



Pasadena Unified School District (PUSD)  
CITIZENS' OVERSIGHT COMMITTEE (COC) MEETING  
**Minutes of Meeting held on September 23, 2019**

Location: Pasadena Unified School District Education Center,  
351 S. Hudson Ave., Pasadena, CA 91109

- I. Meeting called to order 6:30pm
  - a. Present: Francis Boland, John Robinson, Stephen Aquino, Eliza Jane Whitman, David Bell, Amelia Bradford, Nadia Zendejas, Kim Kenne, Angela Child and Anahit Azarian.
- II. Public comments
  - a. none
- III. Approval of August meeting minutes
  - a. Approved unanimously
- IV. Review of TT related Board Reports
  - a. No comments.
  - b. Nadia is going to confirm the PUSD still is advertising for new COC members in light of the resignation of Cynthia Torres.
- V. Facilities Reports
  - a. Facilities reports not available due to Miguel's vacation.
  - b. Reviewed Budget vs. Commitments and Expenditures and Kim requested that additional information be provided for the commitments that changed since August report without board approval:
    - i. Blair needs a new code for the ADA field
    - ii. District Wide I.T. Wireless Access Upgrade
    - iii. Don Benito kitchen
    - iv. Field Modernization
    - v. John Muir Building D and Black Box Theater
- VI. Facilities Department MTT Accounting Process presentation by Nadia Zendejas, Angela Child and Anahit Azarian.
  - a. COC asks to confirm that time cards of PM Consultants are accurate so they can be charged to the correct fund (i.e. non-MTT operations and maintenance should be charged to non-MTT funds and MTT efforts should be charged to MTT projects).

- b. COC and Kim asks that the org chart presented be updated to have the position of Facilities and Construction Director removed as this was not approved position by the PUSD Board of Directors.
  - c. COC requests links be sent to CUPCCA and LACOE procedures and directions that the facilities accounting department follows.
  - d. AccountAbility manages construction over multiple years where Peoplesoft only tracks the annual budget by school year. Accountability was launched in 2008.
  - e. Discussion about changes to budget commitments that were made in AccountAbility without the board approval at the direction of the Executive Leadership Team. Our intention is to ensure the process is correct for any future bond funds and therefore we urge the facilities accounting team to deny the ELT's requested changes until the correct process is followed which is obtaining Board Package approvals to support budget commitments
  - f. The COC requests any notable changes from month to month be included in the Budget vs. Commitments and Expenditures by Fund.
- VII. Next Meeting date: October 23<sup>rd</sup> at 6:30 pm
- a. Next board meeting is October 24<sup>th</sup> so our meeting will be October 23<sup>rd</sup>
- VIII. Adjournment 8:18pm