impact, legal contracts, building codes, and land use planning, including, but not limited to knowledge of the zoning and other land use restriction of the cities or cities and counties in which surplus space and real property is located. The Advisory Committee's task is to review data to determine the amount of surplus space or real property available, establish a priority list for its use, provide community input on acceptable uses, and forward its recommendations to the Governing Board.

In 2016, the Governing Board of the Pasadena Unified School District (“**District**”) took action and approved the appointment of an Advisory Committee. Based upon Governing Board’s authorization, the District appointed the following individuals to the Advisory Committee:

---

- |    |                           |   |
|----|---------------------------|---|
| 1. | Francis B. Boland         | Landowner/renter - Category (c)                               |
| 2. | William Creim             | Attorney - Category (g)                                       |
| 3. | Blair L. Miller, Co-chair | City of Los Angeles Budget Office - Category (g)              |
| 4. | Mark C. Nicoletti, Chair  | Business Owner/Attorney/Landowner - Categories (b), (c) & (g) |
| 5. | Kathleen M. Sanchez       | Administrator - Category (e)                                  |
| 6. | George L. Tan             | Teacher - Category (d)  |
| 7. | Lewis R. Watson           | Parent /Teacher - Categories (d) & (f)                        |

Therefore the committee consists of eight (8) individuals meeting all the required categories of representation.

Between February 1, 2017 and July 11, 2017, the Advisory Committee held eight (8) public meetings, including three (3) public hearings, for the purpose of determining whether the Property (as defined below) should be declared “surplus,” and, if so, to establish a priority list of uses of the Property that would be acceptable to the community.

### **Property Reviewed and Background Information**

The Governing Board appointed the Advisory Committee for the purpose of review the following District owned property (the “**Property**”):

Approximately 4.25 acres of land located at 2046 Allen Avenue, Altadena, California 91001, improved by a building (the “**Building**”) consisting of approximately 40,113 square feet of space, and commonly known as the former Burbank Elementary School. The Property is depiction on **Exhibit A**, which is attached hereto.

The Property, which had been used as an elementary school until closed following the completion of the 2010-2011 school year, is presently being utilized for the following purposes:

- (1) general office space for the administrators of a Special Education and Early Childhood Program run by the District which provides services for students who attend other schools in the District as discussed below,
- (2) general office space for the administrators of a mental health program run by the District for students who attend other schools in the District, and
- (3) a private school campus operated by Stratford School, Inc. (“**Stratford**”), pursuant to short term license agreement with the District (the “**Stratford License**”).

With respect to the foregoing, it should be noted that:

- (A) Students in the special education program described in (1) above only visit the Property periodically to receive certain limited services from 32 staff members located at the Property. On average, approximately 120 students enter the Property to receive special education services per week. These students attend other schools throughout the District. Additionally, if the Property is declared to be surplus, and subsequently disposed of, such special education program could be relocated to other District sites, including Franklin Elementary School, 527 W Ventura Street Altadena, California, 91001 and Hodges Children Center, 136 W. Peoria Street Pasadena, California, 91103 or another suitable location. If the special education program is transferred, the District will develop a process by which all equipment necessary to run the special education program is transferred to the new site and all steps necessary to install such equipment, including retrofitting where necessary, are taken and completed before the

special education program begins. The District will also comply with the Education Code and ensure the special education program is not interrupted as a result of the move.

- (B) Early Education Center will be relocated to other District sites, including Franklin Elementary School, 527 W Ventura Street Altadena, California, 91001 and Hodges Children Center, 136 W. Peoria Street Pasadena, California, 91103 or another suitable location. The Center will not be moved until construction is complete on the identified site to accommodate the Center.
- (C) The Property will no longer be utilized by the mental health program described in (2) above when the grant that supports such mental health program expires in 2018.
- (D) Stratford has expressed an interest in entering into a long-term lease with the District for the continued use of the Property as a private school campus.

Before the Property, or any portion thereof, can be disposed of, the Governing Board must first decide whether the Property, or any portion thereof, is surplus property. In connection therewith, the Governing Board has appointed the Advisory Committee to seek the input of the community and make recommendations to the Governing Board based on such input.

## Public Meetings

The Advisory Committee held public meetings on, February 1, 2017, March 15, 2017, March 29, 2017, April 26, 2017, May 10, 2017, May 24, 2017, June 7, 2017, and July 11, 2017 to discuss whether the Property should be declared to be surplus property and, if so, to establish a priority list of uses of the Property that would be acceptable to the community. The public meetings held on April 26, 2017, May 10, 2017, and June 7, 2017 were properly noticed public hearings, which took place at the Property, in the auditorium.

During the public meetings, the Advisory Committee reviewed current and projected District wide enrollment and capacity, discussed and received extensive community input on potential uses for the Property. The Advisory Committee also discussed additional background information, including the current use of the Property by Stratford pursuant to the Stratford License. Additionally, during the public hearings, certain members of the general public expressed concern about potential use of the Property as a private or charter school because they were opposed to the privatization of public resources, they would like the Property to remain available for public uses, and they were concerned about the future needs of the District. Other members of the general public supported the continued use of the Property as a private school by Stratford or another responsible long-term educator, or the sale of the Property by the District to provide funds for other purposes. In general neighbors have an overall positive sense of the current use of the Burbank Property. The Committee did not hear complaints about traffic or parking issues created by the Burbank Property and its current use. The Committee notes that concerns may develop if additional students or District staff use the Burbank Property.

Several other ideas proposed at the public hearings were:

- 1) Opening a new public elementary school with a special focus that would attract students who live in the District but who presently attend a private school, including a Science Technology Engineering and Math (“STEM”) program, a Dual Language Immersion program, or a combination of both or some other innovative program.
- 2) Using the Property for the housing of teachers.

- 3) Using all or a portion of the Property as a public park (and/or ensuring that community retain access to the playground for neighborhood children.

Additionally, the Advisory Committee had the following concerns:

- (A) That the Governing Board, in making its final determination, would consider what is in the best interests of the community and students of the District.
- (B) That the Governing Board, in making its final determination, would consider uses that allow for professional development of the District's staff and/or teachers.
- (C) That the Governing Board, in making its final determination, would explore more creative ideas regarding the use the Property, including the ideas proposed by the general public at the public hearings.
- (D) That the Governing Board, in making its final determination, would consider the impact of any future uses on the surrounding area.
- (E) That the Governing Board take special care to ensure the services provided to any special education student are not interrupted if the special education program is moved from the Burbank Property.

The Priority Use List that was circulated prior to the public hearings on April 26, 2017, May 10, 2017, and June 7, 2017 is attached hereto as **Exhibit B**. A summary of the meetings and the items discussed, testimony, and information reviewed by the Advisory Committee, including a copy of the PowerPoint presentation that was presented at each public hearing is attached hereto as **Exhibit C**.

## Consideration and Impacts

The Advisory Committee considered, and was influenced by, the following:

1. comments from the community;
2. statistics regarding the District enrollment history and forecast; and
3. personal experience.

The Advisory Committee also discussed the option of seeking a waiver from the State Board of Education ("SBE"), which would allow for direct negotiations with interested entities for the lease or sale of the Property instead of requiring a public auction. The Advisory Committee considered the waiver and made the following Recommendation:

The Committee felt that seeking a waiver was acceptable and that direct negotiations could be beneficial rather than holding a public auction.

## Final Determination & Recommendation

After careful consideration and deliberation, the Advisory Committee determined that the Property should be declared surplus property. Accordingly, the Advisory Committee recommends to the Governing Board that the Property should be disposed of in accordance with the Priority Use List adopted by the Advisory Committed.

- 1) Lease the Burbank Property pursuant to state law.
- 2) Status Quo: take no action and maintain current use of the Burbank Property.

## EXHIBIT A

[Depiction of Property]

EXHIBIT A

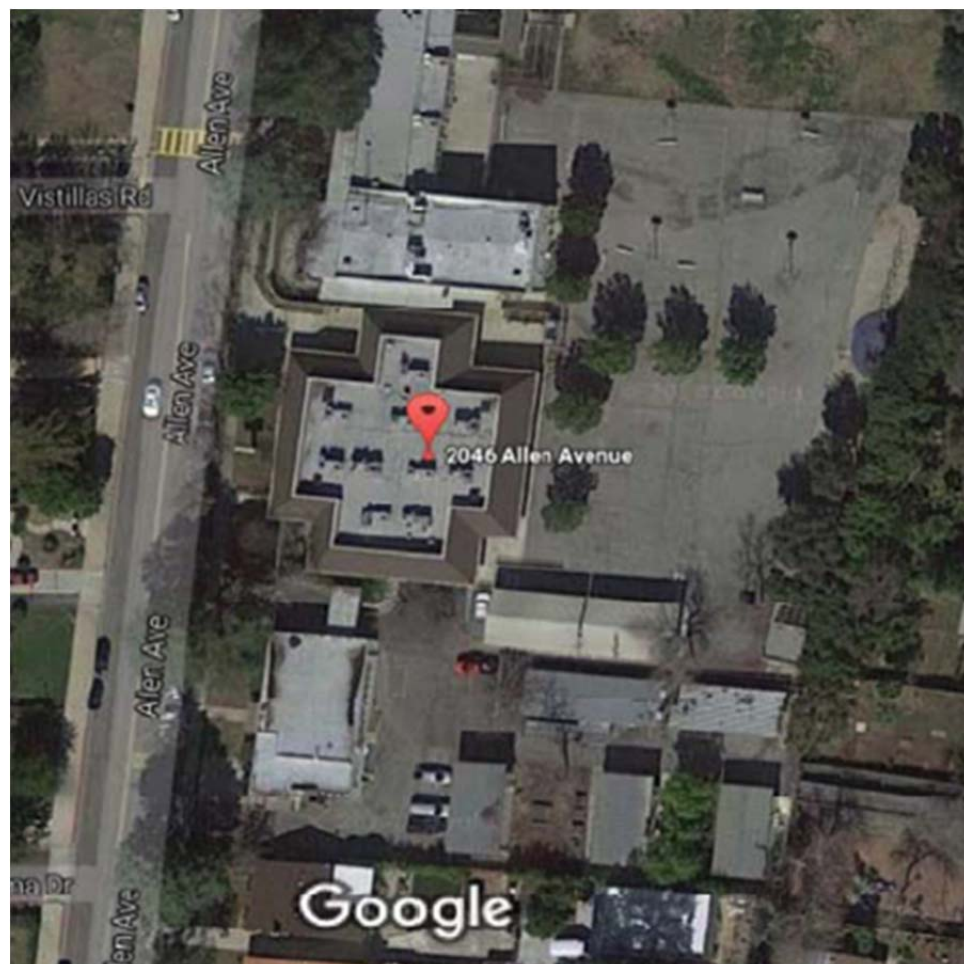
Legal Description of Burbank Property

All that certain real property situated in the County of Los Angeles, State of California, described as follows:

TRACT # 2123 LOT ON E LINE OF ALLEN AVE COM S THEREON 87 FT FROM NW COR OF LOT 93 TH S ON SD E LINE 640 FT TH S 84°09'30" E 257.72 FT TH N 83°3'47" E 90.10 FT TH N 135°3'23" E 537.99 FT TH LOT 97

Assessor's Parcel Number: 5854-020-900

[illegible]



## EXHIBIT B

[Copies of the notices of Public Hearings with Priority Use Lists]

**Press Release**  
**FOR IMMEDIATE RELEASE**  
April 4, 2017

**Contact:** Jessica Frazier  
(626) 396-5850 ext 89184  
frazier.jessica@pusd.us

**NOTICE OF ESTABLISHMENT OF A PRIORITY LIST  
OF USE OF SURPLUS REAL PROPERTY THAT WILL BE ACCEPTABLE TO  
THE COMMUNITY AND NOTICE OF PUBLIC HEARING BY THE SURPLUS  
PROPERTY ADVISORY COMMITTEE FOR THE PASADENA UNIFIED  
SCHOOL DISTRICT**

Pursuant to the provisions of Education Code Section 17390(b), the Surplus Property Advisory Committee of the Pasadena Unified School District ("Committee") has prepared a priority list of use of surplus real property that will be acceptable to the community for the following property:

**Burbank Property:**

Real property located at 2046 Allen Ave, Altadena, CA 91001 known as the former Burbank Elementary School site.

