



**PASADENA UNIFIED SCHOOL DISTRICT
FACILITIES TASK FORCE**

NOTICE AND AGENDA

**November 16, 2021
3:30 PM**

**Teleconference Meeting Only
To join the meeting:**

By phone dial (US) +1 234-320-0330 PIN: 915 146 228#

From your computer, on your calendar invite click on [Join with Google Meet](#)

From your computer, type in your browser: meet.google.com/whu-yvkw-wrg

Purpose: To create a set of recommendations regarding the use of facilities that the full Board can adopt.

Item	Presenter	Time
Welcome and Introductions	Dr. Leslie Barnes	3:30 pm
Approval of Resolution 11-16-21	Dr. Leslie Barnes	3:35 pm
Review of Minutes	Dr. Leslie Barnes	3:40 pm
Review of Survey for Workforce Housing and Next Steps	Dale Scott	3:45 pm
Review Recommendation for Board	Dr. Leslie Barnes	4:15 pm
Adjournment	Dr. Leslie Barnes	4:30 pm

RESOLUTION NO. 11-16-21

PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR ISSUED ON MARCH 4, 2020, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE FINANCE TASK FORCE OF THE PASADENA UNIFIED SCHOOL DISTRICT FOR THE PERIOD NOVEMBER 16, 2021 THROUGH DECEMBER 31, 2021 PURSUANT TO BROWN ACT PROVISIONS

WHEREAS, Pasadena Unified School District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of Pasadena Unified School District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, such conditions now exist in the District, specifically.

NOW, THEREFORE, THE FINANCE TASK FORCE COMMITTEE OF THE PASADENA UNIFIED SCHOOL DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the District, and meeting in person would present imminent health risks to attendees due to the prevalence of the Delta variant of the COVID-19 virus, the indoor setting of meeting facilities, the potential presence of unvaccinated individuals attending meetings, the potential for noncompliance with mask wearing requirements, and the desire to protect the health of immuno-compromised individuals. Social distancing is crucial for slowing the spread of the COVID-19 virus and preventing our health care system from becoming overwhelmed.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. District staff that support this legislative body are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of

this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) December 3, 2021, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the Pasadena Unified School District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Finance Task Force of the Governing Board for Pasadena Unified School District this 16th day of November, 2021, by the following vote:

Ayes: _____ Nays: _____ Absent: _____

Signed: _____
Clerk/Secretary

Pasadena USD Teacher-Staff Housing Survey

1. What is your primary place of employment (which PUSD campus)?
 - A. Elementary School
 - B. Middle School
 - C. High School
 - D. Administrative Office
 - E. Other [please specify]
2. What is your PUSD employment status?
 - A. Tenured Teacher
 - B. Temporary or Probationary Teacher
 - C. Classified Staff (35 hours/week or more)
 - D. Classified Staff (fewer than 35 hours/week)
 - E. Administration/Management
3. How long have you been employed with PUSD?
 - A. Less than one year
 - B. 1-3 years
 - C. 4-5 years
 - D. More than five years
4. How many minutes is your commute – ONE WAY – on an average day?
 - A. Less than 20 minutes
 - B. 20-45 minutes
 - C. 46-60 minutes
 - D. 61-90 minutes
 - E. 91-120 minutes
 - F. More than 2 hours
5. Would you prefer to live closer to work?
 - A. Yes
 - B. No

6. If yes on question #5, why don't you live closer to work? (Select ALL that apply)
- A. Rental prices are too high
 - B. Home prices are too high
 - C. Prefer my current location
 - D. Already own a home
 - E. Other [please specify]:
7. What is your current monthly rent/mortgage (not including taxes, insurance, utilities, etc.)?
- A. \$0 - \$1,000
 - B. \$1,000 - \$1,499
 - C. \$1,500 - \$1,999
 - D. \$2,000 - \$2,499
 - E. \$2,500 - \$3,000
 - F. More than \$3,000
8. Do you rent or own your current place of residence?
- A. I own my home
 - B. I rent
 - C. Neither, I live with family my parents/relatives
 - D. Other (please specify)
9. If you currently rent, how many bedrooms are in your apartment/house?
- A. Studio
 - B. 1 bedroom
 - C. 2 bedrooms
 - D. 3 or more bedrooms
10. If you are renting, are you planning to buy a home?
- A. No
 - B. Yes, within 1 year
 - C. Yes, within 2 years
 - D. Yes, within 3-5 years
 - E. Not applicable

