

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.

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- 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

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- 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.