

**MINUTES OF THE
ASSET MANAGEMENT ADVISORY/7-11 COMMITTEE
DOWNEY UNIFIED SCHOOL DISTRICT
March 2, 2023**

Regular Meeting

Pace Education Center Conference Room
9625 Van Ruiten Street
Bellflower, California 90706

Members Present:

Dean Michael – District Composition
Jeffrey Worthy – Business Representative
James Walton – Landowner/Renter
Kathy Estevez – Administrator

Members Absent

Brian Heyman – Person of Expertise
Rola Saikali – Teacher
Jeff Townsend – Parent of Student

Others Present:

Christina Aragon, Associate Superintendent, Business Services
Angel Kellogg, Administrative Secretary, Business Services
Sarine Abrahamian, Legal Counsel

Call to Order

The meeting was called to order by Jeff Worthy, Committee Chair, at 4:12 p.m.

Pledge of Allegiance/Welcome and Introductions

The Pledge of Allegiance to the Flag of the United States of America was led by Angel Kellogg.

Action Items

Approval of the Minutes of January 24, 2023

Jim Walton moved, Kathy Estevez seconded, and the motion carried unanimously to approve the official minutes of the regular 7-11 Committee meeting held on January 24, 2023, as presented.

Discussion Items:

Public Notices

Sarine Abrahamian, District legal counsel, reminded the committee of the requirement of posting public notices. She restated the District will follow its usual practice of posting the notices in The Patriot, the local Downey newspaper, at the Downey City Library on the public notices wall, on the District website, and at the District administration office in the notices box outside the main entrance to the building.

Drafting a Recommendation Report

Christina led the committee in a quick review of the draft recommendation report to recap Sections I – VI that were covered and updated at the meeting on January 24, 2023. The link to photos in Exhibit B isn't working and will be corrected. As Sections II through VI were reviewed, the Committee concurred that the draft reflects what was discussed and there are no additions or revisions.

Sarine led the Committee as they continued work on the draft with "Section VII. Advisory Committee Recommendations to the Board", which lists recommended options for the property. Jeff Worthy suggested that there be no sequencing of recommendations because they don't want to limit the District from being able to explore getting the best value for the property. Kathy Estevez suggested adding "in no particular order". Sarine said she can add language to state that the options are not in order of best options, but #1 will need to remain first in the list because it states the Committee's recommendation to deem the property as surplus property.

Dean Michael suggested the Section VII.2. should say something about "an appropriate valuation", and include language that the sale price be fiscally sensible and to not surplus at all cost. Jeff Worthy suggested putting a stop loss on the property to avoid having to take too low an offer. They recommended that Sarine add language related to staff to do further analysis to determine what option is in the best interest of the District.

Dean Michael inquired about being fiscally responsible with the funds, as it related to his concern about increased administrative costs over the past couple of years, as compared to classroom costs. Christina responded that funds from property sales are usually deposited into the capital outlay fund, not to the general fund to pay for operating expenses, such as administration salaries. Christina also relayed that the District has displayed fiscal responsibility by putting kids first, and she offered that Citizens' Bond Oversight Committees for previous bonds have confirmed that funds were spent in accordance with the ballot language. The recent approval of a new \$254 million bond confirms general community support. Kathy, an elementary principal, and James, a Classified employee, answered as District employees that they concurred with these statements.

In Section VII.5., it was suggested to add "and alternate options for the property..." after the phrase "of a lawful disposition process".

Sarine presented ten photos of the property from the appraisal report that can be included in Exhibit B and asked the Committee which, if any, they may like to include. The Committee asked that all ten photos be used.

Jeffrey Worthy asked if there was consensus of the draft recommendation, and all present agreed that there is consensus.

Sarine informed the Committee that there will be a presentation of the Committee approved recommendation to the Downey USD Board of Education and that the Committee Chair usually presents an introduction and information about what the Committee did.

Additional Information for Review Requested by the Committee

Sarine will work on updating the draft recommendation report between now and the next meeting with language per the Committee's discussion. It will then be emailed to the committee members to review and to finalize the recommendation at the next meeting.

Questions or Comments by Committee Members

None

Public Comment

There were no members of the public present, so there are no public comments.

Next Meeting

Tuesday, March 21, 2023 at 4:00 p.m. at the Pace Education Center conference room.

Adjournment

James Walton moved, Dean Michael seconded, and the motion carried unanimously to adjourn the meeting at 4:58 p.m.

Minutes approved as presented at the March 21, 2023, meeting.

Respectfully submitted by Angel Kellogg, Administrative Secretary, Business Services