11. How many people, including yourself, make up your household?

- A. 1
- B. 2
- C. 3
- D. 4
- E. 5 or more

12. How long have you been employed with PUSD?

- A. Less than one year
- B. 1-3 years
- C. 4-5 years
- D. More than five years

13. How long do you anticipate continuing to work for PUSD?

- A. Less than 1 year
- B. 1-3 years
- C. 4-5 years
- D. More than five years
- E. Not sure

14. If you answered 5 years or less in question 13, what is the primary reason for your decision?

- A. Not applicable/I intend to stay with PUSD for more than 5 years
- B. I plan to retire
- C. I plan to relocate to a different area, but stay in my current profession
- D. I plan to change professions, but stay in my current area
- E. I plan to relocate to a different area and change professions
- F. Other [please specify]:

15. If you indicated above that you plan to stay in your current profession but change area, what is the reason for your answer?

- A. Dissatisfaction with cost/availability/proximity of housing
- B. Other
- C. Not applicable

16. Pasadena USD is exploring the possibility of constructing one-bedroom, two-bedroom and three-bedroom rental units in the City of Pasadena, that would be made available to District teachers and staff members at below-market rents (regardless of whether or not you would be in renting one of these units). What is your general impression of this proposal?

- A. Very positive
- B. Somewhat positive
- C. Neutral
- D. Somewhat negative
- E. Very negative

17. Would you be interested in living in district-owned rental housing offered at below-market rent reserved exclusively for PUSD employees?

- A. Very interested
- B. Somewhat interested
- C. Not sure, but would consider
- D. Not interested [please specify]:

18. If you answered "A", "B", or "C", to question 17 (above), how many bedrooms do you prefer?

- A. 1 bedroom
- B. 2 bedrooms
- C. 3 bedrooms
- D. Not applicable

19. How many people, including yourself, make up your household?

- A. 1
- B. 2
- C. 3
- D. 4
- E. 5 or more

20. How long do you see yourself wanting to live in the teacher-staff housing?

- A. Less than one year
- B. 1 to 3 years
- C. 4 to 5 years
- D. 6 to 7 years
- E. More than 7 years

