



Pasadena Unified School District (PUSD)
CITIZENS' OVERSIGHT COMMITTEE (COC) MEETING
Minutes of Meeting held on April 28, 2021

Meeting was held remotely with Google Meet

- I. Meeting called to order 6:34pm
 - a. Present: John Robinson, Amelia Bradford, Eliza Jane Whitman, Stephen Aquino, David Bell, Miguel Perez, Leonard Hernandez, Dr. Leslie Barnes, Patrick Cahalan, Anahit Azarian & Kim Kenne
- II. Public comments
 - a. none
- III. Approval of March 2021 meeting minutes
 - a. Approved unanimously
- IV. Review of Measure TT and Measure O related Board Reports
 - a. 1517-F Resolution going to the board. General obligation bond resolution is \$20,000,000 long term bonds for capital improvements to complete the facilities master plan and establish the projects and potentially a few quick start projects. The board made a promise to the voters to limit the amount that was issued until '22. Once the facilities plan is completed then additional bonds will be issued. Meetings will be hosted at each school or virtually to gather input from the public for the facilities master plan.
 - b. 1518-F Approval to award program and services to Safework. Approval of the PMC Services to Safeworks based on their communication and commitment to the district and ownership over the projects. They have a project dashboard that can be posted on the PUSD website to track progress. Reviewed by Barnes, Leonard and Chief Facilities Officer.
- V. Board of Education COC Liaison Report – Presented by Patrick Cahalan
 - a. Amendment to the PUSD vision statement led by Ms. Bailey
 - b. Mesa Energy Systems proposal to do some additional assessments of HVAC systems being paid by Covid funds
 - c. There haven't been any Covid positive instances to date. Return to campus is lower than expected with most families choosing to stay home at this time. The fall plans will be a topic of future board meetings.
 - d. State of the Schools meeting will happen at the end of May. Kim and Patrick to confirm that it won't interfere with the May COC meeting.
- VI. Facilities Reports

- a. Measure TT Audit resulted in no findings. Financial statements, internal controls, contract and bid process and contract and change orders were reviewed. It was the same auditor as prior years. Is there any litigation against measure TT that the COC should be aware of? There was a \$660k issue that has been resolved at one of the following schools: Mc Kinley, Washington Elementary and Sierra Madre. Dr. Barnes to report back. COC will provide an annual report incorporating the audit findings and additional financial information.
- b. COC Application extension to May 31st. More applications are needed.
- c. Outstanding action items:
 - i. Facilities and I need to work together so we can make sure Measure TT and Measure O related Board Reports in the future. Really an Action Item for next month.
 - ii. Facilities was to confirm that the State of the Schools would not impact the May 26th COC meeting.
 - iii. Facilities was to confirm there is no Measure TT litigation (specifically Washington) as McKinley and Sierra Madre it was discussed had been resolved.
 - iv. Facilities is to determine why this month's Accountability Total Budget Column (\$364,161,560) increased by \$119,077 from last month within the Consolidated Budget Status by Fund. Increase did not happen in PeopleSoft.
 - v. Facilities is going to look for the Board Report that was approved by PUSD Board for the Altadena Portables that was listed in MTT Construction Status Report for the last two months.
 - vi. Facilities needs to provide me the deadline when the COC's Annual Report for Fiscal Year 07/01/2019-06/30/2020 is due to be reviewed and approved by the PUSD.
- d. Consolidated Budget Status by Funds – it appears the total amount budgeted went up \$117k due to a reimbursement for the solar project. PeopleSoft balance has increased when the reimbursement was received. The two accounts should be updated by next meeting.
- e. Construction Status Report
 - i. PHS Athletic Field and John Muir fields are being completed by the same crew so John Muir will be started after PHS is completed. COC asks that the fields not be used until the students return to school to use the fields. COC recommends facilities performing an analysis to determine the appropriate costs to charge organizations to rent the field. Facilitron software will be implemented to track rentals and expenses to ensure that the correct rate is charged based on usage. Additional projects including parking, bleachers and a press box for each field that will be included in the facilities master plan.
 - ii. Altadena Portables – currently need to add fire hydrants need to be added to accommodate the two portables. This is delaying the completion of the project.

- f. Pictures of Facilities Dept Active MTT Projects – reviewed pictures
- VII. DSA Closure Status
 - a. Next update will be provided in June meeting
- VIII. Next Meeting date: May 26th 6:30 PM
- IX. Adjournment 7:24 pm