



**PASADENA UNIFIED SCHOOL DISTRICT  
MEASURE TT CITIZENS OVERSIGHT COMMITTEE  
Minutes of April 15, 2015  
REVISED**

**MINUTES** of the Citizens' Oversight Committee held on April 15, 2015, at Altadena Elementary School, 743 E. Calaveras St., Altadena, CA 91001

**PRESENT:** Ed Barnum, Pamela Boxley, Clifton Cates, Gretchen Vance, Augustin Zuniga, Sheryl Turner,

**Committee Members Absent:** Roy Boulghourjian, Hagop Ohannessian, Delores Gibbs, Joanna Bauer, David Crocker, James Kossler,

**Board Member Present:** Dr. Mikala Rahn

**Staff:** Nelson Cayabyab, Chief Facilities Officer; Nadia Zendejas, Executive Secretary, (Principal Lorena Martinez and David Charles, Owner Representative were present for the tour of the campus)

**A. TOUR OF ALTADENA CAMPUS**

The COC was given a tour of Altadena Campus by Mark Lansdown, Architect at PBWS, and Ara Baghdasarian, Project Manager at Chalmers Construction.

**B. CALL TO ORDER**

Mrs. Gretchen Vance, Vice-Chair called the meeting to order at 6:40 p.m.

**C. PUBLIC COMMENT – None**

**D. APPROVAL OF MINUTES:** February 18, 2015

The minutes from the last COC meeting on February 18, 2015 were not provided to the committee for approval prior to the meeting. Nadia said she would bring the February 18, 2015 draft minutes for approval at the next COC meeting.

**1. GENERAL BUSINESS**

2. Introduction of new Executive Secretary.

Nelson introduced his new Executive Assistant, Nadia Zendejas.

3. Introduction of new Citizens Oversight Committee members:

No new Members appointed yet.

4. Project Updates

Mrs. Vance requested that Nelson identify the Owner Representative that oversees each project. Various members expressed concerns that current Owner Representatives would

run out of budgetary authority for the school year and that; as a result, current construction projects might be delayed. Mr. Cayabyab assured the committee that no construction projects will be delayed and that all will remain on schedule to meet the deadlines.

1. Status of COC Applicants Selection

Mr. Cayabyab notified the Committee that the office is in the process of confirming the total number of vacancies available. The Board of Education's Facilities Committee will review the new member applications received and appoint new COC members, as necessary.

2. Discussion of Future Term Expiration dates

Members of the committee expressed that they did not know when their current term expired.

**E. REPORTS FROM PUSD STAFF**

1. Projects Update

Nelson provided to the Committee the Friday Communiqué that lists current project updates.

2. Consolidated Budget Status

Nelson asked the Committee if the annual independent financial and performance audits can be delayed to give the PUSD staff time to close their year-end books. In addition, he recommended having a separate performance audit done. Ms. Boxley requested that Mr. Cayabyab provide the COC with the details of his recommendation and an explanation of the need for the proposed delay. Mr. Cayabyab said that he would do so before the next COC meeting.

3. Status of Multiple Projects.

Nelson shared with the committee photos of construction work that was unacceptable.

4. Project Status by cost.

Nelson presented the committee with the Budget vs. Commitments and Expenditures by Fund report.

**F. REPORTS FROM COMMITTEE CHAIRS**

1. Report from James Kossler on Reporting Formats

None.

2. Report from Outreach Sub-committee- Joanna Bauer

None.

3. Report from Liaisons to Facilities to Facilities and Capital Committee – Mr. Ed Barnum

Ed Barnum invited COC members to attend the Facilities and Capital Projects Committee Meeting tomorrow April 16, 2015 at 9:00 AM. in room 229. He also added that Shirley Barrett is working hard on the water irrigation project and that there is student labor involved. .

**G. REPORT FROM BOARD LIAISON— Dr. Mikala Rahn**

None.

**H. NOTIFICATIONS/AGENDA ITEMS FOR FUTURE MEETINGS**

- Submission of Annual Budget Report
- Performance audit recommendation by Nelson

**I. NEXT MEETING DATE AND ADJOURNMENT**

Next meeting

May 27, 2015 at District Office 351 S. Hudson Ave. Pasadena CA. 91109  
Conference Room # 229 at 6:30 p.m.

The meeting was adjourned at 7:57 p.m.