

Pasadena Unified School District
Facilities Master Plan Board Study Session
April 8, 2008

- I. Discussion of Time Line and deliverables and needs from the Board – Steve Brinkman, Chief of Staff, Patrick Kennedy, Interim Facilities Director, and Javan Nabili, GKK Works (Architects)**

Issues and needs attached as Attachment 1

- II. Role of Facilities and Capital Subcommittee**

Charter of the Subcommittee and role in the process of developing a Facilities Master Plan

- III. Recommendations on Committee and Subcommittee structure**

**Facilities Master Plan Committee
Subcommittees**

Staff recommendations attached – Attached as Attachment 2

- IV. Presentation by Instruction Services group on grade configuration**

Presentation forwarded under separate cover

- V. Planning for next Board Study Session
Potential topics:**

- A. Update on progress of Facilities Master Plan**
- B. Update on selection of committee and subcommittee members**
- C. Progress on Board Deliverables**

Attachment #1
Key Facilities Master Plan Questions

- Grade configuration
- Location of key programs
- Open enrollment and magnet programs vs. neighborhood schools
- Configuration of Muir, Blair
- Definition of a “model” school; definition of equity
- Classroom/school loading factors by grade level
- Policy on asset management - e.g. what sites are available for alternative use and what are not; said differently, are there some assumptions about future use of current sites that would preclude their use in another way such as for a ground lease; are **any** assets subject to sale or will all be the subject of ground leases? There is a need for speed in addressing the District Office relocation; Would the Board consider resurrecting past proposals??
- timing of tax supported financing issue; other sources of funding
- joint use objectives; key projects identified
- scope of improvements (e.g. landscaping and fields, painting and wall structures, stage curtains, flooring, etc. as well as the four areas BCA addressed)

- *It is very important that the Board early in the process define the scope of the Plan so no time or money is wasted.*

- *It is also important that the Board designate who should serve and the makeup of the Plan committee and subcommittees to encourage and enhance community input into the process.*

Attachment #2
Staff Committee and Subcommittee Recommendations

Facilities Master Plan Committee:

- 3 Board members now members of the Facilities and Capital Subcommittee
- 2 Members of the Citizens Oversight Committee
- 1 Elementary principal
- 1 Middle school principal
- 1 High school principal
- 3 Citizens at large
- 1 City Representative

District Staff:
Director of Facilities
Chief of Staff

Ex officio - Superintendent

Subcommittees:

Grade Configuration

- Elementary School Principal
- Middle School Principal
- High School Principal
- 1 parent member – Elementary School
- 1 parent member – Middle School
- 1 parent member – High School
- 1 member of the 7-11 Committee
- 1 member of the Citizens Oversight Committee

District Staff:
Chief Academic Officer
Director, Secondary Teaching and Learning

Ex officio - Superintendent

The question of Board member participation on subcommittees needs to be discussed

Recreation/Fields and Sports Facilities

1 member/leader of youth organizations now using sites

1 City member

High School AD

Middle school P.E. teacher

3 citizens at large

District Staff:

Grounds Supervisor

Executive Director, Secondary Education

Asset Management

1 City Representative

2 local realtors

2 local developers

2 members of original 7-11 Committee

1 member from the sports facilities industry

District Staff:

Director of Facilities

Chief of Staff

District Grounds Supervisor

Ex officio - Superintendent

Finance Subcommittee

1 City member from the finance department

District Staff:

Superintendent

Chief of Staff

Chief Business Official