

**PASADENA UNIFIED SCHOOL DISTRICT  
Pasadena, California**



**FACILITIES AND CAPITAL PROJECTS COMMITTEE\*  
NOTICE AND AGENDA**

**June 14, 2022  
6:30 p.m.  
Board Room, Room 236  
351 S. HUDSON AVENUE  
PASADENA, CA. 91101**

<b>A. CALL TO ORDER</b>	<b>6:30 PM</b>
<b>B. PUBLIC COMMENT</b>	<b>6:35 PM</b>
<b>C. REVIEW AND APPROVAL OF MINUTES</b>	<b>6:45 PM</b>
<b>D. DISCUSSION ITEMS</b> 1. Committee Charter Discussion 2. Timeline for Board Discussion of Wilson Master Plan 3. Discussion of Design Build Method of Construction 4. COC Update	6:50 PM 7:05 PM 7:15 PM 7:20 PM
<b>E. FUTURE AGENDA ITEMS</b>	<b>7:25 PM</b>
<b>F. ADJOURNMENT</b>	<b>7:30 PM</b>

**\*Committees are advisory to the board and not decision-making bodies.**

**Future Meetings Dates**

8/16/22
9/13/22**
10/18/22
11/8/22**

All meetings are to be held on the third Tuesday of the month, except on the dates marked with "\*\*\*".



**PASADENA UNIFIED SCHOOL DISTRICT  
FACILITIES AND CAPITAL PROJECTS COMMITTEE**

**MINUTES**

**May 9, 2022**

**6:30 PM**

**Board Room, Room 236  
351 S. HUDSON AVENUE  
PASADENA, CA. 91101**

Item	Presenter	Time
<p><b>CALL TO ORDER</b></p> <ul style="list-style-type: none"> <li>• Committee Attendees:               <ul style="list-style-type: none"> <li>○ Michelle Richardson Bailey, Patrick Cahalan, Leslie Barnes, Leonard Hernandez, Tendaji Jamal</li> <li>○ Jennifer Hall Lee - Absent</li> </ul> </li> <li>• Other attendees:               <ul style="list-style-type: none"> <li>○ Zoila Arellano, Ruthann Aull, Kiyana Bella, James Buckman, Kim Kenne, Leo Johnson, Elizabeth Romero, Teo Sierra, Larry Torres, Marco Villegas</li> </ul> </li> </ul>	<p>Dr. Leslie Barnes Chief Finance and Operations Officer</p>	<p>6:44 pm</p>
<p><b>COC Update</b></p> <ol style="list-style-type: none"> <li>a. Mr. Robinson requested clarification on what specific updates the Facilities Committee would like to see or reported.</li> <li>b. Working on Annual Report to present to Board.</li> <li>c. Encouraging delivery of construction projects.</li> <li>d. Encouraging the breaking down the funding between Measure TT/O so realistic projections can be determined</li> </ol>	<p>John Robinson COC Chair</p>	<p>6:31 pm</p>
<p><b>PUBLIC COMMENT</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>		<p>6:45 pm</p>

<p><b>REVIEW &amp; APPROVAL OF MINUTES</b></p> <ul style="list-style-type: none"> <li>• Minutes from 04/09/22</li> <li>• Pat Calahan moved, Michelle Richardson Bailey seconded. The minutes were approved.</li> </ul>	<p>Committee Board Members</p>	<p>6:46 pm</p>
<p><b>DISCUSSION ITEMS</b></p> <ol style="list-style-type: none"> <li>1. Workforce Housing <ol style="list-style-type: none"> <li>a. Roosevelt site for potential work force housing.</li> <li>b. Dale to give an update on next steps and encourages the Committee to reach out to the other district in regards to lessons learned.</li> <li>c. Next Step in deciding to proceed: arranging for financing &amp; having land are biggest pieces. Election from Nov. 2021 allows to use Bond funding for housing construction. Staff survey has already been done.</li> <li>d. Feasibility Study has not been done and is crucial in moving forward.</li> </ol> </li> </ol>	<p>Dale Scott Dale Scott &amp; Associates</p>	<p>6:47 pm</p>
<p><b>DISCUSSION ITEMS</b></p> <ol style="list-style-type: none"> <li>1. Wilson Plans – PJHM Architects <ol style="list-style-type: none"> <li>a. Project to consolidate special programs into one site: PALs, CIS, Rose City, &amp; Child Development</li> <li>b. James from PJHM presented the programmatic diagram &amp; explained the difference between modular construction vs. new construction</li> <li>c. PJHM proposes cost analysis for both types of construction</li> </ol> </li> </ol>	<p>James Buckman Leo Johnson PJHM Architects</p>	<p>6:59 pm</p>
<p><b>FUTURE AGENDA ITEMS</b></p> <ol style="list-style-type: none"> <li>a. Charter for the Committee to be revised/updated</li> </ol>		<p>7:46 pm</p>
<p><b>ADJOURNMENT</b></p>		<p>7:48 pm</p>



# PUSD

Pasadena Unified School District

Board of Education

## Facilities Committee Charter 2007-08

*Revised 11-20-07*

*Updated 4-1-15*

Element	Definition
Purpose	<p>The Facilities Committee exists to provide strategic oversight of the District's facilities activities and to support communication of these activities to the School Board and community at large. The committee discussions will provide an understanding of project priorities, funding, and goals that will enable committee Board members to give input to staff, communicate to the full School Board and make recommendations as appropriate.</p>
Goals	<ul style="list-style-type: none"><li>▪ Provide an environment for extended research and discussion of issues that allows staff to vet ideas and suggestions before making final recommendations.</li><li>▪ Prioritize available resources and projects for recommendation to the Board</li><li>▪ Participate in consultant selection for major strategic projects</li><li>▪ Identify opportunities for lease income</li><li>▪ Ensure Board member awareness and understanding of project priorities, funding, and goals of the facilities programs.</li><li>▪ Coordinate with communications director on strategic level internal and external communications related to facilities</li><li>▪ Review and make recommendations about any agreements for use of PUSD facilities by outside agencies including 'joint use' and civic center permits</li><li>▪ Create a master schedule and work plan to guide Facilities Committee meeting agenda setting</li><li>▪ Review facilities master plan and develop recommended priority actions and timing</li><li>▪ Explore and develop funding options for capital investment in facilities</li><li>▪ Ensure linkages between facilities activities and other District programs and curriculum decisions and make appropriate recommendations and</li></ul>

	decisions
Membership	<p><b>Chair:</b> Tom Selinske  <b>Board Members:</b> Mikala Rahn, Tyron Hampton  <b>Staff:</b> Nelson Cayabyab, Chief Facilities Officer  and other staff as assigned by the committee and/or the Superintendent</p>
Committee Operation	<p><b>Guiding Principles:</b></p> <ul style="list-style-type: none"> <li>▪ This Committee must be 'value added' for all members and the District</li> <li>▪ Committee members are committed to using time wisely and staying productive</li> </ul> <p><b>Committee Process:</b></p> <ul style="list-style-type: none"> <li>▪ Committee will provide a small group setting for staff to share challenges and options and get board input</li> <li>▪ Staff will have a forum to present ideas, get board input, and revise recommendations to be presented to full Board</li> <li>▪ Board will be able to add context and vet ideas from staff</li> <li>▪ All meetings will observe the protocols of the Brown Act and will conform to the usual standards and bylaws of PUSD.</li> <li>▪ Meetings will be held regularly as determined by the Committee.</li> <li>▪ The committee will make regular reports to the Board at large, and will from time to time present recommendations for action.</li> </ul>
Meeting Calendar	4 <sup>th</sup> Thursday at 3:00 p.m.