



**PASADENA UNIFIED SCHOOL DISTRICT
CITIZENS OVERSIGHT COMMITTEE MEETING
Meeting Minutes of September 16, 2015**

MINUTES of the Citizens' Oversight Committee held on August 11, 2015, at 351 South Hudson Avenue, Pasadena, California 91109, in the Conference Room 229

PRESENT: Ed Barnum, Pam Boxley, Clifton Cates, Steven Cole, Quincy Hocutt, Joelle Morisseau-Phillips, Willie Ordonez, Julie Root, Gretchen Vance.

ABSENT: Diana Verdugo, Dr. Mikala Rahn, Geoffrey Commons,

Board Member: Not present

Staff: Nelson Cayabyab, Chief Facilities Officer; Nadia Zendejas, Executive Secretary

I. CALL TO ORDER

Mrs. Vance, Chair, called the meeting to order at 6:30 p.m.

II. PUBLIC COMMENT

None

III. APPROVAL OF MINUTES Approval of August 11, 2015 meeting minutes.

Minutes, as amended by Mr. Cates, were unanimously approved:

Item C#1 *add by a vote 12-1*, on Item C#2 *remove apostrophes on Mr. Cates's name*, on Item D#3 *replace after proposed to, replace create with adopt*, on Item D#4, *remove ECT.*

IV. REPORTS BY THE CHIEF OF FACILITIES

Mr. Cayabyab provided COC with snapshots and narratives of five (5) ongoing projects:

- Marshall Fundamental School

- Altadena Elementary School

- Field Elementary School

- McKinley School

- Sierra Madre Middle School

Mr. Barnum suggested that future presentation materials be forwarded to COC members rather than provided as handouts to reduce paper usage.

Mr. Cayabyab was asked about San Rafael School in light of the recent report of findings regarding the activity of the fault during trenching. Nelson reported that until the Board has an opportunity to review the findings and formulate a plan of action, there are no changes in the current facilities plan

Mr. Cayabyab was asked about whether resubmittal of a project to the state agency would be a problem with the past earthquake fault identification at the site. Nelson explained that with the new report of findings, should the Board wish to reinstate a project at San Rafael, it can be submitted to the State without problems. However, the initial funding for the project has been reallocated, so funding for such a project will require some budget adjustment to current projects if Measure TT funding is to be used.

Mr. Cayabyab reported that the approximately \$100 million remaining in the Prop. TT fund are insufficient to cover all desired improvements and renovations and, therefore, that prioritization of the expenditure of remaining funds is required. Given the potential for a public relations problem, Ms. Vance stressed that prompt and accurate communication with the public is essential.

V. REPORTS BY THE BOARD OF EDUCATION LIAISON

None, Mr. Cahalan was unable to attend.

VI. PENDING BUSINESS- DISCUSSION AND ACTION

A new Website Committee was formed to work with PUSD representatives to ensure that the COC website is brought up to date, made more user-friendly, and provides information the COC wishes to ensure is shared about its activities.

Committee membership consists of Joelle Morisseau-Phillips and Steven Cole. They will work with Mr. Cahalan, who is trying to improve the District's website.

Quincy Hocutt has joined the Audit Committee with Clif Cates and Gretchen Vance.

ACTION REQUIRED: Ms. Vance would like to see the formation of a committee (of one?) to oversee the COC membership's involvement and attendance at School Site Council meetings.

Ms. Vance attended the Sierra Madre Middle School Site Council and asked the following questions at their behest:

Q: Why are lockers not provided at new schools (middle schools)?

A: Nelson will investigate and respond.

Q: The PE teacher is uncomfortable supervising students to nearby park for activities by him/her self. The current conditions at the site require students to leave the school campus.

A: After discussion, Nelson suggested that the Principal could request additional Security Personnel who could assist the teacher with student supervision.

