

PASADENA UNIFIED SCHOOL DISTRICT
Pasadena, California

MASTER PLAN/BOUNDARIES COMMITTEE MEETING

October 7, 2014 at 5:00pm

BOARD ROOM 236
351 South Hudson Avenue
Pasadena, California 91109

NOTICE AND AGENDA

A.	CALL TO ORDER	
B.	PUBLIC COMMENT	
C.	DISCUSSION / ACTION ITEMS	
	1. Approval of August 21, 2014, Meeting Minutes	
	2. Cost Information on Small Schools/School Closures	
	3. Change in Resolution 1962	
	4. Data and Strategies on Wait List	
	5. Sending to Policy Committee <ul style="list-style-type: none">➤ Transportation➤ Specialty Programs	
	6. Send to Facilities Committee <ul style="list-style-type: none">➤ Potential uses of Facilities➤ Early Childhood➤ Leases➤ PCC	
	7. Next Steps for 2016-2017 <ul style="list-style-type: none">➤ Committee continues in November	
D.	NEXT MEETING AND FOLLOW UP ITEMS <ul style="list-style-type: none">• Possible Agenda for October 23, 2014<ul style="list-style-type: none">○ Approve Boundaries○ New Resolution○ Affirm next steps with Committee on 2016-2017	
E.	ADJOURNMENT	

Spanish language translation services are available for this meeting.

Habr  servicio de interpretaci n disponible para  sta junta.

**PASADENA UNIFIED SCHOOL DISTRICT
DRAFT MINUTES OF AUGUST 21, 2014
BOUNDARIES COMMITTEE MEETING**

Agenda Item 1

A. CALL TO ORDER

The meeting was called to order at 6:00 p.m. by Dr. Mikala Rahn, Committee Chair.

Committee members present: Dr. Mikala Rahn, Ms. Kim Kenne

Absent: Dr. Elizabeth Pomeroy

Staff present: Dr. John Pappalardo, Chief Finance Officer; Mr. Kahlil Hamilton, Director, Maintenance & Operations; Mr. Scott Torlucci, District Consultant, Davis Demographics & Planning

B. PUBLIC COMMENT—None at this time. The public was invited to comment on each of the agenda items following the presentation and Committee discussion.

C. DISCUSSION / ACTION ITEMS

1. Approval of July 29, 2014 meeting minutes

The minutes were approved as submitted.

2. Transportation for 2014-2015 and 2015-2016

Dr. Pappalardo presented a summary of the attached report for 2014-15 transportation. The 2015-16 schedules are being developed within next few weeks. Committee members discussed the financial impact of the bussing new pricing and policy. Committee recommended sending this to the Finance Committee for further discussion and recommendations.

3. Cost Savings from Closing Schools (Elementary, Middle and High School)

Dr. Pappalardo presented the highlights of the attached report on the unrestricted school operating costs, using small school average cost.

4. Changes to Resolution 1962

Dr. Rahn said this will be brought to the September 11 Special Board meeting for discussion.

5. Boundary Scenarios

Dr. Rahn stated that the reports represent preliminary information. Mr. Scott Torlucci presented highlights of the Draft Scenarios attached, for Committee members' information and discussion.

6. Agenda Planning for September 11 Special Board Meeting

Dr. Rahn stated the information will be presented on September 11 to help the Board Members understand the process. No decision will be made at the September 11 Special Board meeting. Dr. Rahn invited public comments and suggestions via e-mail or phone call to her or one of the other Committee Members.

7. Preliminary Recommendations or Scenarios

The attached reports will be presented as information at the September 11 Special Board meeting.

D. NEXT MEETING AND FOLLOW-UP ITEMS

- September 11, 2014—Special Board Meeting
- October 7, 2014—Boundary Committee, 5:00-7:00 p.m.
- Committee members asked for comments and suggestions by e-mail or phone call

E. ADJOURNMENT

The meeting was adjourned 8:00 p.m.

PASADENA USD SCHOOL CONSOLIDATION SAVINGS CALCULATION - Loma Alta

School Operating Cost	FTE	Unrestricted GF Funding	Restricted GF Funding	Special Funding	Savings	Actual Savings
Principal	1.000	140,788			Y	140,788
Regular Ed Teacher	10.000	850,999	67,671			
Resource Teacher / Coach	0.750	8,095	72,856		Y	80,951
Special Ed Teacher	5.000		384,917			
Other Certificated						
Library Staff	0.375		13,083		Y	13,083
Instructional Aides	1.075	20,572	13,139			
Instructional Aides - Special Ed	11.250		431,681			
Custodial Staff	2.000	111,605			Y	111,605
Classified Office Staff	1.750	89,551			Y	89,551
Health Staff	0.875		43,513		Y	43,513
Other Classified						
Noon Aide	0.300	5,345	1,512			6,856
Office / Health Supplies		13,685	2,238			
Custodial Supplies		3,123				
Copier Lease		7,678				7,678
Transportation			56,070		Y	56,070
Electricity		44,351			Y	14,544
Gas		3,288			Y	
Water		-			Y	
Waste Management		4,810			Y	
TOTAL	34.375	1,303,890	1,086,680	-		\$ 564,639