The priorities of uses for the Burbank Property are as follows:

- 1) Lease of the Burbank Property pursuant to California law.
- 2) Status Quo: Take no action and maintain the current use of the Burbank Property.
- 3) Sale of the Burbank Property pursuant to California law.
- 4) Exchange of the Burbank Property pursuant to California law.

The Committee will hold a Public Hearing for the Burbank Property for the purposes of discussion of the priority use list set forth above. Said Public Hearing will be held on Friday April 21, 2017 at 9:00 am at **2046 N Allen Ave Pasadena CA, 91101 in Multipurpose** and Wednesday April 26, 2017 at 7:00 pm at Pasadena Unified School District, located at **351 S. Hudson Ave Pasadena CA, 91109 in Room 229.**

Persons desiring additional information should contact Jessica Frazier, the District's Construction Specialist at the contact information above.

For Immediate Release:  
May 8, 2017

Media Contact:  
Hilda Ramirez Horvath  
626.396.3606

### **7-11 ADVISORY COMMITTEE INVITES PUBLIC TO MEETINGS AND MAY 10 PUBLIC HEARING ON BURBANK SURPLUS PROPERTY**

Pasadena, CA -- The 7-11 Surplus Property Advisory Committee, convened to advise the Pasadena Unified School District (PUSD) on the disposition of the former Burbank Elementary School property located at 2046 Allen Ave., Altadena, invites residents and families to a public hearing on May 10, 2017.

The Committee is holding a public hearing to discuss the committee-established priority list for the use of the property located at 2046 Allen Ave., Altadena. The public hearing will be held on Wednesday, May 10, 2017, at 6 p.m. in the multipurpose room of the former Burbank Elementary School located at 2046 N. Allen Ave., Altadena. Information, meeting dates, and meeting agendas are posted [here](#).

State law requires that prior to the sale, lease, or rental of more than 30 days of any excess real property, a governing board of a school district must appoint an Advisory Committee to advise in the development of District-wide policies and procedures about the use or disposition of school buildings or space in school buildings that is not needed for school purposes. PUSD's 7-11 Committee, which was established in early February 2017, will deliver a final report of its findings to the District's Board of Education. The Board will then decide what to do with the property.

As part of its property assessment process, the Committee meets several times in public sessions to determine whether the district should declare the former Burbank Elementary School site as surplus. Burbank Elementary School was closed in 2012 as a result of declining student enrollment. The site is currently used to house some of the district's Early Education programs, Mental Health Services program, and a private school.

The 7-11 Committee has established a list of priorities for use of the Burbank property and invites the public to attend the public hearing on May 10 at 6:00 p.m. to discuss and share its views.

The priorities for uses of the Burbank property are:

- Lease the Burbank property pursuant to state law
- Status Quo: take no action and maintain current use of the Burbank property
- Sell the Burbank property pursuant to state law

- Exchange the Burbank property pursuant to state law

For additional information, contact PUSD Construction Specialist Jessica Frazier, at [frazier.jessica@pusd.us](mailto:frazier.jessica@pusd.us) or 626.396.5850 ext. 89184

Stay connected to the Pasadena Unified School District! Download the Pasadena USD mobile app at [gopusd.com/app](http://gopusd.com/app). Visit us online at [pusd.us](http://pusd.us); follow us on Twitter [@PasadenaUnified](https://twitter.com/PasadenaUnified); like us on Facebook at [facebook.com/PasadenaUnifiedSchoolDistrict](https://facebook.com/PasadenaUnifiedSchoolDistrict); text PUSD to 888777; subscribe to PUSD Today! at [gopusd.com/today](http://gopusd.com/today); subscribe to our YouTube channel at [www.youtube.com/klrnpasadena](http://www.youtube.com/klrnpasadena). Or call the Communications Office, 8 a.m. to 5 p.m., Monday through Friday at (626) 396-3606.

*Our Children. Learning Today. Leading Tomorrow.*

###



## PASADENA UNIFIED SCHOOL DISTRICT

### **7-11 ADVISORY COMMITTEE INVITES PUBLIC TO JUNE 7 PUBLIC HEARING ON BURBANK SURPLUS PROPERTY**

Pasadena, CA -- The 7-11 Surplus Property Advisory Committee, convened to advise the Pasadena Unified School District (PUSD) on the disposition of the former Burbank Elementary School property located at 2046 Allen Ave., Altadena, invites residents and families to a public hearing on June 7, 2017.

The Committee is holding the public hearing to discuss with the community the committee's draft final report on its recommendation on the use of the property located at 2046 Allen Ave., Altadena. The public hearing will be held on Wednesday, June 7, 2017, at 6 p.m. in the multipurpose room of the former Burbank Elementary School located at 2046 N. Allen Ave., Altadena. Information, meeting dates, and meeting agendas are posted [here](#).

State law requires that prior to the sale, lease, or rental of more than 30 days of any excess real property, a governing board of a school district must appoint an Advisory Committee to advise in the development of District-wide policies and procedures about the use or disposition of school buildings or space in school buildings that is not needed for school purposes. PUSD's 7-11 Committee, which was established in early February 2017, will deliver a final report of its findings to the District's Board of Education. The Board will then decide what to do with the property.

As part of its property assessment process, the Committee meets several times in public sessions to determine whether the district should declare the former Burbank Elementary School site as surplus. Burbank Elementary School was closed in 2012 as a result of declining student enrollment. The site is currently used to house some of the district's Early Education programs, Mental Health Services program, and a private school.

The 7-11 Committee has a list of priorities for use of the Burbank property and invites the public to attend the public hearing on June 7 at 6:00 p.m. to discuss and share its views.

The priorities for uses of the Burbank property are:

- Lease the Burbank property pursuant to state law
- Status Quo: take no action and maintain current use of the Burbank property

For additional information, contact PUSD Construction Specialist Jessica Frazier, at [frazier.jessica@pusd.us](mailto:frazier.jessica@pusd.us) or 626.396.5850 ext. 89184

## EXHIBIT C

[Meeting Minutes for Each Meeting]

Pasadena Unified School District  
Surplus Property "7-11" Committee Meeting Burbank Property  
Meeting minutes of February 1, 2017

**Location of meeting:** Pasadena Unified School District main offices at 351 S. Hudson Ave. in the Room #229

**Date & Time of meeting:** February 1, 2017 at 7:00 p.m.

**Present:** Mark C. Nicoletti, George L. Tan, Blair L. Miller, Lewis R. Watson, and Kathleen M. Sanchez

**Absent:** Francis B. Boland, Helena A. Ayala, and Robert L. Martinez.

**PUSD Staff:** Jessica Frazier, Construction Specialist; and Nelson M. Cayabyab, Chief Facilities Officer.

**Atkinson, Andelson, Loya, Ruud & Romo (AALRR) Law Firm:** Constance J. Schwindt, Attorney and Stephen M. McLoughlin, Attorney.

1. PRELIMINARY

a. Call to Order the meeting was called to order at 7:06 p.m.

b. Roll Call – the quorum was establishment the following members were present/absent.

1. Francis B Boland	<u>Absent</u>
2. Mark C. Nicoletti	<u>Present</u>
3. George L Tan	<u>Present</u>
4. Blair L. Miller	<u>Present</u>
5. Helena A. Ayala	<u>Absent</u>
6. Lewis R. Watson	<u>Present</u>
7. Robert L. Martinez	<u>Absent</u>
8. Kathleen M. Sanchez	<u>Present</u>

2. PLEDGE OF ALLEGIANCE- was recited.

3. INTRODUCTIONS

- 7-11 Committee Members were introduced and they identified which category they were filling. District Staff and AALRR attorneys introduced themselves.

4. SELECTION OF CHAIR AND CO-CHAIR / ACTION

- Mr. Mark Nicoletti volunteered to be Chair motion passed vote 5 to 0.
- Mrs. Blair Miller volunteered to be Co-Chair motion passed 5 to 0.

5. COMMENTS FROM THE FLOOR

- There were no comments from the public.

6. OVERVIEW OF SURPLUS PROPERTY COMMITTEE PURPOSE AND DUTIES

a. Reference Tab 1 - Summary of Surplus Property Advisory Committee Duties

- Ms. Schwindt explained to the committee what their duties of serving on the 7/11 committee.

Pasadena Unified School District  
Surplus Property "7-11" Committee Meeting Burbank Property  
Meeting minutes of February 1, 2017

- b. Reference Tab 2 - Open Public Meeting Requirements Under The Brown Act and California Education Code
  - Committee members were informed that the 7/11 committee are subject to the Brown Act meeting requirements.
- c. Reference Tab 3 - Conflict of Interest Law
  - This form was provided to the committee in their packets they will have to fill it out and return to Ms. Frazier at the next month's meeting.
  - The following questions were raised regarding the Form 700 below. District Staff will respond to them at the next meeting.
    - 1) Do they need to fill out the 700 Form again if they have already filled it out for the District because they are a District employee?
    - 2) I already filled out the 700 form for another entity do I have to fill it out again for this committee?
  - A member requested if the District staff can email the members details on how to fill out the 700 form for next month's meeting and specify what disclosures are the committee members required to make?
- d. Reference Tab 4 - Summary of Surplus Property Procedures
  - Handouts on information on the process of declaring a property surplus was provided to the committee members.

7. OVERVIEW OF PROPERTY

- a. Reference Tab 5 – Burbank Property / Reference Documents
  - Handouts on the School Burbank property were provided they included background information, enrollment status, prior enrollment and location were provided to the Committee members. Staff added that more detailed information will be forthcoming on what the classrooms comprised of is, and who is using the property now and what the plan is to relocate the occupants of the existing Burbank school to another school site.
  - A committee member asked if the enrollment for 2010-2011 has changed. Or was this the same number used by the District last year? Staff responded that the District used this same number.
  - A member asked if they are just looking at Burbank's enrollment projections or will they look at the District wide enrollment. Staff responded that more information will be provided to the committee on the mental health programs housed at the Burbank Site.
  - For informational purposes staff informed the committee that currently there is a Special Ed program that is currently housed at Burbank they are occupying just one wing of the building and mental health programs also has a portable trailer on site, and a section of the campus is also being licensed for a short duration by a private school.

8. REVIEW ENROLLMENT PROJECTIONS

Pasadena Unified School District  
Surplus Property "7-11" Committee Meeting Burbank Property  
Meeting minutes of February 1, 2017

- The Chair informed the committee that the enrollment projections were discussed in the previous item #7

9. DEVELOPMENT OF PRIORITY USE LIST / ACTION

a. Burbank Property:

Motion was made by: Mr. Nicoletti to move this item to next month's meeting.  
Seconded by Ms. Miller Vote 5 to 0

- Agenda item #9 was tabled for next month's meeting in March.

10. DISCUSSION OF PROPOSED NEXT COMMITTEE MEETING AND TIMELINE / ACTION

a. Mr. Nicoletti motioned to schedule the upcoming meeting on March 1, 2017 at the same time. Seconded by Ms. Miller. Vote 5 to 0.

11. COMMENTS FROM COMMITTEE MEMBERS

- No comments were made.