ACTION REQUIRED: COC members need to review the Site Council meeting list provided by Nadia and provide her with volunteer assignments before the next meeting. There are still a great number of Councils which do not have a COC member assigned to represent the COC & provide liaison to the COC and/or Facilities Group.

- Amendment of COC Bylaws:

COC members were provided a copy of proposed amendment bylaws. Mr. Cates highlighted changes regarding Committee officers and members' terms and asked for an informal indication of whether members were generally in favor of or opposed to the proposed wording. The Committee favors having members' terms commence on March 1 instead of on the date of their appoint by the Board, as the current draft of the bylaws provides. Mr. Cates will communicate this information to Mr. Cahalan.

- Ed Barnum requested language be added to the Bylaws specifically exempting COC members from having to disclose personal financial information.

- Steven Cole remarked that the Attachment A Ethics policy be clarified to incorporate specific language that members should not receive a financial benefit.

- Ed Barnum asked if COC members should be required to reside within PUSD boundaries, inasmuch as the Bylaws only indicate that members must be a resident of the state. Mr. Cates will investigate and advise at our next meeting.

- COC Website

- Joelle and Steven have volunteered to be our Website Subcommittee.

- Any current Internet Search Engine will take the searcher to the old/outdated website. At a minimum, as a starting point, this problem must be corrected.

- The updated website should make it possible for any user easily to locate the following information: a list of Committee members with their terms and photographs; governing law, including applicable provisions of the California Constitution, Education Code, and Bylaws; Committee meeting minutes and agendas; annual reports; annual performance and financial audits; and Committee reports to the public.

- Financial & Performance Audits

- On 9/2/2015, Ms. Vance, Mr. Cates and Mr. Jimmy Wittinger, Nigro and Nigro, had a telephone meeting regarding the current status of the audit. Mr. Whittington reported good news and progress. Nigro and Nigro are still waiting on confirmation of cash reserves to be provided by the LA County Treasurer. A Draft of the Audit has been received by the PUSD.

- Mr. Whittington will attend our next COC meeting so that the audit results can be discussed and any COC members' questions can be answered.

- Once the Audit process is complete, our Annual Report to the Board will be drafted for COC review by Ms. Vance. Ms. Vance suggested that the COC institute a Quarterly (or as needed) report that can be posted on the COC website.

ACTION REQUIRED: Nadia will provide copies of the Draft Audit to COC members.

VII. NEW BUSINESS-DISCUSSION AND ACTION

ACTION REQUIRED: PUSD has completed a new organization chart of school administrators, the COC requests copies be provided to the members.

ACTION REQUIRED: COC members request notification via email for upcoming meeting of the Facilities Group and/or meetings regarding the Master Plan.

VIII. REPORT BY THE COC PROJECT FINANCE MONITOR

- Pam Boxley provided an updated copy of the Budget Summary report originally designed by Jim Kossler.
- The report has been modified to show changes in budget amount from report to report. The only major change in this report is an increase in budget for Career Technical Education (CTE) projects. The original funding was @ \$15 million. The 6/30/2015 updated report showed a budget decline. In the current report, the budget has been restored to the previous \$15 million.
- The report has been modified to show details of CTE projects and funding, data shown in gray background.
- The report has been modified to show details of E-Rate projects and funding, data shown in gray background.
- 'Z' projects refers to projects attached to technology infrastructure upgrades although some of the older, closed projects do not seem to totally conform to this criterion.

IX. REPORT BY COC LIAISON TO FACILITIES COMMITTEE

- San Rafael Elementary School was previously discussed.
- Master Plan was previously discussed
- Personnel Activities within the Facilities Group. Plans are underway to hire 2 in-house facilities project managers who should be on board by mid October. Plans are also underway to hire a Deputy to Nelson as well as 2 Account Specialists.
- The next Facilities Meeting is October 1 @ 4 pm

X. FUTURE MEETING DATES AND LOCATIONS

Our next meeting is Wednesday, October 21 @ 6:30 pm.

XI. ADJOURNMENT

This meeting was adjourned at 8:05 pm.