



**PASADENA UNIFIED SCHOOL DISTRICT**  
**CITIZENS OVERSIGHT COMMITTEE MEETING**  
**Meeting Minutes of November 18, 2015**

**MINUTES** of the Citizens' Oversight Committee held on November 18, 2015 at 351 South Hudson Avenue, Pasadena, California 91109, in the Computer Lab conference room #240

**PRESENT:** Ed Barnum, Clifton Cates, Steven Cole, Willie Ordonez, Gretchen Vance, Dr. Mikala Rahn, Geoffrey Commons, Joelle Morisseau-Phillips, Pam Boxley,

**ABSENT:** Sheryl Turner, Diana Verdugo, Julie Root, Quincy Hocutt,

**BOARD MEMBER:** Patrick Cahalan

**STAFF:** Nelson Cayabyab, Chief Facilities Officer; Jessica Frazier; Construction Specialist, Nadia Zendejas, Executive Secretary

**I. CALL TO ORDER**

Mrs. Vance, Chair, called the meeting to order at 6:33 p.m.

**II. PUBLIC COMMENT**

- No public comment.

**III. APPROVAL OF PRIOR MEETING MINUTES:**

Approval of the October 21, 2015 meeting minutes.

Ms. Zendejas did not have prior meeting meetings for the committee to review and approve.

- **Action Required:** Staff will provide the committee with November 18, 2015 meeting minutes at the next scheduled meeting. Mr. Cates requested that staff circulate prior meeting minutes to the committee no less than three days before the scheduled meeting so that the committee can have enough time to review.

**IV. Reports by the Chief of Facilities**

- Mr. Cayabyab introduced newly hired Construction Specialist Ms. Jessica Frazier.
- Mr. Cayabyab provided COC with snapshots and narratives of twelve (12) ongoing projects at Sierra Madre, Field, McKinley, and San Rafael Trenching, PEA Results at Blair, Washington Middle School, Marshall Fundamental Project, Roosevelt Elementary, Black box theatre at John Muir HS, Don Benito, and District wide installation of security cameras.
- **Action Required:** Mr. Barnum asked if the snake tile mural at McKinley was restored and put back to the site? Mr. Cayabyab will follow-up on this.
- **Educational Master Plan-** Mr. Cayabyab briefed the committee on the status of the Education Master Plan; this item will be on the consent agenda for the board to approve on at tomorrow's Board of Education meeting. The Facilities Master Plan will follow the Educational MP.

## **V. Pending Business, Discussion and Action**

### **A. COC Annual Report for fiscal year ended June 30, 2015**

- Mrs. Vance shared with the committee a draft copy of the COC Annual report that she will present at the board meeting on December 17, 2016 and she extended the invitation to committee members to attend.

### **B. COC's Role in the annual financial and performance audits**

- Mr. Cates reported to the committee that the financial and performance audit was completed. He went over the role and responsibilities of the committee on the financial & performance audits.

### **C. COC Bylaw amendments**

- Mr. Cahalan provided the committee with a draft of the proposed language changes to the COC bylaws. The bylaw amendments will be vetted at the next Facilities committee on December 7, 2015 and then for full board approval at the December 17, 2016 board meeting.

### **D. COC Website improvement project**

- Mr. Cahalan has not met with TJ regarding the Measure TT website improvements. The district's website will be replaced in the near future.

### **E. COC Participation on School Site Committees**

- Mr. Cole attended the Blair SSC; he asked if the PTA and SSC purchase marquees for both middle and high school campuses could the district staff assist with the set up. Mr. Cayabyab responded that the Maintenance & Operations staff will help with installation.

### **F. COC Member attendance at COC meetings**

- Mrs. Vance informed the committee she will be monitoring member attendance.

## **VI. Report by Board of Education Liaison**

- Mr. Cahalan extended the invitation for committee members to attend the board meeting tomorrow 11/19/15 there are a couple of items from Facilities dept. that are on the consent agenda.

## **VII. Report by the COC Project Finance Monitor**

- Mrs. Boxley provided the committee with the budget report and noted that there were no major changes from the previous month's report. Dr. Rahn suggested adding a column for the project phases on to the report.
- **Action Required:** Pam requested from staff an update on the budget and a list of projects that have been completed so that she can update her report. Mr. Cayabyab responded that we are in the process of hiring two new accounts payable and when they come on board staff will reconcile and provide an updated report.

## **VIII. Report by COC Liaison to Facilities Committee**

- Mr. Barnum reported he was not in attendance at the Facilities committee meeting in October.

## **IX. Future meeting dates and locations**

The December 16<sup>th</sup>, 2015 meeting will be cancelled due to winter break.

Next meeting will be on January 20, 2016.

## **X. Adjournment**

The meeting adjourned at 8:20 pm