12. ADJOURNMENT

- The meeting was adjourned at 7:37 p.m.

PASADENA UNIFIED SCHOOL DISTRICT  
Surplus Property "7-11" Committee Meeting / Burbank Property  
Meeting minutes of Meeting No. 2 on March 15, 2017 at 7:00 p.m.

Location of meeting: Burbank Complex, 2046 Allen Avenue Altadena, CA. 91001 in the Auditorium.

PUSD Staff present: Jessica Frazier, Construction Specialist.

Atkinson, Andelson, Loya, Ruud & Romo (AALRR) Law Firm: Constance J. Schwindt, Attorney and Stephen M. McLoughlin, Attorney.

1. PRELIMINARY

a. Call to Order the meeting was called to order at 7:05 p.m.

b. Roll Call- the quorum was established the following members were present/absent.

- |   |   |
|---|---|
| 1. Francis B. Boland  | <u>Absent</u>   |
| 2. Mark C. Nicoletti  | <u>Absent</u>   |
| 3. George L. Tan  | <u>Present</u>  |
| 4. Blair L. Miller  | <u>Present</u>  |
| 5. Helena A. Ayala  | <u>Removed</u> - Ms. Frazier advised the committee that Ms. Ayala is no longer member of the 7-11 committee she will be removed from the next meeting agenda. |
| 6. Lewis R. Watson  | <u>Present</u>  |
| 7. Robert L. Martinez   | <u>Present</u>  |
| 8. Kathleen M. Sanchez  | <u>Present</u>  |
| 9. Ms. Frazier introduced the committee to a new member Mr. William Creim he was present. |   |

2. PLEDGE OF ALLEGIANCE- was recited.

3. INTRODUCTIONS

- a. 7-11 Committee Members, District Staff and Consultants, if any
- Legal counsel Constance & Stephen and PUSD staff Ms. Frazier introduced themselves.

4. COMMENTS FROM THE FLOOR

- There were no comments on non-agendized items.

5. APPROVAL OF MINUTES OF FEBRUARY 1, 2017 MEETING

a. Motion By George Tan Seconded by Lewis R. Watson  
Vote 6 to 0

- Minutes were approved as submitted.

## 6. REVIEW OF BURBANK PROPERTY INFORMATION AND DISTRICT ENROLLMENT

### a. Committee discussion

- Ms. Frazier provided the committee with a spread sheet showing the district wide enrollment count for School Years: 2014-15 2015-16, 2016-17.
- Ms. Frazier also provided the committee with the approved board reports from November 16 2010 and June 20 2011.
- Below are questions that the members asked: Where would the District move the Pre K Special Education program if the Burbank Property is declared surplus? What are the home school for these students? Can the District provide a breakdown of the specific programs at Burbank attended by students and if they attend part time or full time? What is current enrollment for Stratford school? If the District's Dual Language Immersion Programs increase will there be enough room available at another site for this?
- Staff will provide responses at the next meeting.

## 7. DEVELOPMENT OF PRIORITY USE LIST / ACTION

- Ms. Schwindt passed a sample priority use list to the committee so that they can get an idea of what it looks like. She informed the committee of the statute requirements of the public hearings.

### a. Approval of Priority Use List

Motion By \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote \_\_\_\_\_

- Public Comment: Monica was concerned about how the notice for this meeting how was it published? She is also concerned about the growing number of Charter schools in the Pasadena area and about privatization of a community resource.
- Ms. Miller noted that the committee has to have their questions answered prior to developing a priority use list.

## 8. ESTABLISH DATE / TIME FOR FIRST PUBLIC HEARING ON BURBANK PROPERTY

- Ms. Miller made a motion to in addition to the legal requirements of noticing for the public hearing to do a press release to local standard media newspaper and to post the notice at the Burbank site. All in favor. Vote: 6 to 0.
- The committee will decide via email communication on the dates for the two public hearings. They will have one in the morning and one in the afternoon on any of these dates 4/19, 4/16 or 4/28. The location of the public hearings will be determined once the dates are confirmed but it was decided that one public hearing be held at the Burbank property in the morning and one public hearing in the afternoon at the District offices.

9. DEVELOPMENT OF DRAFT REPORT

- The consensus of the committee was that they establish the subcommittee at the second public hearing.

10. DISCUSSION OF TIMELINE AND NEXT COMMITTEE MEETING / ACTION

- Ms. Miller motioned to schedule the upcoming meeting on March 29, 2017 at the same time at the District offices located at 351 S. Hudson Ave. in room 229. Vote: 6 to 0

11. COMMENTS FROM COMMITTEE MEMBERS

- There were no additional comments from the committee members.

12. ADJOURNMENT

- The meeting was adjourned at 8:10 p.m.

PASADENA UNIFIED SCHOOL DISTRICT  
Surplus Property "7-11" Committee Meeting / Burbank Property  
*Meeting Minutes of the March 29, 2017 Meeting No. 3*

Location of Meeting: 351 S. Hudson Ave Room #229 Pasadena CA, 91109

Date and time of meeting: March 29, 2017 at 7:00 P.M.

Members Present: Francis B. Boland, Mark C. Nicoletti, George L. Tan, Blair L. Miller, Lewis R. Watson, William Creim, Robert L. Martinez and Kathleen M. Sanchez.

Kathleen M. Sanchez

PUSD Staff: Jessica Frazier, Construction Specialist.

Atkinson, Andelson, Loya, Ruud & Romo (AALRR) Law Firm: Constance J. Schwindt, Attorney and Stephen M. McLoughlin, Attorney.

1. PRELIMINARY

- a. Call to Order- The meeting was called to order at 7:00 a.m.
- b. Roll Call- the quorum was established with the following members present.

1. Francis B. Boland	<u>Present</u>
2. Mark C. Nicoletti	<u>Present</u>
3. George L. Tan	<u>Present</u>
4. Blair L. Miller	<u>Present</u>
5. William Creim	<u>Present</u>
6. Lewis R. Watson	<u>Present</u>
7. Robert L. Martinez	<u>Present</u>
8. Kathleen M. Sanchez	<u>Present</u>

2. PLEDGE OF ALLEGIANCE- was recited.

3. INTRODUCTIONS

- 7-11 Committee Members were introduced and they identified which category they were filling. , District Staff and AALRR attorneys introduced themselves

4. COMMENTS FROM THE FLOOR

- Jen Lee, Altadena Town Council shared her concerns regarding the Burbank Property.

5. APPROVAL OF MINUTES OF MARCH 1, 2017 MEETING

- Minutes were approved as submitted. Motion made by Mr. Watson Seconded by Ms. Miller Vote 8 to 0

6. DISCUSSION OF BURBANK PROPERTY

a. Committee discussion- The committee reviewed the memorandum regarding the responses to questions from the March 15, 2017 meeting provided by Staff and legal counsel.

- Barbie Ishida, Neighbors building a better Altadena commented on considering closing another school in the city of Altadena.
- Ms. Lee provided a brief history on the Burbank property. Ms. Lee also expressed concerns over the lack of parks in the Altadena area and suggested the Burbank Property could serve as a public park, possibly with County involvement. Ms. Lee also asked about the value of the Burbank Property.
- Committee discussed District enrollment projects and inquired about the availability of the enrollment report obtained by the District from Davis Demographics.

7. DEVELOPMENT OF PRIORITY USE LIST / ACTION

a. Approval of Priority Use List

Motion By Mr. Nicoletti Seconded by Mr. Boland Vote 8 to 0

- First priority to lease.
- Maintain status quo
- Sale
- Exchange

8. ESTABLISH DATE / TIME FOR FIRST PUBLIC HEARING ON BURBANK PROPERTY

a. Set meeting date during which the public can express itself regarding the Burbank property.

b. Agreed Date and Time First public hearing will be held at Burbank Elementary School, Auditorium on Friday, April 21, 2017 at 9:00 a.m. The second public hearing will be held at the District offices, Room 229 on April 26, 2017 at 7:00 p.m.

9. DEVELOPMENT OF DRAFT REPORT

a. Establish subcommittee to review / revise draft Report

Motion By Mr. Nicoletti Seconded by Mr. Tan Vote 8 to 0

- Ms. Miller, Mr. Nicoletti and Mr. Creim volunteered to be part of the subcommittee draft report.

10. DISCUSSION OF TIMELINE AND NEXT COMMITTEE MEETING / ACTION

a. Motion by Mr. Nicoletti Seconded by Mr. Tan Vote 8 to 0

- Next meeting May 10, 2017 at 7:00 p.m.

11. COMMENTS FROM COMMITTEE MEMBERS

- No comments from the committee members.

12. ADJOURNMENT the meeting adjourned at 8:12 p.m.

PASADENA UNIFIED SCHOOL DISTRICT  
Surplus Property "7-11" Committee Meeting / Burbank Property  
Draft meeting minutes of the Meeting No. 4 on April 26, 2017 at 7:00 p.m.

Location of the meeting held at 351 S. Hudson Ave. Pasadena, CA. 91109 in the Conference Room #229.  
PUSD Staff present: Nelson Cayabyab, Chief Facilities Officer  
Atkinson, Andelson, Loya, Rudd & Romo (AALR&R) Law Firm: Constance J. Schwindt, Attorney and Stephen McLoughlin, Attorney.

1. PRELIMINARY

- a. The meeting was called to order at 7:10 p.m.
- b. Roll Call the quorum was established the following members were present/absent.

1. Francis B. Boland	<u>Present</u>
2. Mark C. Nicoletti	<u>Absent</u>
3. George L. Tan	<u>Absent</u>
4. Blair L. Miller	<u>Present</u>
5. William Creim	<u>Present</u>
6. Lewis R. Watson	<u>Present</u>
7. Robert L. Martinez	<u>Absent</u>
8. Kathleen M. Sanchez	<u>Present</u>

2. PLEDGE OF ALLEGIANCE- was recited.

3. INTRODUCTIONS

- a. 7-11 Committee Members, District Staff and Consultants, if any
  - Legal counsel Constance & Stephen and PUSD staff Mr. Cayabyab introduced themselves.

4. COMMENTS FROM THE FLOOR

- There were no comments on non-agendized items.

5. APPROVAL OF MINUTES OF MARCH 29, 2017 MEETING

- a. Motion passed to approve the meeting minutes of March 29, 2017- Vote 5 to 0.

6. REVIEW OF THE BURBANK PROPERTY

- a. Presentation reviewing Burbank Property
  - Mr. McLoughlin presented a PowerPoint presentation to the committee providing the details and overview of the Burbank property.
- b. Committee discussion
  - The regular meeting closed at 7:30 p.m.

7. PUBLIC HEARING ON THE BURBANK PROPERTY / PRIORITY USE LIST

- a. Public Hearing opened at 7:30 p.m.

The public is allowed to express itself regarding the Burbank Property.

- Barbie Ishida would like to see an environmental farm to table project based program opened at the Burbank site for the school district to use. She also requested for time to gather people and interest to learn how to put this idea together.
- Milton Hall would like to see the Burbank property be used for any type of school use he is concerned that the property be sold and developed into another type of property.
- Roberta Martinez- does not recommend that the Board sell the property because it would be very difficult to get the property back. She recommends the property be used for a teacher village to provide housing opportunities for teachers.
- Hazim Rabadi- Does not recommend that the Board sell the property. He would like the site to be used creatively to support any district program like another dual immersion program or farm to table program.

Public Hearing closed at 7:44 p.m.

8. DISCUSSION OF THE BURBANK PROPERTY

9. DISCUSSION AND REVISION OF PRIORITY USE LIST / ACTION

- Ms. Miller requested that the agenda items 8 and 9 be combined for discussion.
- Mr. Watson moved to remove sale and exchange from the priority list Mr. Boland second. Motion passed.