PASADENA USD SCHOOL CONSOLIDATION SAVINGS CALCULATION - Burbank

School Operating Cost	FTE	Unrestricted GF Funding	Restricted GF Funding	Special Funding	Savings	Actual Savings
Principal	1.000	134,102			Y	134,102
Regular Ed Teacher	15.000	1,016,835	184,890			
Resource Teacher / Coach	1.000		103,548		Y	103,548
Special Ed Teacher	2.000		191,076			
Other Certificated	-					
Library Staff	0.750		32,955		Y	32,955
Instructional Aides	0.500		13,896			
Instructional Aides - Special Ed	5.250		216,098			
Custodial Staff	2.500	132,743			Y	106,194
Classified Office Staff	1.750	83,356			Y	83,356
Health Staff	0.750		33,662		Y	33,662
Other Classified						
Noon Aide	0.400	8,036				8,036
Office / Health Supplies		12,225	3,174			
Custodial Supplies		4,798				
Copier Lease		9,493				
Transportation			56,070		Y	56,070
Electricity		62,792			Y	
Gas		4,687			Y	
Water		12,292			Y	
Waste Management		4,810			Y	
TOTAL	30.900	1,486,170	835,368	-		\$ 557,923

Pasadena Unified School District

Unrestricted School Operating Costs

PUSD Small School Average Cost Elementary School

Unrestricted GF Costs	Average	
	No.	Savings
School Operating Costs		
Average Enrollment	300	
Principal **	1.00	\$ 140,325
Classroom Teacher **		
Resource Teacher / Coach		
Instructional Aides		\$ 20,572
Custodial Staff **	2.643	\$ 155,442
Classified Office Staff **	1.821	\$ 89,760
Health Staff	0.150	\$ 6,432
Other Classified	0.343	\$ 14,082
Custodial Supplies		\$ 4,576
Copier Lease		\$ 8,727
Electricity		\$ 58,457
Gas		\$ 5,247
Water		\$ 8,211
Waste Management		\$ 5,434
TOTAL	5.957	\$ 594,700
Savings per Student		\$ 1,961

** Average Salary plus benefits are used

Pasadena Unified School District

Unrestricted School Operating Costs

PUSD School Average Cost Middle School

Unrestricted GF Costs	Average	
	No.	Savings
School Operating Costs		
Average Enrollment	500	
Principal **	1.00	\$ 148,610
Assitant Principal **	1.00	\$ 116,350
Classroom Teacher **		
Resource Teacher / Coach		
Instructional Aides		
Custodial Staff **	5.00	\$ 294,080
Classified Office Staff **	4.00	\$ 197,119
Health Staff	0.50	\$ 21,441
Other Classified	2.00	\$ 82,193
Custodial Supplies		\$ 9,250
Copier Lease		\$ 13,500
Electricity		\$ 100,000
Gas		\$ 10,000
Water		\$ 25,000
Waste Management		\$ 8,500
	13.50	\$ 1,026,042
Savings per Student		\$ 2,052

NOTES

** Average Salary plus benefits are used

Pasadena Unified School District

Unrestricted School Operating Costs

PUSD School Average Cost High School

Unrestricted GF Costs School Operating Costs	Average	
	No.	Savings
Average Enrollment	750	
Principal **	1.00	\$ 157,806
Assitant Principal **	1.00	\$ 116,350
Classroom Teacher **		
Resource Teacher / Coach		
Instructional Aides		
Custodial Staff **	6.00	\$ 352,896
Classified Office Staff **	7.00	\$ 344,958
Health Staff	1.00	\$ 42,882
Other Classified	4.00	\$ 164,385
Custodial Supplies		\$ 13,500
Copier Lease		\$ 19,000
Electricity		\$ 150,000
Gas		\$ 25,000
Water		\$ 40,000
Waste Management		\$ 12,000
	20.00	\$ 1,438,777
Savings per Student		\$ 1,918