21. If the units were limited to five years, would you still be interested in living in teacher-staff housing?

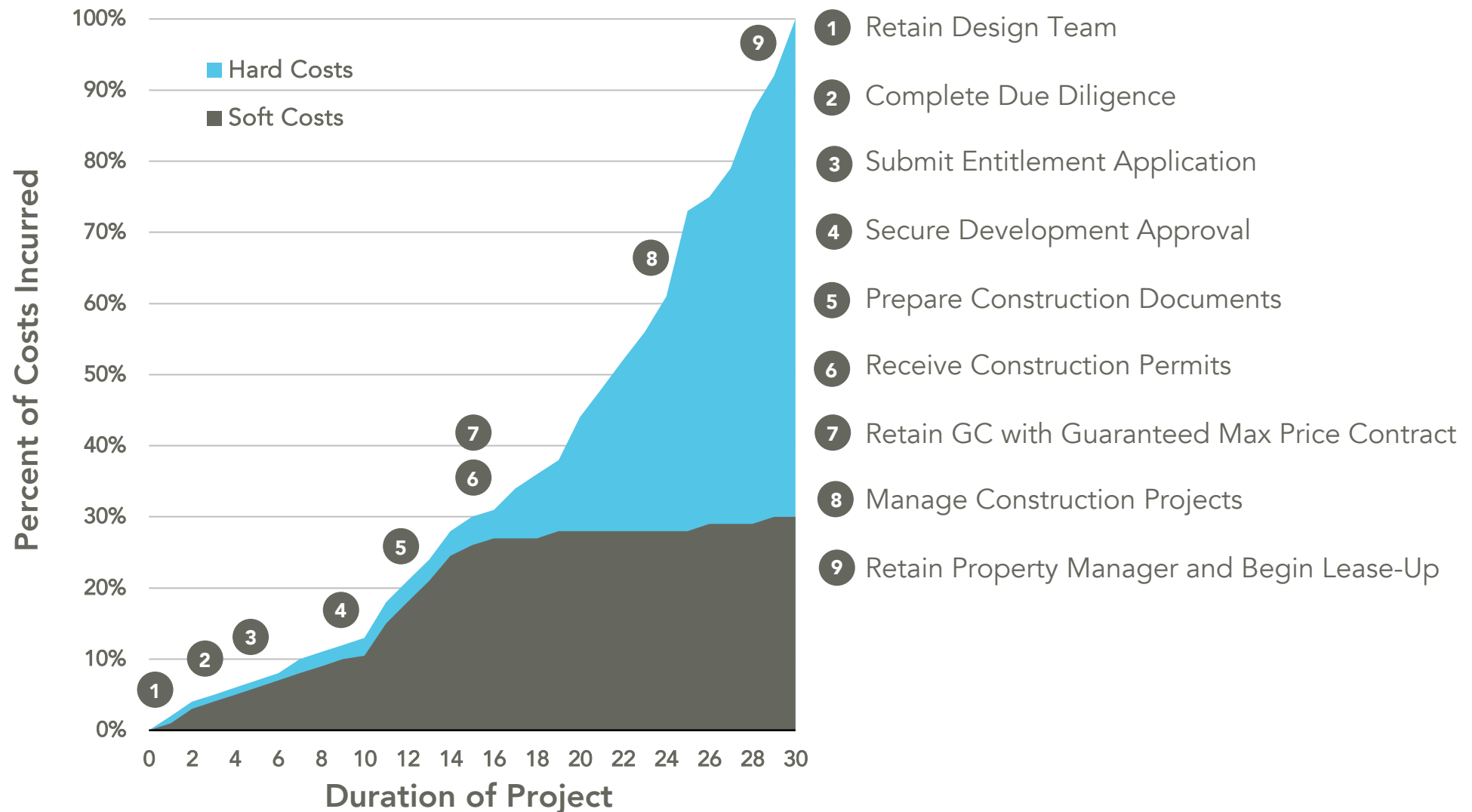
- A. Yes
- B. No
- C. Not sure

22. How old are you

- A. 18 -24
- B. 25-34
- C. 35-44
- D. 45-54
- E. 55-64
- F. 65+

DRAFT

Capital Requirements



Source: Education Housing Partners



**PASADENA UNIFIED SCHOOL DISTRICT
FACILITIES TASK FORCE**

MINUTES

**March 15, 2021
3:30 PM**

Purpose: To create a set of recommendations regarding the use of facilities that the full Board can adopt.

Item	Presenter	Time
Welcome and Introductions • Review of voting members by Dr. Barnes and Zoila Arellano: the voting members of the task force were called out to be Leslie Barnes, Tendaji Jamal, Michelle Richardson Bailey, Charlene Tucker, Jennifer Hall Lee, Leonard Hernandez, Mark Anderson, Raymond Green, Shahada Thornton, Steven Cole, Natasha Mahone, and Raymundo Rosales. • Ms. Bailey questioned why Brian Biery was not listed as a voting member. Dr. Barnes stated she would check in with the Superintendent for approval, as Mr. Biery was not part of the original task force.	Dr. Leslie Barnes	3:30 pm
Review of Minutes • Michelle Richardson Bailey moved approval, Steve Cole seconded. Minutes were approved unanimously.	Dr. Leslie Barnes	3:35 pm
Enrollment • The enrollment projections presented were Davis Demographics from 2019-2020. • Norm-Day Enrollment was 15,313 from October 2019. • Enrollment is projected to continue to decrease. • The state has enacted a hold harmless to the	All	3:45 pm