10. DISCUSSION OF DRAFT REPORT TO SCHOOL BOARD

- Ms. Miller will begin working on the draft of the report to the school board.

11. DISCUSSION OF NEXT COMMITTEE MEETING / ACTION

a. The second public hearing will be held on May 10, 2017 at the Burbank property located at 2046 Allen Ave., Altadena, CA. 91001 at 6:00 p.m.

12. COMMENTS FROM COMMITTEE MEMBERS

- There were no additional comments from the committee members.

13. ADJOURNMENT

The meeting adjourned at 8:17 p.m.

PASADENA UNIFIED SCHOOL DISTRICT  
Surplus Property “7-11” Committee Meeting / Burbank Property  
*Meeting Minutes of the May 10, 2017 Meeting No. 5*

Location of Meeting: 2029 North Allen Ave Altadena CA

Date and time of meeting: May 10, 2017 at 6:00 P.M.

Members Present: George L. Tan, Blair L. Miller, Lewis R. Watson, William Creim, and Kathleen M. Sanchez.

PUSD Staff: Jessica Frazier, Construction Specialist;

Atkinson, Andelson, Loya, Ruud & Romo (AALRR) Law Firm: Constance J. Schwindt, Attorney and Stephen M. McLoughlin, Attorney.

1. PRELIMINARY

- a. Call to Order- The meeting was called to order at 6:04 p.m.
- b. Roll Call- the quorum was established with the following members present.

1. Francis B. Boland	<u>Absent</u>
2. Mark C. Nicoletti	<u>Absent</u>
3. George L. Tan	<u>Present</u>
4. Blair L. Miller	<u>Present</u>
5. William Creim	<u>Present</u>
6. Lewis R. Watson	<u>Present</u>
7. Robert L. Martinez	<u>Absent</u>
8. Kathleen M. Sanchez	<u>Present</u>

2. PLEDGE OF ALLEGIANCE- was recited.

3. INTRODUCTIONS

- 7-11 Committee Members were introduced and they identified which category they were filling. District Staff and AALRR attorneys introduced themselves

4. COMMENTS FROM THE FLOOR

There were no speakers.

5. APPROVAL OF MINUTES OF MARCH 1, 2017 MEETING

- Minutes were approved as submitted. Motion made by Mr. Watson Seconded by Mr. Tan Vote 5 to 0

## 6. REVIEW OF BURBANK PROPERTY

- a. Legal counsel went over information regarding the Burbank Property.
- Property address was provided
  - The programs that are housed at the Burbank site were identified
  - A map was described to show what is currently happening on the site. Programs on the site are Pasadena Mental Health which is grant that will end. The second program is the Hodges pre-k/ special education program. This is program that is held on this site but services are provided a student home school site. Last program is a License agreement for Stratford schools.
  - Enrollment was discussed for the special needs program in the district and that enrollment is 2,690.
  - Sites were identified that would be able to house the programs at Burbank Elementary School and that additional capacity to house additional students in the district. There are about 15 schools that have capacity to take additional students.
  - Total enrollment for the entire school district is 18,133.
  - The priority use list was explained to the audience members at the request of the committee.
  - Questions regarding the process and the overall committee's role were taken and addressed by legal counsel.
  - Committee member George Tan felt that the committee has already discussed the property in detail and wanted to focus on the priority list.
  - Committee member Blair Miller wanted for clarification of the priority use list and the issue of not including specific uses that they do not want to see the property used for. Also wanted the more clarification on the waiver process vs the public bid and just accepting the highest bidder.
  - Committee member Bill Creim states that is this first time he has heard about the wavier and how detailed they can be on the priority list.
  - Legal Counsel explains the waiver process and that it is something that is discussed during the report process that the committee has not started. It is also explained that the uses of the Property that the committee recommends against can be added to the report or the committee can choose not to have it in the report

- Committee member Lewis Watson mentioned that we have talked around the edges of the waiver process but have not really had the larger discussion but wanted to the committee to know that the waiver process is not a new process.

## 7. PUBLIC HEARING

- Public hearing comment section opened at 6:49 pm
  - Madeline Schluder would like the site to be used for public school or other programs that help the community. There is an organization called Mothers club that could use the site as well as Adult Education.
  - Carol Chung mention that the information sent out about the meeting was confusing and misleading. Told the committee that she has kids that attend PUSD schools and would like the site to remain a school. She is also an advocate of community programs and would like to see the site remain a public school.
  - Christian Grasse lives in the community and within the district boundaries but does not send their child to PUSD schools. His child attends Stratford school. He loves the facilities and would like for Stratford to remain at the Burbank site location. He believes that based on the information that has been provided about the school location and district enrollment that this location is not needed by PUSD. In addition he believes that the office space that is being used at this location by the district can be used elsewhere and that the district would benefit from the income of renting the site out.
  - Paul Lewis is an Altadena resident and a parent of kindergarten that attends Stratford School and views the school as an invaluable resource for the community and it provides an excellent education for his child. He would like to see Stratford as a life time partner in the community and would like to send all their children to Stratford School as well. He would not like to see the board do anything that inhabits Stratford's ability to stay at the location long term.
  - Jen Lee lives in the area and is on the Altadena town council and would like the site to be used as a park and would not like to see the school sold.
  - Joseph lives in Pasadena and son goes to Madison Elementary School and is in favor of affordable housing and would like the district to partner with the city to look at an affordable housing project on the site for the general public as well as make a preference to district employees or government employees to entice the district to move in that direction.

- Tim Karvarkon lives in the area and has seen multiple PUSD schools close down due to enrollment issues and believes that holding on to property that is not being used at its highest and best use is meaningless. He believes that the district could use the money to improve the schools in the district that are in operation.
- Armen is a resident of Pasadena and has a child in PUSD. He would like the space to remain as a school. He is okay with lease or sale as long as it is used for a school and agrees that it is wasteful that the school site is not being used at its highest and best use. Does not think a public park is the way to go because of the location and the security of the neighborhood.
- Jack Green lives in the neighborhood and is the properties physical neighbor. He believes the site should be maintained and mentioned on the southern portion of the property there were a lot of temp buildings that cause a drainage issues on the campus. He mentioned that his lot gets flooded every time it rains. He has talked to the PUSD maintenance department and was told that the property was on a list to have those temp buildings removed and it his understand that the school district has only removed half of the temp buildings on the list. He also stated that PUSD did not properly notify the neighbors that a school was coming back to the neighborhood. Overall he would just like the area to be maintained and is concerned with parking. He is in favor of multi-use that contains an open space as this would benefit the community. Lastly he mentioned that the San Gabriel School District did exchange school property for a park.
- Daniel lives right across the street. His biggest concern is parking. He mentioned multiple instances where cars block his driveway. He requested thoughtfulness on behalf of Stratford when it comes to parent drop off and parking to eliminate the inconveniences to the resident that live there. He would like the site to be used as a public park if not going to be occupied by another school or housing just no apartments.
- Joe Kaplan has two daughters in PUSD and lives in Altadena. Thinks that not having sale of the property on the priority list is quite limiting and believes it should be put back on the priority list.
- Brandie Grasse's children used to attend Hamilton but now attend Stratford school because it offered a better opportunity than what Hamilton school was providing to her children. As a Pasadena resident they want to send their kids to the best school possible and that there are problems in the public school system. She would like Stratford to stay and sees a benefit for both Stratford school and PUSD and ultimately the kids that attend the school.

- Barbie Ishida would like to see another school with a program in it. For example a farm to table school. She would like to see a school that starts out with 6 to 8<sup>th</sup> grade because the district starts losing students around that time. She believes having a school that is focused on middle school using a sustainable school model would work in this district. She would not like to see the school leased for the next 10 years until a new program that can be used on the site. Specifically a school that uses environmental practices.
- Community member would like to see a school or affordable housing in the neighborhood just not condos. Does not want to see anything that does not enhance the overall neighborhood.
- Public hearing comment section closed at 7:15pm
- 2<sup>nd</sup> public hearing comment section opened at 7:33pm
  - Community member is interested if the district will place a use provision on the property. Limiting the use of the property in the future
  - Community member asked if there was a highest and best use that the property that is mandated by the state. Committee member is also very concerned with parking and traffic control.
- 2<sup>nd</sup> public hearing comment section ended at 7:45pm

## 8. DISCUSSION OF BURBANK PROPERTY

- Committee member Blair Miller encourages the community to voice their opinions to the decision makers at PUSD and to get other people in the community involved in the process.
- Committee member Bill Creim encourages the committee to let the district know if there are any other entities that are interested in the school site. Legal counsel lets committee know that the helping the district find potential school user is outside of the committee scope.
- Committee member Kathleen Sanchez asked for timeline breakdown of when the draft report will be completed.
- Committee is wondering if sale should be put back on the priority school list
- Committee member Lewis Watson says that sale should not be put back on the list
- Committee member Kathleen Sanchez says that sale should not be considered because she knows firsthand how school districts regret the sale of property because they typically cannot afford to buy it back.

- Committee member George Tan says that sale should be back on the list because it gives the district options
- Committee member Blair Miller and Bill Creim also believe that sale should be placed back on the list but as the lowest priority. No decision was made to change the list without all the members input.
- At the close of the meeting the committee discusses other options of notifying the community of the next public hearing.

9. DEVELOPMENT OF PRIORITY USE LIST / ACTION

- a. No change to the approved of Priority Use List
  - First priority to lease.
  - Maintain status quo
- b. Agreed Date and Time for third and last public hearing will be on June 7, 2017 at Burbank Elementary School, Auditorium at 6:00pm

DEVELOPMENT OF DRAFT REPORT

- a. Establish subcommittee to review / revise draft Report
  - Ms. Miller stated that they would have a draft report for view at the next meeting date on May 24, 2017. The finalized draft would be discussed at the last public hearing on June 7, 2017.

10. DISCUSSION OF TIMELINE AND NEXT COMMITTEE MEETING / ACTION

- a. Motion by Blair Miller Seconded by Bill Creim Vote 5 to 0
  - Next meeting May 24, 2017 at 6:30 p.m.

11. COMMENTS FROM COMMITTEE MEMBERS

- No comments from the committee members.

12. ADJOURNMENT the meeting adjourned at 8:07p.m

**PASADENA UNIFIED SCHOOL DISTRICT**  
**Surplus Property “7-11” Committee Meeting / Burbank Property**  
*Meeting minutes of the May 24, 2017 Meeting No. 6*

Location of Meeting: 351 S. Hudson Ave Room #229, Pasadena CA. 91109

Date and time of meeting: May 24, 2017 at 6:30 P.M.

Members Present: Francis B. Boland, George L. Tan, Blair L. Miller, Lewis R. Watson, and Kathleen M. Sanchez.

Members Absent: Mark C. Nicoletti, William Creim, and Robert L. Martinez.

PUSD Staff: Jessica Frazier, Construction Specialist;

Atkinson, Andelson, Loya, Ruud & Romo (AALRR) Law Firm: Constance J. Schwindt, Attorney and Stephen M. McLoughlin, Attorney.

1. PRELIMINARY

a. Call to Order- The meeting was called to order at 6:51 p.m.

b. Roll Call- the quorum was established with the following members present/absent.

1. Francis B. Boland	<u>Present</u>
2. Mark C. Nicoletti	<u>Absent</u>
3. George L. Tan	<u>Present</u>
4. Blair L. Miller	<u>Present</u>
5. William Creim	<u>Absent</u>
6. Lewis R. Watson	<u>Present</u>
7. Robert L. Martinez	<u>Absent</u>
8. Kathleen M. Sanchez	<u>Present</u>

2. PLEDGE OF ALLEGIANCE- was recited

3. INTRODUCTIONS

- 7-11 Committee Members were introduced and they identified which category they were filling. District Staff and AALRR attorneys introduced themselves

4. COMMENTS FROM THE FLOOR

- No comments were made on non-agendized items.