NOTES

** Average Salary plus benefits are used

		Per Student
*** Muir High School Total Salaries:	\$ 6,683,140	\$ 7,426
*** Blair High School Total Salaries:	\$ 7,575,749	\$ 7,442
*** Pasadena High School Total Salaries:	\$ 10,775,372	\$ 5,662
*** Marshall High School Total Salaries:	\$ 9,873,469	\$ 5,037

Resolution No. XXXX

School Size

WHEREAS, the Pasadena Unified School District (the District”) has experienced significant enrollment decline over the past thirteen years which is projected to continue for at least the next seven years; and

WHEREAS, the District has a large amount of unused classroom capacity as a result of declining enrollment; and

WHEREAS, the fixed cost of operating a school is significant, which materially increases the per student costs associated with running a smaller school; and

WHEREAS, it is the goal of the Pasadena Unified School District to provide all students with equitable access (“equitable access”) to a high quality education no matter which school he or she attends, including access to age level appropriate course work and electives, access to counseling, physical education and sports, arts and music education, and food service; and

WHEREAS, the cost of providing equitable access is inhibited due to the large number of small schools, and the costs associated with additional staff, support materials and facilities; and

WHEREAS, the process of reviewing schools for consolidation or closure is an emotional subject which can benefit from a framework of recommended enrollment ranges with a clearly laid out step-by-step process;

NOW, THEREFORE, IT IS FOUND, DETERMINED AND RESOLVED by the BOARD OF EDUCATION OF PASADENA UNIFIED SCHOOL DISTRICT as follows:

The school size that most efficiently provides equitable access to high quality education is as follows:

School Type	Minimum Enrollment	Recommended Range
Elementary	300	450 - 650
MS – K-8	300?	325 - 400
MS – 6-12	300?	325 - 750
MS – Stand Alone	450?	500 - 800
HS – 6-12	600	750 – 1200

HS – Stand Alone	900	1000 – 2000
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A school would go on a watch list if it falls out of the recommended range (Year 1).

The school must make up 50% of the enrollment amount below the recommended range in year 2 or the school will be recommended for closure in year 3.

If a school falls below the minimum, it will be recommended for closure the following school year.

Staff will assist schools on the watch list. Staff will bring any final recommendations for closure of a school after analyzing the current and potential future situation of the individual school.

Scott Phelps, President

Kim Kenne, Vice President

Tyron Hampton, Clerk

Renatta Cooper, Member

Elizabeth Pomeroy, Member

Tom Selinske, Member

Mikala Rahn, Member

To fully understand the chart, begin at left:

Column 1 identifies school/grades with wait lists following Open Enrollment

Column 2 is the number of spots projected and subsequently filled via Open Enrollment

Column 3 is the total number of students who ended up on the final wait list

From the final wait list, Column 4 reflects those who enrolled in PUSD school

Column 5 reflects the handful of students who initially enrolled, then withdrew

Column 6 reflects the number of PUSD students who did not enroll in a PUSD school

Column 7 identifies students who have never been enrolled in a PUSD school who did not enroll

**2013-2014 Overall Enrollment by Waitlist School/Grade
Marshall & Pasadena High Schools**

School	Open Enrollment Spots Offered	Waitlisted Students	Enrolled in a PUSD School	Enrolled But Withdrew	PUSD Students Who Did Not Enroll	Students Never in PUSD Who Did Not Enroll
Marshall						
G06	178	128	104	4	13	7
G09	63	8	4	0	3	1
Total	241	136	108	4	16	8

School	Open Enrollment Spots Offered	Waitlisted Students	Enrolled in a PUSD School	Enrolled But Withdrew	PUSD Students Who Did Not Enroll	Students Never in PUSD Who Did Not Enroll
Pasadena HS						
G09	84	110	85	4	14	7
G10	18	15	11	0	3	1
Total	102	125	96	4	17	8

Grand Total	343	261	204	8	33	16
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**2014-2015 Overall Enrollment by Waitlist School/Grade
Marshall & Pasadena High Schools**

School	Open Enrollment Spots Offered	Waitlisted Students	Enrolled in a PUSD School	Enrolled But Withdrew	PUSD Students Who Did Not Enroll	Students Never in PUSD Who Did Not Enroll
Marshall						
G06	157	232	192	0	31	9
G07	50	11	7	0	1	3
G09	44	71	39	0	14	18
Total	251	314	238	0	46	30

School	Open Enrollment Spots Offered	Waitlisted Students	Enrolled in a PUSD School	Enrolled But Withdrew	PUSD Students Who Did Not Enroll	Students Never in PUSD Who Did Not Enroll
Pasadena HS						
G09	68	159	129	1	21	8
G10	27	26	20	0	2	4
Total	95	185	149	1	23	12
Grand Total	346	499	387	1	69	42

Master Planning Meeting – October 7, 2014

Proposed Revisions to Transportation Policies/Regulations

Change to BP 3540 Transportation

In second paragraph, add the following to the end of the first sentence “ prior to the beginning of the Open Enrollment process in the fall.”.