19/20 school year, which means we get to use the year with the higher number of students. • A chart with Charter School Enrollment was also presented. • Ms. Hall Lee inquired about enrollment numbers for private schools and whether they could be attained. • Ms. Richardson Bailey suggested to work with Senator Portantino's office or Assembly Member Chris Holden's office to find out state legislation around housing for homeless families. •		
7-11 Guidelines • Dr. Barnes review Lozano Smith's <i>Checklist for Sale or Lease of School District Surplus Property, Revised January 2021</i>. There are not many changes since the 2016 version, other than the change in that we do not have to offer our facilities to Charter Schools as a first option. • The first thing to do now is to identify the surplus properties and create the committee. The work of this task force is to streamline the work of the 7-11 committee. • A 7-11 committee is named as such because it has to have a minimum of 7 members but can not have more than 11 members. • PUSD properties are subject to Naylor Act Requirements	All	4:15 pm
Affordable Employee Housing • Dr. Barnes shared information from Education Housing Partners which works with Workforce Housing. • Employees would need to do a survey for interest. • The District would provide the surplus land and facilitate the relationship with the city as the developer tries to work with the cities various departments. • No general funds would be utilized. • The District would not be the landlord. A third-party company would be hired to manage the property. •	All	4:35 pm

Future Agenda Items • Bring back discussion of properties • What properties would we like to focus on?	Dr. Leslie Barnes	4:50 pm
Future Meeting Dates: April 12, 2021, May 10, 2021, June 14, 2021	Dr. Leslie Barnes	4:55 pm
Adjournment at 4:58 pm	Dr. Leslie Barnes	5:00 pm



**PASADENA UNIFIED SCHOOL DISTRICT
FACILITIES TASK FORCE**

MINUTES

**September 22, 2021
3:30 PM**

Purpose: To create a set of recommendations regarding the use of facilities that the full Board can adopt.

Item	Presenter	Time
Welcome and Introductions Task Force Members: Leslie Barnes, Tendaji Jamal, Michelle Richardson Bailey, Jennifer Hall Lee Eric Bailey, Natasha Mahone, Julio Venegas, Charlene Tucker, Leonard Hernandez, Brian Biery Other Attendees: Rose Marie Riley, Elizabeth Pomeroy, Julio Venegas, Tina Fredericks, Brian Biery, Zoila Arellano, Dale Scott, Bruce Dorfman	Dr. Leslie Barnes	3:30 pm
Review of Minutes Will be reviewed at the next meeting.	Dr. Leslie Barnes	3:35 pm
Discussion of Draft Use of Properties • Dr. Barnes reviewed a list of recommendations for the Board of Education including District use, income producing endeavors, workforce house and social objectives/community needs. • Dr. Barnes also reviewed a list of PUSD properties which	Dr. Leslie Barnes	4:35 pm

included the status of the properties. • Dr. Barnes presented her recommendations for each PUSD owned site.		
Presentation of Process for Implementation of Affordable Workforce Housing • Bruce Dorfman from Education Housing Partners gave a brief description of his company's background. About 20 years ago Santa Clara Unified reached out to them because they were having problems recruiting and retaining staff. And they had an idea of building a little teacher housing community. • A forty-unit teacher apartment community was built on a 2-acre lot. • Subsequently additional 5-6 dozen districts all over the country who also had the same issue. • A non-profit was created Education Housing Partners to work exclusively with public agencies to build workforce housing. • Dale Scott state he serves the District as the financial advisor. Mr. Scott mentioned that his firm served as the financial advisor on the first teacher/staff housing project that was built in the United States using General Obligation funds. • Mr. Dorfman explained the third party involved SVA which is and architectural firm with a focus on institutional educational facilities and a strong multi-family discipline.	Bruce Dorfman Education Housing Partners	3:40 pm