5. APPROVAL OF MINUTES OF MAY 10, 2017 MEETING

- Minutes were approved with the following noted changes:
- on page 5 Mr. Watson’s comment add “not” before “...be put back on the list”.
- on page 5 Ms. Miller’s comment change the word, “committee” to “community”.
- Motion made by George L. Tan Seconded by Lewis R. Watson Vote 5 to 0

6. DISCUSSION OF THE BURBANK PROPERTY

The meeting was opened up for public comments regarding Burbank Property.

- Ann Choman commented that she would not like to see the Burbank property sold and go into developers' hands the property should be kept in the public domain. Can the property be turned into a park for Altadena residents?
- Susan Streeter her two daughters attended Burbank Elementary. She would like to see the school be a neighborhood school with a quality program similar to what is offered at Sierra Madre Elementary. She would not like to see the property be used as a Charter school or anything else that is not a public school.
- Community Member Woman#1 asked the following questions: What is the process? What are the considerations? And for example is it demographically impossible for it to stay a school? Or what are the parameters under which you are deciding and what is the timeframe? So just getting informed because I know there are processes. District staff and district legal counsel responded to her questions.
- Community member Male#2- Asked about how big the size of the parcel? The land area? And also asked about the status of the arrangement with Stratford school presently? Ms. Jain responded that it's a license agreement with a one-year term. Staff did not have the parcel size information on hand this information will be provided at the next meeting. The speaker also added that he would like to see the property turned into a park or anything that would attract young children.
- Chris Palmer asked where the 7-11 committee was in the process? And how many community meetings have been held so far? He adds, that he was unaware of the meetings taking place until recently. He asked about how the District was notifying the community. Staff provided answers to all of his questions. He shared the biggest concern with the community is that the property would be sold to developers. Ms. Jain provided clarification on the process of the declaring the property surplus.
- Member woman #1 asked if the property can be split for example continue to lease to Stratford but then use the remaining of the property for District purposes.
- Susan Streeter request that the District send out a letter out to the neighborhood to inform them of the upcoming meeting. Staff will work on providing this type of notice to.

7. DISCUSSION AND REVISION OF PRIORITY USE LIST / ACTION

- There were no changes to the priority use list.

8. DISCUSSION AND REVIEW OF DRAFT REPORT TO SCHOOL BOARD

- The committee reviewed the draft report page by page and provided edits and inputs.

9. DISCUSSION OF NEXT COMMITTEE MEETING / ACTION

- The next public hearing meeting is scheduled for June 7, 2017 at 6:00 p.m. at the Burbank location.

10. COMMENTS FROM COMMITTEE MEMBERS

- There were no additional comments.

11. ADJOURNMENT

The meeting adjourned at 8:20 p.m.

PASADENA UNIFIED SCHOOL DISTRICT  
Surplus Property "7-11" Committee Meeting / Burbank Property  
Meeting Minutes of the June 7, 2017 meeting No. 7

Location of the meeting: 2046 Allen Avenue Altadena, CA 91001

Date and Time of meeting: June 7, 2017 at 6:00 p.m.

Members present: Francis B. Boland , Blair L. Miller, Lewis R. Watson, William Creim, and Kathleen M. Sanchez.

Members absent: Mark C. Nicoletti, George L. Tan, and Robert L. Martinez.

PUSD Staff: Jessica Frazier, Construction Specialist;

Atkinson, Andelson, Loya, Ruud & Romo (AALRR) Law Firm: Stephen M. McLoughlin, Attorney.

1. PRELIMINARY

a. Call to Order the meeting was called to order at 6:16 p.m.

b. Roll Call- the quorum was established with the following members present.

- |                        |   |
|------------------------|---|
| 1. Francis B. Boland   | <u>Present</u>  |
| 2. Mark C. Nicoletti   | <u>Absent</u>   |
| 3. George L. Tan       | <u>Absent</u>   |
| 4. Blair L. Miller     | <u>Present</u>  |
| 5. William Creim       | <u>Present</u>  |
| 6. Lewis R. Watson     | <u>Present</u>  |
| 7. Robert L. Martinez  | <u>Absent</u> - this member will be removed from the member list due to non attendance. |
| 8. Kathleen M. Sanchez | <u>Present</u>  |

2. PLEDGE OF ALLEGIANCE- was recited

3. INTRODUCTIONS

- 7-11 Committee Members were introduced and they identified which category they were filling. District Staff and AALR&R attorneys introduced themselves

4. COMMENTS FROM THE FLOOR

- There were no comments on non-agendized items.

5. APPROVAL OF MINUTES OF MAY 24, 2017 MEETING

The meeting minutes were approved with the following three corrections made:

- On page 2 section 6 public comments Ms. Choman's comment correct the spelling, sw to "she"
- On page 2 section 6 public comments Mr. Palmer's comment was, "where the 7-11 committee was in the process".
- On page 2 section 6 public comments- 4 bullet point- change bid to "big".

a. Motion By: Francis B. Boland Seconded by Lewis R. Watson Vote 5 to 0

6. REVIEW OF THE BURBANK PROPERTY

- a. Presentation reviewing Burbank Property
  - Mr. McLoughlin provided an overview of the Burbank property.
  - Woman #1 mentioned that the enrollment of 2690 is the total enrollment for the special education program.
  - Male #1 commented that there's a portion of the property that is not included on the property map. District staff will look into this to confirm the property. Also, he asked if the total acreage of the Burbank Property set forth in the presentation included the additional bungalow with the portion of the property. Ms. Frazier responded that the total acre does not include that portion.
  - Woman #2 would like to clarify that there is no child care offered at the Burbank site.
- b. Committee discussion
  - There was no committee discussion

## 7. PUBLIC HEARING ON THE BURBANK PROPERTY / PRIORITY USE LIST

- a. Public Hearing opened at 6:40 p.m.
  - Public comment No. 1 Ralph M.- Would like to see Stratford school staff representatives present at the committee meetings so they could answer: #1 what does Stratford do? #2What are Stratford's intentions?
  - Public comment No. 2 Paul Lewis- As a parent of a student who attends the Stratford school, he shared that Stratford school is doing an excellent job in providing education to the children and it would be beneficial for the community that Stratford stay in the community. He encourages people to visit the campus and learn about Stratford's program.
  - Public comment No. 3 Judy McKinley- Mentioned that the district invested lots of dollars to the property from the Measure Y bond funds.
  - Public comment No. 4 Toni Enriquez-Does not support the district renting the Burbank property for a profit school and is does not believe the district is properly considering the special needs students who are using the property currently.
  - Public comment No. 5 Shawn P. - Would like to be respectful of the process and with the local community and mentioned that Stratford enjoys being at the Burbank property and he encourages anyone from the community to visit and take a tour of the campus.
  - Public comment No. 6 Donna S. - Would like to see a school on the Burbank property that would offer stability and a long term vision for the neighborhood.
  - Public comment No. 7 Margaret Little- Asked if it is possible for Stratford and the district's special needs program to stay at the Burbank property.
  - Public comment No. 8 Denise N. – Is happy with Stratford school and would rather see the property be used by Stratford rather than it be sold to a developer.
  - Public comment No. 9 Jay S. - Would like stability in the neighborhood.
  - Public comment No. 10 Chris P.- Would like to have a clear understanding of what the school board intends to do with the Burbank property.

Public Hearing closed at 6:59 p.m.

## 8. DISCUSSION OF THE BURBANK PROPERTY

- Mr. Watson is concerned with the special needs program equipment that would be moved and set up at another district site.
  - Mr. Creim prefers to wait until the other members of the committee are present and aware of the discussion tonight before they finalize and approve the report.
  - Ms. Miller would like to schedule another meeting before finalizing the report. Staff will email the committee members to schedule another meeting within two weeks. Community members were encouraged to submit their email addresses to staff so that they can be informed of the next meeting.
9. DISCUSSION AND APPROVAL OF FINALIZED REPORT TO SCHOOL BOARD; NEXT STEPS
- The committee will have another meeting before finalizing and approving the report.
  - Ms. Miller would like the following information clarified regarding the special education needs students: total count? How many students are being served at the Burbank property? And also how the students would be accommodated at the other school site if they were relocated. In addition she requested that the report be updated.
  - The committee discussed and reviewed the complete report.
10. COMMENTS FROM COMMITTEE MEMBERS
- There were no additional comments from the committee members.
11. ADJOURNMENT
- The meeting adjourned at 7:50 p.m.

PASADENA UNIFIED SCHOOL DISTRICT  
Surplus Property "7-11" Committee Meeting  
Approved minutes of the July 11, 2017 meeting No. 8

Location of meeting: 351 South Hudson Avenue Pasadena, Ca 91101 Conference Room 229

Date and Time of meeting: July 11, 2017 at 6:30 p.m.

PUSD Staff present: Jessica Frazier, Construction Specialist; Nelson Cayabyab, Chief Facilities Officer.

Atkinson, Andelson, Loya, Ruud & Romo (AALRR) Law Firm: Stephen M. McLoughlin, Attorney.

1. PRELIMINARY

- a. The Meeting was called to Order at 6:33 p.m.
- b. Roll Call- The quorum was established and the following members were present.
  1. Francis B. Boland Present
  2. Mark C. Nicoletti Present
  3. George L. Tan Present
  4. Blair L. Miller Present
  5. William Creim Present
  6. Lewis R. Watson Present
  7. Kathleen M. Sanchez Present

2. The pledge of allegiance was recited.

3. INTRODUCTIONS

- a. 7-11 Committee Members, District Staff and Consultants, if any  
Legal counsel Constance J. Schwindt, Stephen M. McLoughlin and  
PUSD staff Ms. Frazier and Mr. Cayabyab introduced themselves.

4. COMMENTS FROM THE FLOOR

- Ralph Mitzenmacher had a follow up question from the last meeting regarding the size of the land of the Burbank property. In addition, he shared with the committee a three page proposal of a concept to make a new public school at Burbank with a STEM laboratory program.
- Jennifer a neighborhood resident mentioned that she does not want the Burbank property to be sold. She would like the Burbank property be used as a public school again and she hopes that the district can encourage more people to send their kids to public schools.
- Mr. Barren is a neighborhood resident he is concerned about the 7-11 committee process and asked why the lease with Stratford at the Linda Vista site was broken.
- Margaret asked a follow up question from the last meeting regarding the building located on the Burbank property she said it was unclear if that building was part of the lease or not.
- Mr. McLoughlin addressed the three questions asked, he confirmed that the area in question at the last meeting is not part of the total square footage of the Burbank property and the building is a storage facility. He also clarified and explained to the committee the waiver option.
- Mr. Cayabyab confirmed that the building in question is not part of the Burbank property.

5. APPROVAL OF MINUTES OF JUNE 7, 2017 MEETING

- a. Mr. Tan motioned and Mr. Creim seconded to approve the meeting minutes as submitted: Vote 7 to 0

6. REVIEW AND DISCUSSION OF THE BURBANK PROPERTY

- a. Review of Property by District staff
- Ms. Frazier addressed the questions that were presented by Ms. Miller at the last meeting regarding the total number of staff working at the Burbank campus.
  - Ms. Miller asked how the students will be accommodated to the other schools sites if they will be relocated.
  - Mr. Cayabyab confirmed that the mental health students will remain at the Burbank site until such time that they can be relocated to a facility that meets their requirements. The early childhood center will be moved to the Hodges and Peoria site after the construction is completed and its ready they can move in.
- b. Committee discussion
- There was no additional committee discussion.