Changes to AR 3541 Transportation Routes and Services

In the bottom paragraph on pg 1 (begins with “Students who attend...).

- Remove the words “School of choice or” from the 2nd sentence.
- Add the following sentence “Buses may also be provided for desegregation purposes”
- Add the following sentence “Students attending alternative high school programs (Rose City and CIS) may also be considered for public transit passes.

Business and Noninstructional Operations

TRANSPORTATION

BP 3540

The Governing Board desires to provide for the safe and efficient transportation of students to and from school as necessary to ensure student access to the educational program, promote regular attendance and reduce tardiness. The extent to which the district provides for transportation services shall depend upon student and community needs and a continuing assessment of financial resources.

(cf. 3100 -Budget)
(cf. 3250 -Transportation Fees)
(cf. 3541 -Transportation Routes and Services)
(cf. 3541.1 -Transportation for School-Related Trips)
(cf. 3541.2 -Transportation for Students with Disabilities)
(cf. 5116.1 -Intradistrict Open Enrollment)
(cf. 5117 -Interdistrict Agreements)

The Superintendent or designee shall recommend to the Board the most economical and appropriate means of providing transportation services. The Superintendent or designee shall develop procedures to promote safety for students traveling on school buses.

(cf. 3543 -Transportation Safety and Emergencies)
(cf. 5131.1 -Bus Conduct)

The Governing Board desires to:

1. Provide maximum safety for students between home and school and on school-sponsored trips.
2. Promote desirable student behavior and respect for traffic safety.
3. Provide assistance and transportation for handicapped students as defined in their I.E.P.
4. Provide transportation for field trips.
5. Provide access to specialized programs for all students.

(cf. 3541.5 -Alternative Transportation Arrangements)
(cf. 5131.1 -Bus Conduct)
(cf. 3542 - School Bus Drivers)

Legal Reference:

EDUCATION CODE

Business and Noninstructional Operations

TRANSPORTATION

BP 3540

- 35330 - *Excursions and field trips*
- 35350 - *Authority to transport pupils*
- 39800-39860 - *Transportation, especially:*
 - 39800 - *Powers of governing board to provide transportation for pupils to and from school; definition of "municipally owned transit system"*
 - 39801 - *Contract with County Superintendent of Schools to provide transportation*
 - 39802-39803 - *Bids and contracts for transport services*
 - 39806 - *Payments to parents in lieu of transportation*
 - 39807 - *Food and lodging payments in lieu of transportation*
 - 39807.5 - *Transportation fees*
 - 39808 - *District transportation of private school students*
- 41850-41854 - *Allowances for transportation*
- 41860-41862 - *Supplemental allowances for transportation*
- 45125.1 - *Criminal background checks for contractors*

GOVERNMENT CODE

- 3540-3549.3 - *Educational Employment Relations Act*

CODE OF REGULATIONS, TITLE 5

- 14100-14103 - *Use of school buses and school pupil activity buses*
- 15240-15343 *Allowances for student transportation, especially:*
- 15253-15272 *District records related to transportation*

VEHICLE CODE

- 2807 *School bus inspection*

COURT DECISIONS

- Arcadia Unified School District, et. al. v. State Department of Education, 2 Cal. 4th 251 (1992)*

Policy
Adopted: December 11, 2012

PASADENA UNIFIED SCHOOL DISTRICT
Pasadena, California

Business and Noninstructional Operations

AR 3541

TRANSPORTATION ROUTES AND SERVICES

The Board will review student need and available funding annually to determine what transportation will be offered.

Routes and Bus Stops

The Superintendent or designee shall design transportation routes and stops to promote the safety of students and maximum efficiency in the use of buses.

Students who attend their home school and reside beyond maximum walking distance as defined below may be eligible for transportation service.

1. Elementary School:

- Grades: Pre-K through 5th – N/A

2. Middle School:

- Grades: 6th through 8th at middle school sites: Student must live outside a two (2) miles radius around the school of attendance.

3. High School:

- Grades: 9th through 12th: Students living outside a two and one half (2.5) miles radius around the school of attendance may be provided public transit passes.

The Superintendent or designee may authorize transportation within the walking distance when special problems or hazards exist.

Except as required by 20 USC 6316 for transfers out of Title 1 program improvement schools, the district shall not be obliged to provide transportation for students who attend school outside their attendance area.