• A chart was presented with a number of districts with completed or pending projects. • A list of Pre-Feasibility Decision and Process were presented. • The district would make the decision as to what type of staff would be targeted with the project.		
Future Agenda Items • Survey of staff for workforce housing • Review of prior meetings • Graphic of site recommendations	Dr. Leslie Barnes	4:50 pm
Future Meeting Dates • 3rd Wednesday of October	Dr. Leslie Barnes	4:55 pm
Adjournment – 4:50 pm	Dr. Leslie Barnes	5:00 pm



PASADENA
Unified School District

Facilities Task Force Meeting

Dr. Leslie Barnes,
Chief Finance and Operations Officer

November 16, 2021

Our Children. Learning Today. Leading Tomorrow.

Agenda

- Welcome and Introductions
 - (5 minutes)
- Approval of Resolution
 - (5 minutes)
- Approval of Minutes
 - (5 minutes)
- Workforce Housing Survey -Dale Scott
 - (30 Minutes)
- Review of Board Recommendations-Leslie Barnes
 - (30Minutes)



Establishment of Property Categories

Recommendations for the Board of Education

- **District use**
 - District need to consolidate programs
 - Anticipated District and programmatic needs/goals
- **Income producing endeavors**
 - District need for the property in the future for educational purposes
 - Current use and ability to move tenants, such as Charter Schools currently using Proposition 39 request for facilities
 - Potential revenue stream for the District
- **Social objectives/Community Needs**
 - Site location
 - Immediate or future needs of the community
 - Community support
- **Workforce housing**
 - Does the site lend itself to workforce housing: size, location, community support

PUSD Properties									
No.	Site	Year Built	Status	User	Facility Use Agreement		Annual Revenue	Area	
					Term	Expiration		sf	acres
1	<u>Allendale</u>	1948	Vacant	NA	NA	NA	NA	136,130	3.13
2	<u>Audubon</u>	1943	Leased	Odyssey Charter	10 years	6/30/2025	\$96,984	250,124	5.74
3	<u>Burbank</u>	1950	Leased	Stratford	15 years	6/30/2034	\$1,200,366	161,493	3.7
4	<u>Burbank - Minoru</u>	1967	Leased	NA	NA	NA	NA	21,125	0.48
5	<u>Cleveland</u>	1934	Partly Leased	Odyssey Charter South	1 year	6/30/2021	\$69,430	173,312	3.98
				PUSD - SPED & ECE	NA	NA	NA		
6	<u>Ed. Center</u>	1925	PUSD	Admin Offices Rose City HS	NA	NA	NA	190,636	4.38
7	<u>Edison</u>	1960	Partly Leased	Alma Fuerte	1 year	6/30/2021	\$37,707	194,062	
				Focus Point Academy	NA	NA	NA		4.46
8	<u>Franklin</u>	1950	Vacant	PUSD IT	NA	NA	NA	240,256	5.52

PUSD Properties									Page 2
No.	Site	Year Built	Status	User	Facility Use Agreement		Annual Revenue	Area	
					Term	Expiration		sf	acres
9	<u>Hodges - Peoria</u>	NA	Leased	Pacific Clinics	5 years	1/1/2025	\$88,830	44,753	1.03
				Young & Healthy	5 years		\$6,000		
10	<u>Jefferson</u>	1935	Vacant	NA	NA	NA	NA	266,097	6.11
11	<u>Linda Vista</u>	1971	Partly Leased	L Vista Children Ctr.	1 year	8/31/2021	\$61,770	290,491	6.67
				City of Pasadena	NA	NA	NA		
				PUSD	NA	NA	NA		
12	<u>Loma Alta</u>	1953	Leased	Rosebud Academy	1 year	6/30/2021	\$37,663	233,057	5.35
				Oak Knoll Montessori	5 years	6/30/2025	\$127,621		
13	<u>Madison La Casita</u>	1923	PUSD	Armory	1 year	6/9/2021	In-kind Services	4,654	0.11
14	<u>Noyes</u>	1952	Leased	Aveson Charter School	1 year	6/30/2021	\$88,283	328,109	7.53
15	<u>Roosevelt</u>	1953	Vacant	Metro Patrol	6 months	6/30/2021	In-kind Services	220,502	5.06
				SPED MTU (OT/PT)	NA	NA	NA		
16	<u>Wilson</u>	1926	Partly Leased	Renaissance Academy	6 months	2/28/2021	\$51,300	598,258	13.73
				PUSD - PALS SPED	NA	NA	NA		