7. DISCUSSION, REVIEW, AND APPROVAL OF FINALIZED REPORT TO SCHOOL BOARD; NEXT STEPS

- Mr. McLoughlin provided the latest revised version of the report.
- The committee reviewed the report page by page.
- Ms. Miller requested on page 2: to add a new B that addresses the early childhood program moving. A typo was also corrected on Peoria street. Also noted an extra comma between June 7 and July 11.
- Mr. McLoughlin made the addition and edits on the report.
- Ms. Miller requested to rewrite the sentence on page 3... "During the public meetings the advisory committee reviewed current and district wide enrollment and capacity and discussed whether the district has a need and or use for the property..." this sentence was revised to " During the public meetings the committee reviewed current and projected district wide enrollment and capacity and discussed and received extensive community input on potential uses for the property"
- On page 4, the committee discussed the waiver. Mr. McLoughlin explained the process and options that the district would have under a waiver.
- Motion made by Ms. Miller to support the first waiver option. Motion passed vote 6 to 1
- On page 5, final determination and recommendation to declare the property surplus. Ms. Miller motioned and Mr. Creim seconded. Vote 6 to 1
- The priority list was approved unanimous.

8. COMMENTS FROM COMMITTEE MEMBERS

PASADENA UNIFIED SCHOOL DISTRICT  
Surplus Property “7-11” Committee Meeting  
Approved minutes of the July 11, 2017 meeting No. 8

- Ms. Judy McKinely asked why the draft report was not posted on the district’s website for the public to review. She also suggested to change the word “periodically” located on the bottom of the second the second line she suggests using another word because the number of times that children are seen for services is more than once per week.
- Staff responded that the draft of the report was not posted on the website because it was still a working document and they would post the draft only after the committee had approved it.
- The revised draft of the report was approved unanimous.

9. ADJOURNMENT

- The meeting adjourned at 7:41 p.m.

# Pasadena Unified School District Board of Education

The “Burbank Property”



## PASADENA UNIFIED SCHOOL DISTRICT

Our Children Learning Today Leading Tomorrow 우리 아이들 오늘 배우고 내일 선도한다 我们的孩子 今天学习知识 明天主导未来  
Մեր Զաւակները Կուսանին Այսօր Կառաջնորդեն Վաղը Nuestros Niños estudiantes hoy mañana líderes  
我们的孩子 今天学习知识 明天主导未来 Our Children Learning Today Leading Tomorrow 우리 아이들 오늘 배우고 내일 선도한다  
Nuestros Niños estudiantes hoy mañana líderes Մեր Զաւակները Կուսանին Այսօր Կառաջնորդեն Վաղը

# Overview of the Burbank Property

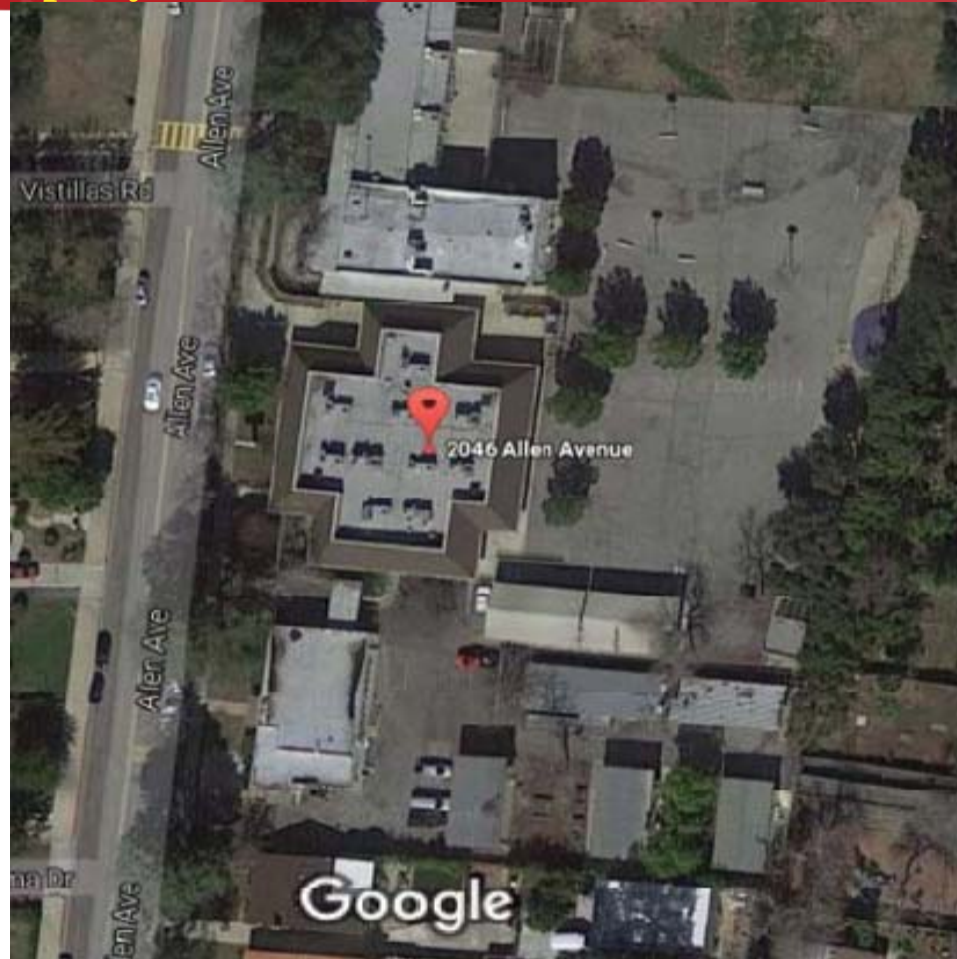
## **The Burbank Property**

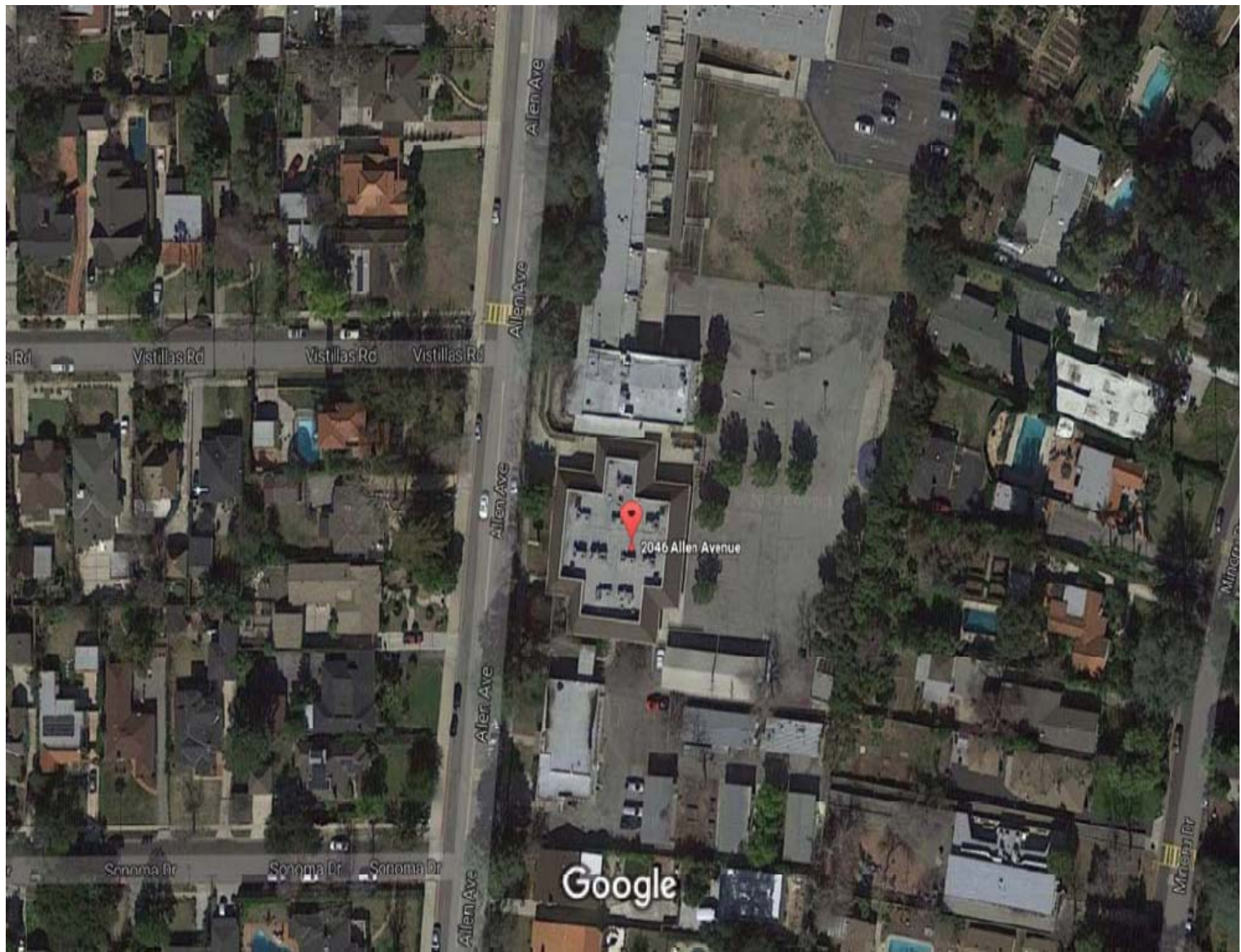
- Address: 2046 Allen Avenue, Altadena, CA 91001
- Approximately 40,113 square feet of real property
- Burbank Elementary School closed after 2010-2011 School Year

