



PASADENA UNIFIED SCHOOL DISTRICT
CITIZENS OVERSIGHT COMMITTEE MEETING
Meeting Minutes of February 17, 2016

MINUTES of the Citizens' Oversight Committee held on February 17, 2016 at Sierra Madre Middle School, 160 N. CANON AVE. SIERRA MADRE, CA 91024

PRESENT: Clifton Cates, Steven Cole, Willie Ordonez, Gretchen Vance, Geoffrey Commons, Diana Verdugo, Julie Root, Quincy Hocutt.

ABSENT: Dr. Mikala Rahn, Ed Barnum, Joelle Morisseau-Phillips, Pam Boxley.

BOARD MEMBER: Patrick Cahalan

STAFF: Nelson Cayabyab, Chief Facilities Officer; Jessica Frazier, Construction Specialist; Malihe Shokouhi, Construction Specialist.

Absent: Nadia Zendejas, Executive Secretary.

Campus Tour

I. Call to Order

Mrs. Vance called the meeting to order at 6:29 p.m.

II. Public Comment

- Ruth Ann Aull inquired about the finance budget expenditures for El Niño storm preparations. Mr. Cayabyab responded that these expenses are coming out of the maintenance general funds not Measure TT funds.

III. Approval of Minutes of October 21, 2015 and November 18, 2015

Minutes of October 21, 2015 were approved as submitted. The November 18, 2015 meeting minutes were not available for the committee to review.

Action Required: Staff will provide the committee with the November 18, 2015 draft minutes at the upcoming March meeting.

IV. Reports by the Chief of Facilities

- A. Master Planning Update- Mr. Cayabyab shared with the committee the PowerPoint presentation that Mercy Santoro, Associate Superintendent of School Support Services, presented at the joint meeting with the City of Pasadena on the Master Plan. He added that staff will present the outline on the Master plan deliverables at the February 25, 2016 board meeting.

- B. A & E Interviews- Mr. Cayabyab reported to the committee that staff selected 7 firms out of the 32 response to qualifications received and will recommend for board approval at the February board meeting.

- C. FA Interviews- Mr. Cayabyab shared that staff interviewed three (3) of the four (4) applications received and made a selection of one (1) firm; will recommend for board approval at the February 25, 2016 board meeting. The Financial Advisors will assist with the existing bond refinancing and third bond issuance.
- D. Facilities Manual- Mr. Cayabyab reported that the Facilities manual will serve as a road map of the Facilities department's procedures, step by step protocols, functions and operations. Staff is currently working on the district standards and will submit that for board approval in the near future.

V. Pending Business, Discussion and Action

- A. Update committee on COC annual report presented to board on 12/17/15 for fiscal year ended June 30, 2015-
 - Mrs. Vance shared with the committee the annual report that was presented to the Board. The report was well received by the board.
- B. COC bylaw amendment update and distribution-
 - Mr. Cahalan reported to the committee that the language in the bylaws was approved by the board at the December board meeting.
- C. COC Website improvement project and associated subcommittee-
 - Mr. Cahalan added that the new district webpage will roll out February 29, 2016.
Action Required: Mr. Cates will email a list of items that need to be updated on the Measure TT web-page to Mr. Cahalan.
- D. COC participation on school site committees-
 - Mrs. Vance encouraged members to sign up to attend school site council meetings.
- E. COC Member attendance at COC meetings-
 - Mrs. Vance pointed out the importance of members participating and attending to the COC meetings.
- F. Board Report 914-F Approval of contract with Goodwin Simon Strategic Research-
 - Mrs. Vance is concerned about the board approved Board Report 914-F because such expenditure is not compliant with the law.

VI. Report by the Board of Education Liaison-

- Mr. Cahalan reported that the Facilities Committee has been incorporating reports from the Maintenance & Operations department and reports from the Innovative Technology services department.
- He added that the name of the committee will change to the Facilities, Technology and Capital Projects Committee.

VII. Report by the COC Project Finance Monitor- Ms. Boxley

- Mrs. Boxley was not present at the meeting.

VIII. Report by the COC Liaison to Facilities Committee- Mr. Barnum

- Mr. Barnum was not present at the meeting.

Action Required: Mr. Steve Cole was appointed to be the new COC liaison to the Facilities and Capital Projects Committee.

IX. Future meeting dates and locations

Next meeting March 16, 2016

At 351 S. Hudson Ave.

Pasadena, CA 91101

Conference Room #229

X. Adjournment

Meeting adjournment at 7:57 pm