Students who attend a school outside their attendance area may be eligible for transportation services in accordance with Board policy to ensure access to all students. Schools of choice or schools with signature programs would be considered as appropriate. Bus stops for this kind of busing would be at other selected school sites.

(cf. 5116.1 – Intradistrict Open Enrollment)

(cf. 5117.1 – Intradistrict Attendance Agreements)

TRANSPORTATION ROUTES AND SERVICES

The Superintendent or designee shall design school routes and stops so as to enhance the safety of student pedestrians.

The Superintendent or designee shall communicate in writing to parents/guardians regarding bus routes, schedules and stops and/or shall arrange for local media to publish such information.

(cf. 1112 -Media Relations)

The district shall provide home-to-school transportation and additional transportation services as needed for students with disabilities as specified in their individualized education programs. (Education Code 41850; 20 USC 1400-1482; 34 CFR 104.4)

(cf. 3541.2 -Transportation for Students with Disabilities)

The Superintendent or designee shall provide transportation to homeless children in accordance with law, Board policy and administrative regulation.

(cf. 6173 -Education for Homeless Children)

The district shall provide homeless children with transportation services comparable to those offered to other students at the school of attendance. (42 U.S.C. 11432)

If the student moves to a shelter that is in another attendance area within the district, the Superintendent or designee may arrange transportation that enables the student to continue attending the same school.

(cf. 5111.13 – Residency of Homeless Children)

If a homeless student attending school in this district moves to a shelter that is in another district, the Superintendent or designee may arrange transportation that enables the student to continue attending the same school in this district. This transportation may be achieved through the transportation services of this district, the new district, or another outside agency.

Legal Reference:

EDUCATION CODE

35350-35351 - Authority to transport pupils

39800-39860 - Transportation

Business and Noninstructional Operations

AR 3541

TRANSPORTATION ROUTES AND SERVICES

41850-41854 - Allowances for transportation

UNITED STATES CODE, TITLE 42

11432 - State and local education activities (McKinney Homeless Assistance Act)

Regulation

Approved: September 26, 1995

Revised: December 11, 2012

PASADENA UNIFIED SCHOOL DISTRICT

Pasadena, California



**PASADENA UNIFIED SCHOOL DISTRICT
OFFICE OF THE CHIEF FINANCE OFFICER**

MEMO

Date: October 7, 2014

**To: Master Plan/Boundary Committee
Dr. Brian McDonald, Interim Superintendent**

From: John Pappalardo, Chief Finance/Facilities Officer

Re: Potential Usage of School Sites

The topic of potential usage of school sites has been discussed. Overall, the usage of school sites can be complex. The most recent two school sites that were closed are Loma Alta and Burbank Elementary Schools. Loma Alta site has a license agreement with a Montessori school for space at the site, which generates over \$180,000 per year. Additionally, Rosebud Charter School is located at Loma Alta at a rate of about \$62,000 per year. Loma Alta is currently generating over \$240,000 per year in revenue.

The Burbank site houses the preschool department headed by Ree Harris, which has a number of pre-school classes actually running out of that site, as well as Mental Health programs.

School Site Usage

- 1. A school site can be Surplused, as is in the case of Linda Vista, and then be used for a number of purposes. Once the surplus has been approved by the Board of Education (Board), by resolution, the Board can decide to offer it as a long-term lease, or as a sale. The revenue from the long-term lease can be used for District operational purposes, and the sale proceeds can only be used for capital improvement within the District.**
- 2. A joint use can be developed with a partner, or various partners. A joint use agreement provides usage by both the District for educational purposes, plus usage by a joint use partner. Both the McKinley and Washington's new gymnasiums have a joint-use agreement with the City of Pasadena where the District is the primary user, and the City has usage of space within the facilities, as well as secondary usage to the District.**
- 3. A license agreement can be developed for a partner or tenant to use the school site. Any number of uses can be developed through a license agreement.**

When a site is not used for an educational purpose, the usage of space is limited by zoning and the City of Pasadena. Some partnership could include:

- **Pasadena City College**
- **City of Pasadena**
- **Armory Center for the Arts**
- **Pasadena Conservatory of Music**
- **Art Center College of Design**
- **Cal State L A**
- **Pacific Oaks**
- **County of Los Angeles, and/or LACOE**
- **Occidental College**
- **JPL**
- **Pasadena Playhouse**

Finally, the District has surplusd the former Linda Vista School site. The bids for a long-term lease for the site are due on October 22, 2014. Since the site is zoned for a public school currently, the site will be governed by the City of Pasadena through the conditional use permit (CUP) process. With the exception of Linda Vista, all school sites in PUSD are currently utilized for services to students and the community.