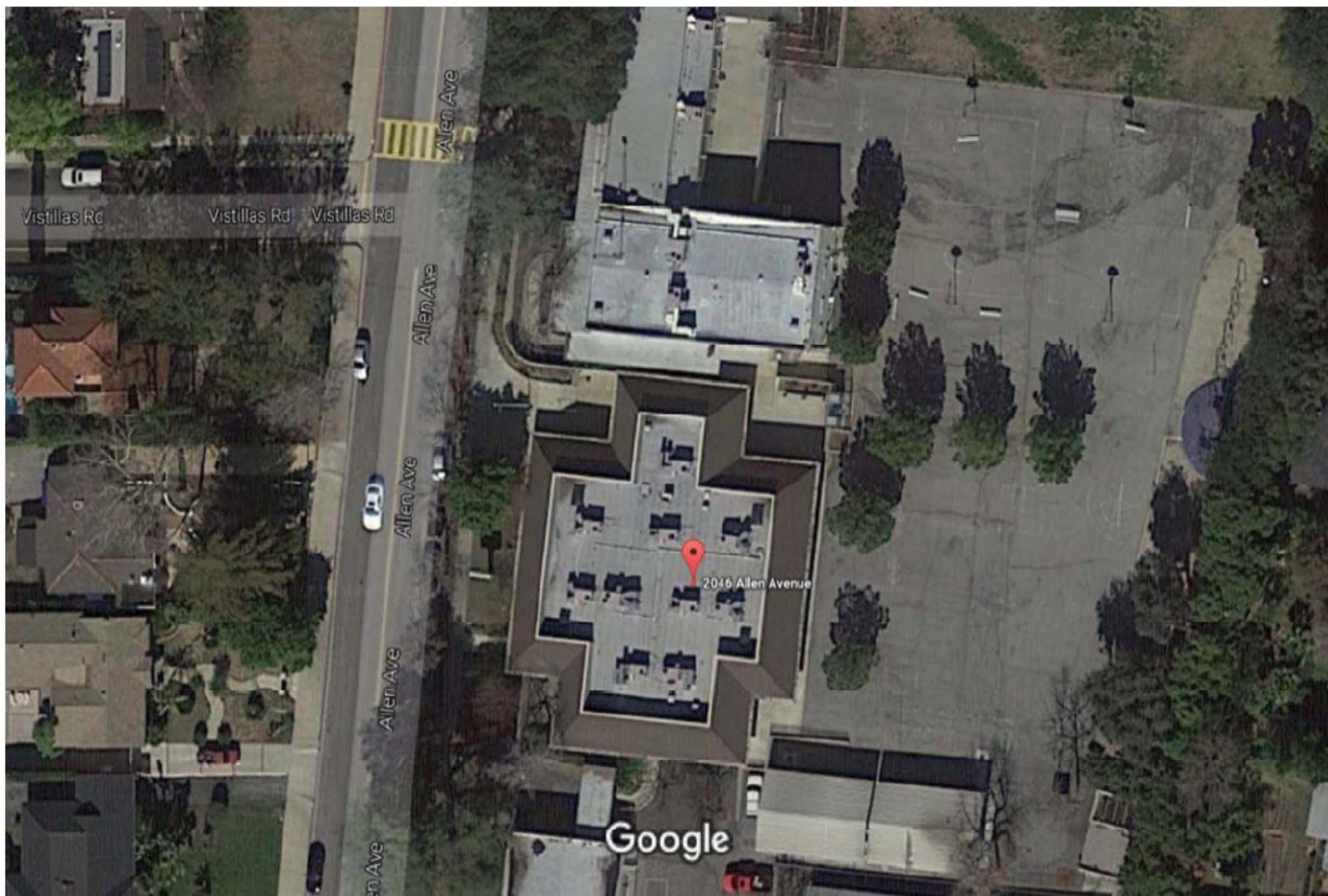


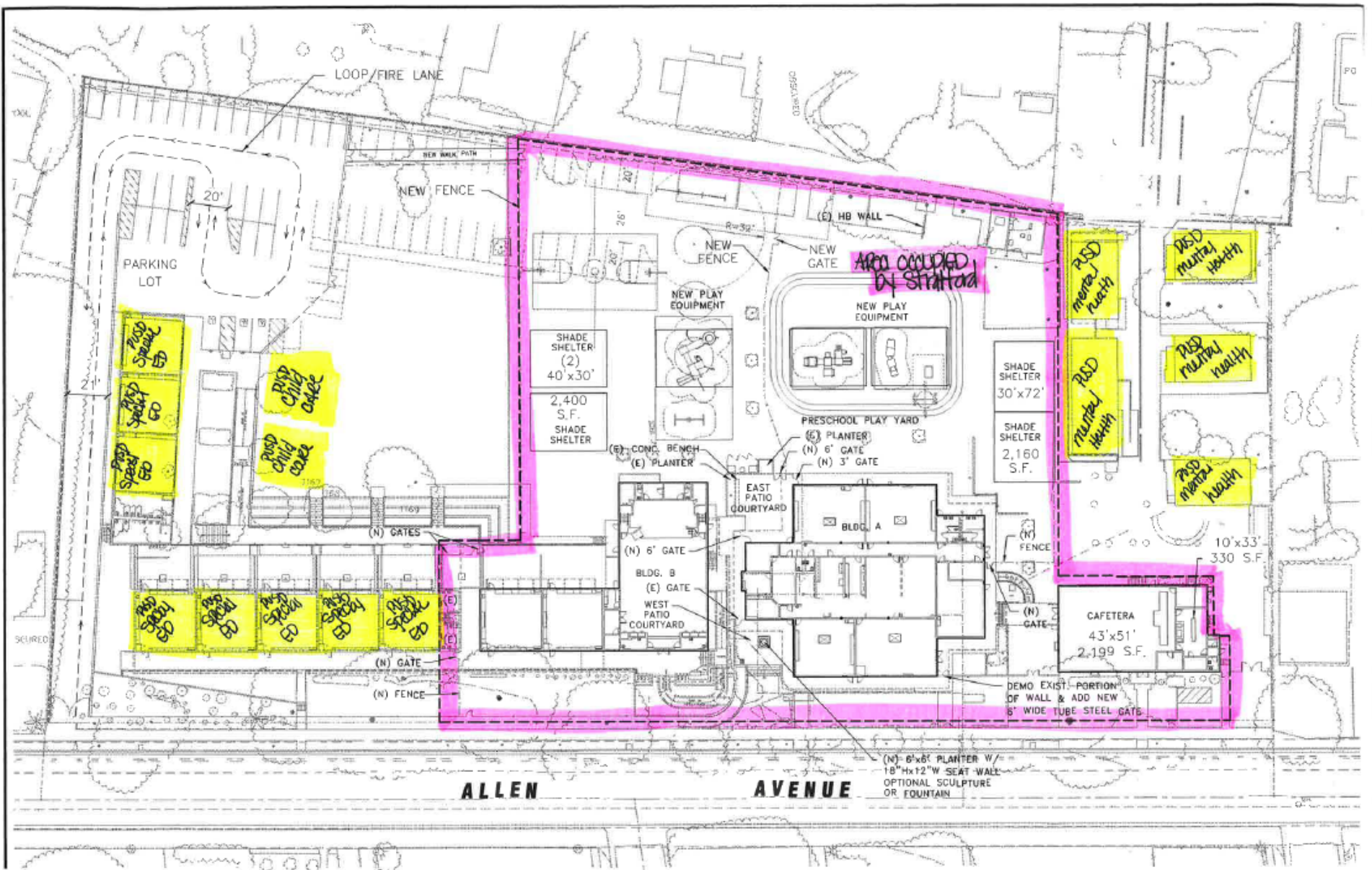
# Pictures of Burbank Property

## The Burbank Property













# Current Usage

## The Burbank Property

- Pasadena Mental Health
  - Pursuant to a grant that expires in 2018
- Hodges Pre-K/Special Education
  - District program for schools who attend other schools throughout the District
- License Agreement with Stratford Schools, Inc.
  - Temporary use of a portion of the site

# Hodges Pre-K/Special Education

## The Burbank Property

### Enrollment

- Current: 2,690
- 2015–2016 School Year: 3,024
- 2014–2015 School Year: 2,997
- 2013–2014 School Year: 3,038

### Options Re Transfer of Program

- Franklin Elementary School, 527 W Ventura Street Altadena, CA, 91001
- Hodges Children Center, 136 W. Peroia Street Pasadena, CA, 91103

# District Enrollment Data

**The Burbank Property**

## Total District Wide Enrollment Trend For Last 3 Years

- 2014–2015: 18,113
- 2015–2016: 18,195
- 2016–2017: 18,033

# Current District Property Capacity

## **The Burbank Property**

### District School Sites with Excess Capacity include:

Altadena Elementary School (DL)  
Cleveland Elementary School  
Jefferson Elementary School (DL)  
Franklin Elementary School  
Washington Elementary School  
Webster Elementary School  
Roosevelt Elementary School  
Longfellow Elementary School

SUMMARY				Classroom Utilization/Capacity Study			
PUSD Schools	2015-16 Enrollment	2016-17 Enrollment	CRs Utilization	Potential CRs	Available Capacity	PUSD Capacity	CDE Capacity
<b>Elementary Schools (18)</b>							
Altadena (K-5)	308	253	15	7	133	386	363
Cleveland (K-5)	184	184	10	11	88	272	250
Don Benito Fundamental (K-5)	602	621	25	11	-1	620	588
Eugene Field (K-5)	481	494	23	6	98	592	575
Franklin (K-5)	258	226	12	10	58	284	276
Hamilton (K-5)	576	599	25	1	21	620	601
Jackson STEM Dual Language Magnet Academy (K-5)	504	540	22	6	-4	536	525
Jefferson (K-5)	384	401	18	25	63	464	450
Longfellow (K-5)	525	510	22	11	58	568	550
Madison (K-5)	474	472	19	12	-12	460	451
McKinley (K-8)	924	1,033	41	9	66	1,099	1,039
Norma Coombs (K-5)	464	438	22	9	92	530	513
Roosevelt (K-5)	338	310	17	6	52	362	365
San Rafael (K-5)	449	466	20	3	54	520	500
Sierra Madre (K-5)	668	648	28	4	32	680	652
Washington STEM Magnet (K-5)	600	562	26	16	62	624	600
Webster (K-5)	451	447	21	9	77	524	501
Willard (K-5)	644	610	28	8	68	678	664
<b>Total All Elementary Schools</b>	<b>8,834</b>	<b>8,814</b>				<b>9,819</b>	<b>9,463</b>
<b>Middle Schools (4)</b>							
Eliot Arts Magnet Academy	428	423	18	26	43	466	418
Sierra Madre	447	484	17	12	-47	437	393
Washington STEAM Magnet Academy	520	517	18	25	-23	494	448
Wilson	528	532	19	32	-23	509	463
<b>Total All Middle Schools</b>	<b>1,923</b>	<b>1,956</b>				<b>1,906</b>	<b>1,722</b>
<b>6-12 Schools (2)</b>							
Blair School	990	1,096	45	8	164	1,260	1131
Marshall Fundamental School	1,945	1,989	61	11	-227	1,762	1575
<b>Total All 6-12 Schools</b>	<b>2,935</b>	<b>3,085</b>				<b>3,022</b>	<b>2,706</b>
<b>High Schools (2)</b>							
John Muir High School	844	831	45	42	459	1,290	1159
Pasadena High School	1,792	1,741	90	20	944	2,685	2416
<b>Total All High Schools</b>	<b>2,636</b>	<b>2,572</b>				<b>3,975</b>	<b>3,575</b>
<b>Alternative School Sites (2)</b>							
CIS Academy (at PHS)	242	220	7	0	-10	210	189
Rose City Continuation HS	305	217	9	12	38	255	229
<b>Total All Alternative Schools</b>	<b>547</b>	<b>437</b>				<b>465</b>	<b>418</b>
<b>GRAND TOTAL ALL SCHOOLS (28)</b>	<b>16,875</b>	<b>16,864</b>				<b>19,187</b>	<b>17,884</b>

# Thank You



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**BOARD OF EDUCATION  
PASADENA UNIFIED SCHOOL DISTRICT  
PASADENA, CALIFORNIA**

**Topic: APPROVAL OF THE PRIORITY LIST OF PROJECTS AN ACCEPT THIS LIST AS THE MEASURE TT CONSTRUCTION MASTER PLAN FOR THE REMAINING MTT FUNDS THAT WAS APPROVED BY THE PASADENA VOTERS IN 2008**

**RECOMMENDATION:** The Board of Education approves the Measure TT Priority List of Projects. This is the Facilities Construction Master Plan for the remaining of the MTT Budget.

**District Priority/Strategy:** To ensure a clean, safe, and orderly environment that supports learning.

**I. BACKGROUND**

Since 2008, the District has used Funds from the Measure TT Bond according to the TT Bond objectives, with an approximate remaining balance of approximately \$118,400,000, as of May 31, 2017. The attachment is the Facilities Construction Master Plan being proposed for approval for the remaining of the MTT Budget.

At the April 23, 2017 Special Board Meeting, District staff submitted the 2017 Facilities Master Plan which included in it, the MTT Projects & Future List of Priorities; this list was intended to show a tentative order in which projects would be executed with the available/remaining MTT funds. Since its original presentation to the Board, several modifications to the list were received from staff and feedback from Board Members that resulted in its final form that staff is submitting to the Board for approval (see attachment). This is a document that is work in progress and will change according to the conditions sited on the matrix. When changes are made to the priority list as approved by the board, staff will submit to the board for approval before any actions or changes to this Construction Master Plan is taken.