Category Recommendations

District Use

- **Audubon**
 - Recommendation: Continue to Lease to Odyssey Charter
- **Cleveland**
 - Recommendation: Child Care/TK Center
- **Edison**
 - Recommendation: Continue to use for Charter Schools
- **Linda Vista**
 - Recommendation: Use original building for Professional Development Center/ continue with current income producing leases for Pre-School and social objective with the park
- **Loma Alta**
 - Recommendation: Continue to use for Charter and income producing lease for Private School

Category Recommendations

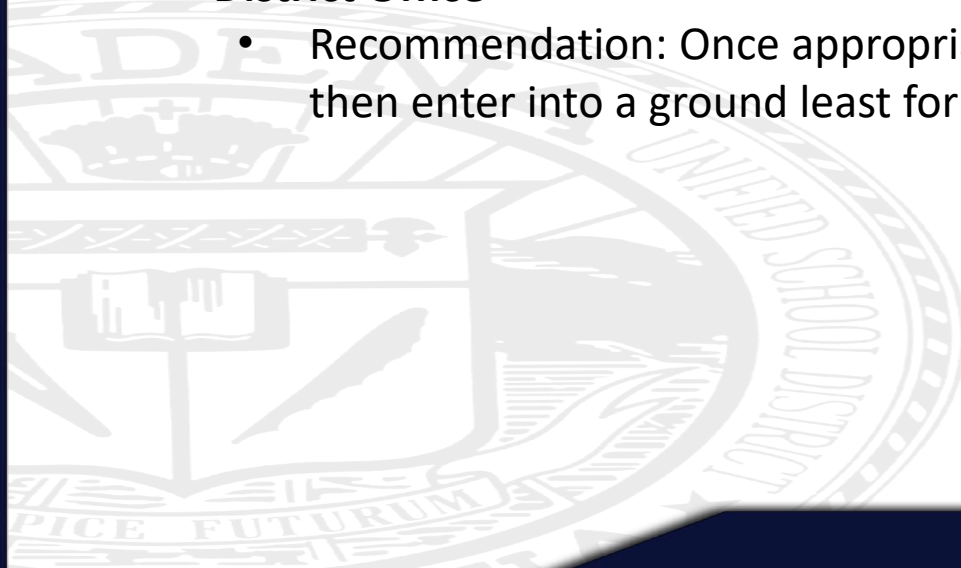
District Use

- **Wilson**
 - Recommendation: Consolidation of programs: PALS, Rose City, CIS, possible District Office space
- **Noyes**
 - Recommendation: Continue to use for Charter School lease
- **Edison**
 - Recommendation: Continue to use for Charter Schools

Category Recommendations

Income Producing Endeavors

- **Allendale**
 - Recommendation: Ground lease for development
- **Burbank**
 - Recommendation: Continue leasing to Stratford Private School
- **District Office**
 - Recommendation: Once appropriate site is chosen for relocation then enter into a ground lease for Development



Category Recommendations

Social Objectives

- **Franklin**
 - Recommendation: Adult Education and other possible social services
- **Hodges-Peoria**
 - Recommendation: Continue leasing to Young and Healthy
- **Jefferson**
 - Recommendation: Short-Term: Lease to City of Pasadena (6 years), Central Library, Fire Academy and Police (PALS program)
 - Recommendation: Long-Term: use for income producing property or future District Office
- **Madison - La Casita**
 - Recommendation: Continue to lease for the Arts program

Category Recommendations

Workforce Housing

- **Roosevelt**
 - Recommendation: Develop workforce housing on this site



Questions?

