



**PASADENA UNIFIED SCHOOL  
DISTRICT**

**351 South Hudson Avenue  
Pasadena, CA  
91109**

**REQUEST FOR SERVICE ON THE  
PASADENA UNIFIED SCHOOL DISTRICT  
REDISTRICTING TASK FORCE  
(REDISTRICTING COMMISSION)**

## **A. PURPOSE OF REDISTRICTING TASK FORCE**

Every ten years, local governments are required by law to use new census data to redraw their district or sub-district boundaries to reflect how local populations have changed and to ensure going forward that each district or sub-district is as nearly equal as possible. In the case of the Pasadena Unified School District (District), the Pasadena City charter mandates that the Board of Education establish and appoint members to a Redistricting Task Force, called a Redistricting Commission, which is charged with making recommendations to the Board of Education concerning possible revisions to sub-district boundaries in view of census data. The processing is known as redistricting.

Redistricting utilizes U.S. Census data, which is normally released around March 31 following each decennial census. Due to COVID-19, the 2020 U.S. Census and the resulting data was significantly delayed. The redistricting data that the District will use to consider changes to the seven Board of Education districts will not be available until around September 30, 2021. For the District, the redistricting process must be completed by February 28, 2022, pursuant to the Education Code.

## **B. SCOPE OF SERVICE, RESPONSIBILITIES, AND DELIVERABLES**

To support the Redistricting Task Force, a qualified and experienced Redistricting Consultant will be selected by the Task Force to provide redistricting services and staff support to the Redistricting Task Force (expertise in redistricting principles, computer mapping of Census data, preparation of graphics, analyses, etc.). The Consultant will use demographic data from the 2020 Census of Housing and Population at the census block level and voter registration data as well as other sources as may be appropriate. The District has issued an RFP (Request for Proposal) for a qualified individual to lead the Task Force.

The Redistricting Task Force will meet an average of twice per month (it is, however, anticipated that more meetings may be required per month, from August 2021 through February 2022, as a result of the late release of census data by the federal government). Task Force meetings will be open to the public and noticed by the District in accordance with the Brown Act and will include meetings after 6:00 p.m. and possibly on weekends.

The Consultant shall revise the redistricting plan or plans based on Task Force recommendations and direction. The Consultant will assist the Task Force in presenting and explaining the process to the public through a lengthy educational component associated with the project. The Redistricting Task Force and the District will reach out to local media to publicize the redistricting process. The District staff will make good faith efforts to notify community groups, neighborhood associations, and local non-profits of various kinds about the redistricting process. Public hearings and several community workshops will be held with language assistance provided if residents submit a request in advance. District staff will notify the public about redistricting public hearings and community workshops, and post maps online before adoption.

The District will also provide staff support to the Task Force. District staff will attend meetings; publicly notice Task Force agendas in accordance with the Brown Act; prepare agenda packets and minutes; prepare and maintain a Redistricting Task Force web page with meeting agendas,

reports, and minutes; and coordinate public outreach with an Outreach Consultant, District staff and/or the Public Information Officer. The District will also coordinate any staff activity that may be necessary to complete the redistricting assignment. District staff will attend meetings and provide legal guidance and opinions to the Task Force, as needed.

### **C. TIMELINE**

July 29, 2021 – Board of Education action to appoint members to the Redistricting Task Force.

Early August 2021 – Redistricting Task Force to conduct two–three meetings, including initial meeting regarding Brown Act and Redistricting process overview, with Chair and subcommittee to meet with staff and review redistricting consultant RFP proposals. Full Task Force to conduct a meeting to interview and select consultant to recommend to the Board of Education.

August 2021 – Redistricting Task Force to review redistricting principles and legal framework with Redistricting Consultant, establish goals in reviewing Census data, and review and approve draft work plan of consultant. Task Force to conduct two to three meetings.

August 29, 2021- Board of Education action to appoint redistricting consultant and approve consultant contract.

September 30, 2021 – US Census Bureau to release Redistricting Data to states

September & October 2021 – Redistricting Task Force to receive from consultant preliminary redistricting data and estimated changes in population and demographics in Pasadena. Task Force to conduct three to four meetings.

November 2021 – Redistricting Task Force to receive public input on possible approaches to redistricting. Task Force to conduct two meetings.

December 2021 – Redistricting Task Force to receive US Census Bureau redistricting data presented by consultant. Task Force to draft, review, and consider various redistricting plans presented by consultant and public. Task Force to conduct as many as four-five meetings depending on need.

January 4, 2022 – Task Force to conduct public meeting to receive comments on redistricting plan chosen for Board of Education approval, approve Final Report and conclude final meeting.

January 11, 2022 – The Board of Education to receive Final Report and recommended redistricting plan.

January & February 2022 – The District to conduct public hearings to consider the recommended plan and Final Report of the Redistricting Task Force, and conduct first and second reading of resolution to set the sub-District boundaries.

March 1, 2022 –Submission of changes to sub-District boundaries to Los Angeles County Registrar-Recorder/County Clerk, and confirmation of boundaries in LA County system.

**D. COMPENSATION**

Membership on the Redistricting Task Force is on a strictly volunteer basis. No compensation for any expenses incurred will be made.

**E. TASK FORCE COMPOSITION**

Per the Pasadena City Charter, the Task Force which is called a Redistricting Commission shall consist of nine members, as follows:

1. Three residents of the City of Pasadena appointed by the Pasadena City Council;
2. Three residents of the area served by the Pasadena Unified School District appointed by the Pasadena Board of Education who are not then members of the Board of Education;
3. Two residents of the Altadena unincorporated area of Los Angeles County served by the Pasadena Unified School District appointed by the County Supervisor(s) representing such area;
4. One resident of the City of Sierra Madre to be appointed by the City Council of the City of Sierra Madre.