**II. STAFF ANALYSIS**

District staff recommends approving the MTT PRIORITY LIST OF PROJECTS to be funded out of the remaining MTT funds and other funding sources as they become available. When the proposed construction Facilities Master Plan is approved, each project will be up for bid in order of priority and if the awarded bid is received higher than what was originally budgeted for construction, staff will provide to the board for approval and identify the source of the additional funds from the bottom of the priority list. If the project that is being proposed is disapproved by the board then it will no longer be considered to be done and will be part of the future projects list to be done with future bond funds. The other scenario is when other funding sources become available and is provided other than from MTT funds, staff will submit this project to board recommending approval and move this project up on the priority list. Other funding sources could include funds from PEF donations, Prop 39, state funding and developer fees.

Staff is also recommending that on the list of projects there is a section on which projects that will be placed on a “moratorium” status until the approved projects are at 80% completion and the Bond Survey for a New Bond in November 2018 provides favorable results for a new election. If these two conditions are not met; the funds assigned to these projects will revert back to projects on the project next in order of priority as approved by this board action.

**Attachment:** MTT PRIORITY LIST OF PROJECTS

**III. FISCAL IMPACT**

N/A

**Pasadena Unified School District**  
**Board of Education Agenda:** August 17, 2017  
**Prepared by:** Nelson M. Cayabyab, Chief Facilities Officer

**Funding Code:** N/A

Originator: Nelson M. Cayabyab, Chief Facilities Officer

	Approved projects to move forward for construction (see status column). Criteria: (1) Access, (2) FLS and (3) Classroom Needs)									
	Staff Priority	Board Priority	Location	Project	Construction Cost State 60/40 contribution for site modernization only - the 40% share will be funded by the district (MTT and /or Developer Fees) Status of Plans to CDE:	Scope of Work	Contractor	AE	PM	% Status of completion
	1		Washington Accelerated (Criteria for consideration: 1, 2 & 3	Modernization	\$15.7M	New Construction of the Multipurpose Room (MPR), Kitchen & New classroom building (includes 11 new classrooms).	G2K	LPA	Anson & Kris	70%
	2-a		Pasadena HS (Criteria: 1, 2 & 3)	Gym Modernization	\$15.2M \$2,250,334/\$1,500,223	Modernize the existing gym and locker rooms.	The Nazerian	F & M	George K.	25%
	2-b		Pasadena HS (Criteria: 2)	Campus Identity	\$1.8M	Modernize the curb appeal and frontage of the administration building.	At the July 27, 2017 BoE meeting Board approved to reject all bids. Will re-bid project in October 2017.	F & M	George K.	0%
	2-c		Pasadena HS (Criteria: 1 & 2)	ADA Upgrades	\$100K	Campus wide ADA upgrades to make the site compliance with current accessibility requirements.	Bid process will begin December 2017	F & M	George K.	0%
	2-d		Pasadena HS (Criteria: 1&2)	Campus Restrooms	\$800K	Continue the replacements of staff/site restrooms - to meet accessibility requirements.	Bid process will begin December 2017	F & M	George K.	0%


	Staff Priority	Board Priority	Location	Project	Estimated Costs	Scope of Work	Name Contractor	AE	PM	% Status of completion
	5-a		Norma Coombs ES (Criteria: 1, 2 &3)	Modernization	\$6.2M (bid result) \$295,395/\$196,930	New admin building and classrooms (4)	Shenk (pending approval- June Board Mtg)	F & M	Anson & Kris	1%
	5-b		Norma Coombs ES (Criteria: 2)	Central Plant (HVAC)	\$1.8M	Existing HVAC Upgrade	Not assigned	Flewelling & Moody	James & Anson	In the planning process
	6		Sierra Madre ES (Criteria: 2 & 3)	Cooling Tower Replacement	\$150K (bid amount \$154K) \$2,811,611/\$1,874,407	Cooling Tower Replacement	California Industrial	RRC	Kris	Awarded NOA sent
	7		Rose City HS (Criteria: 2 & 3)	Boiler replacement	\$280K \$895,650/\$597,100	Boiler replacement	In the bid process	OED	James	0%
	8		Eliot MS (Criteria: 2& 3)	HVAC Café/Modernization	\$1M (Prop 39 \$693,645, MTT \$796,609) \$546,009/\$364,006	Chiller Replacement and EMS upgrade.	Schneider (DB)	PJHM	James Vu	0%
	9		Marshall (Criteria: 2&3)	Building A HVAC & EMS	\$3.4 M (Prop 39 \$2,513,093 , MTT \$910,278)	Building A HVAC Replacement and EMS upgrade . A design build project with Schneider.	Schneider (DB)	Swift Lee	James Vu & George K.	0%
	Proposed Projects (still to be approved and in different stages of planning phases of design)									
	10		Don Benito ES (Criteria; 1, 2, &3)	Modernization	\$3.8M	Expand existing building to modernize the (new construction) admin building, library and computer labs. This project interim housing is part of this project scope. Two portables will need to be moved where the admin building is located before construction can begin.	Waiting for back-check approval from DSA	PBWS	Anson & Kris	Pending DSA approval
	11		Don Benito ES (Criteria: 1, 2, &3)	Interim Housing	\$100K	Move and provide interim housing for the Don Benito Modernization (2 portables from upper to lower field)	Not yet contracted	TBD	Anson & Kris	On-hold till summer 2018

	Staff Priority	Board Priority	Location	Project	Estimated Costs	Scope of Work	Name Contractor	AE	PM	% Status of completion
23	12		Pasadena HS (Criteria: 2&3)	Pool Replacement & Interim repair on the fiberglass.	\$7.5M Completed Pool Replacement & \$70K for the fiberglass reseal.	Complete pool replacement. The interim repair on the fiberglass to be resealed as an interim fix has been awarded and the work is ongoing by Caliber Pools	Pool replacement contractor TBD	PJHM	Anson	Interim fix is currently underway. The complete pool replacement plans are in design with PJHM Architects.
24	13		Roosevelt ES (Criteria: 1, 2 & 3)	Modernization	\$5.2M	New Kitchen, MPR & Shade Struct. Note: The PWP (city phase 1) will replace and install new water main piping from city source to the site will begin in June 2017.	Waiting for back-check approval from DSA. Pasadena Water and Power began the upgrade of the water line on 6/5	ONYX	George K.	PWP main water line start date June 2017. Dec. 2017 project modernization start date.
25	14		Longfellow ES (Criteria 1, 2 & 3)	Kitchen & Shade structure	\$2M	New kitchen and shade structure	Planning in progress	WLC	Rick K. & Shirley	
26	15		Longfellow ES (Criteria: 1, 2 & 3)	Chiller & Plant Replacement	\$1.3M	New chiller plant and its ancillary supporting systems.		WLC & Southland ( Design Build Project)	Rick K. James V. & Shirley	
27	Proposed projects to be placed in "MORATORIUM" until these two conditions are met: (1) 80% completion of #1 to #15 Projects and (2) Bond Survey indicates that the November 2018 New Bond Election is favorable. Note: Priorities #16 to 33 will subsidize the funds for #1 to #15 projects, if needed. If the bond survey results is not favorable for a November 2018 new bond election, the designated funds will be revert back to funding the existing MTT bond projects in order of this proposed MTT priority list. No funds will be spent for future planning on plans and specifications on projects that cannot be completed by MTT. The funds that are already allocated for planning will continue and the respective projects will be placed on hold, when the Construction Documents are completed (100%). NOTE: Re-look at the priority list with consideration of the state funding that are available for PUSD from Prop 51.									
28	16		Jefferson ES (Criteria: 1, 2 & 3)	ADA Access Campus-Wide	\$1M \$1,322,582/\$881,721	Required for ADA code compliance.		Flewelling & Moody	Shirly	

	Staff Priority	Board Priority	Location	Project	Estimated Costs	Scope of Work	Name Contractor	AE	PM	% Status of completion
29	17 a		Wilson MS	Auditorium Upgrade	\$1.5M \$631,324/\$420,882	Design of HAZMAT Removal and HVAC mod. Both plans need to be together in the design phase (#17a & #17b -projects can be bid separately)		Swift Lee	James Vu & George K.	
30	17 b		Wilson MS	Auditorium HVAC/HAZMAT	\$2M	Removal of HAZMAT in the auditorium and HVAC installation (see note on #17a)	Schneider (DB)		James Vu & Nelson	
31	18		San Rafael ES	Parking Expansion & Modernization Plans	\$2M	New parking design to meet the immediate need during drop-off, etc. Modernization Plans on hold until site programs have been designated.		AE TBD Note: DC & PBK completed the feasibility study	Nelson	
32	19		Linda Vista New Construction	Plans and A&E Services only	\$900K	Plans for new construction at this site.		AE TBD Note: DC & PBK completed the feasibility study	Nelson	
33	20		Madison ES	Madison Access and Phase One (Plans Only)	\$51K \$282,374/\$198,916	Required for ADA code compliance.		PJHM	Shirly	
34	21		Jackson ES	Parking Lot Drop-Off/Expansion	\$1.8M	Expansion of parking and drop-off area.		WLC	Shirly & Rick K.	
35	22		Franklin ES	Franklin Structural and Drainage	\$1.7M \$13,496/\$8,997	Structural and drainage repairs.		PJHM	Anson & Shirly	
36	23		Willard ES	Campus Drainage and Bldg. Rain Scuppers	\$50K	Repair drainage system and add rain scuppers.		Swift Lee	Shirly & George K.	
37	24		McKinley	Basement Damage Repair , Start Mod with State Funding	\$45K \$4,001,507/\$2,667,671	Repair ruptured pipe in the basement Note: With the state funding we can start on the plans for Phase 11 Mod		Onyx	Kahlil & Rick K.	
38	25		Don Benito ES	HVAC/Kitchen & HVAC (Plans Only)	\$152K	Design of the upgrade of the kitchen and HVAC installation.		PBWS	Anson	

	Staff Priority	Board Priority	Location	Project	Estimated Costs	Scope of Work	Name Contractor	AE	PM	% Status of completion
39	26		Willard ES	Auditorium HVAC	\$1.2M- Potential Prop 39 funding	HVAC Installation in the auditorium.		Swift Lee	Shirly & James Vu	
40	27		John Muir HS	Culinary Labs	\$460K	Convert a regular classroom to a kitchen facility suitable for teaching space.		Henrickson & Owen	George K. & Kahlil	
41	28		Eliot MS	Track & Field	\$700 K	Rehab of the DG field to an artificial track.		PJHM	Anson R.	
42	29		Washington MS	Track & Field	\$700 K	Rehab of the DG field to an artificial track.		PJHM	Anson R.	
43	30		Hodges & Peoria/Burbank ECD	Hodges & Peoria EDC project Note: Funding source will be from Developer Fees and Y & H (donations)	\$2M- Funded from Fund 25.0 Developer Fees and \$30,000 Young & Healthy Donation	Site modifications and upgrades to accommodate EDC staff and Washington CC program to H&P.		ONYX	Nelson	Hodges & Peoria (H&P) plans are in the DSA design process.
44	31 a		Jefferson ES	Auditorium & Cafeteria HVAC	\$1.8M	HVAC Installation in the auditorium.		Southland	Shirly, James, Anson	0%
45	31 b		Jefferson ES	Fire Alarm		Fire alarm upgrade required for HVAC upgrade.		Flewelling & Moody	Shirly, James, Anson	0%
46	32		Madison	Central Plant (HVAC)	\$1.6M	Both cooling and heating central plant replacement. This is a requirement for HVAC cooling for the school site.			James & Anson	0%
47	33		Pasadena HS	Central Plant (HVAC)	Future Bond	Both cooling and heating central plant replacement. This is a requirement for HVAC cooling and heating at the school site.		Flewelling & Moody	James & George	0%