



**PASADENA UNIFIED SCHOOL DISTRICT (PUSD)
CITIZENS' OVERSIGHT COMMITTEE (COC) MEETING
Meeting Minutes of April 20, 2016**

Location: Eugene Field Elementary School, 3600 E. Sierra Madre Blvd., Pasadena, CA 91107

Present:

COC Members: Clifton Cates, Steven Cole, Willie Ordonez, Gretchen Vance, Geoffrey Commons, Diana Verdugo, Quincy Hocutt, Pam Boxley

Pasadena Unified School District (PUSD) Board Liaison: Patrick Cahalan

PUSD Staff: Malihe Shokouhi, Construction Specialist; Veronica Jimenez, Interim Executive Secretary. Absent: Nelson Cayabyab, Chief Facilities Officer

Campus Tour - including the recently renovated multifunction "auditorium."

I. Call to Order - Ms. Vance

The meeting was called to order at 6:38 p.m.

II. Public Comment

None

III. Approval of Minutes of March 16, 2016

Due to revisions, approval of these minutes was deferred until the next meeting.

IV. Pending Business, Discussion and Action

A. COC Sub-Committee Discussions and Appointments

Ms. Vance stated she would prefer to see the establishment of at least four subcommittees for the COC. The current four are as follow:

Website Improvement - Clif Cates volunteered for this sub-committee. The subcommittee's purpose is to work with the PUSD to ensure there is a user-friendly link from the PUSD's main website to the COC's website and that all relevant documents discussed in the COC are posted in a timely fashion.

School Site Council - Volunteering for this sub-committee were Pam Boxley, Steven Cole, and Quincy Hocutt.

Mr. Cahalan gave a brief overview of the School Site Council function. The School Site Councils contain elected teachers, community members, parents and the principal. Their function is to ensure that adequate plans exist to meet educational goals for the students and that allocated monies are used correctly to meet the various goals required by the separate funding agencies.

This COC subcommittee is tasked with establishing and maintaining an effective liaison between the COC and school site councils, *(only at those schools*

where Measure TT funds are being utilized) and ensuring the councils are well informed on progress and expenditures regarding work in process at that particular school.

Action: Diana Verdugo suggested and the COC concurred, that COC members be provided some type of Identification Badge for use when attending School Site Council meetings.

Audit - Additional volunteers for this existing subcommittee (in addition to the two existing members Clif Cates, Chair and Gretchen Vance) were Julie Root, Geoffrey Commons & Quincy Hocutt.

This subcommittee works with the independent financial auditors (*paid for through Measure TT funds*) and the PUSD to ensure a timely execution of the financial and performance audits and preparation of an annual report on the status of Measure TT funds to the PUSD Board, all of which are required by California law.

Public Outreach –Diana Verdugo and Geoffrey Commons volunteered for this sub-committee.

This subcommittee will be tasked with keeping the public informed as to what the COC does. The subcommittee will from time to time publish reports of its activities, once approved by the COC.

B. COC’s Role and Responsibilities Discussion - Ms. Vance

Geoffrey Commons proposed that the COC expand the scope of its activities beyond those specified by current California law, including making recommendations to the PUSD on educational policy. There was no support for this proposal as presented. Therefore, Mr. Commons withdrew his proposal with the understanding that he could modify and propose it at a later time.

C. COC Website Improvement - Mr. Cahalan

Mr. Cahalan shared that the new PUSD website is now up and functioning. He feels that there is much improvement that can be made to minimize the number of ‘clicks’ required to reach information of interest to the public.

Mr. Cahalan stated that the COC website should launch at the beginning of May, 2016.

D. COC Upcoming Important Dates - Ms. Vance

Ms. Vance announced that there would be a Ribbon Cutting & Gym Dedication in Honor of Ty Gaffney at the renovated Sierra Madre Middle School on May 25, 2016. All COC members were encouraged to attend and additional information will be provided by email.

V. Report by the Board of Education Liaison - Mr. Cahalan

- Gretchen Vance, Clif Cates and Pamela Boxley were reappointed to the COC committee by the Board of Education of the PUSD for another two year term commencing on March 1, 2016.
- New applications for COC membership were also approved by the PUSD Board of Education and the new COC members are expected to attend the May COC meeting
 - Action:** Veronica Jimenez will forward copies of new members' applications to existing COC members.
- Mr. Cahalan updated the COC on the status of the proposed refinancing of the outstanding Measure TT bonds. He reported that our financial consultant has received feedback from the County of Los Angeles that it believes the proposed 30-year term of the refunding bonds to be too long. Our consultant feels a 30-year term improves the creditworthiness of the refunding bonds but the County is proposing a shorter term to save money (interest costs). The County must approve our actions and this item is currently in negotiation.
- The PUSD School Board periodically shifts assignments among its members. The COC requested that Mr. Cahalan remain as COC Liaison.

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

- Ms. Boxley distributed copies of the most recently updated budget report, "Currently Budgeted Measure TT Expenses with Original Master Plan Budget." Since the Chief Facilities Officer was not in attendance, several questions regarding changes in budget allocations since the last report could not be addressed.
 - Action:** Ms. Boxley will forward a copy of the report to Mr. Cayabyab alerting him to the questions that the COC would like addressed at the May meeting.

VII. Report by COC Liaison to the Facilities Sub-committee - Mr. Cole

Mr. Cole was unable to attend the PUSD Facilities Sub-committee Meeting. An update was given by Mr. Cahalan, who advised the Committee that The Blair High School renovation project should be submitted to the Division of State Architects (DSA) for approval in September, and construction should begin in December of 2016.

VIII. Future Meeting Agenda Items, Dates and Locations

The next COC meeting will be on May 18 at 6:30 pm at the District Office

IX. Adjournment - Ms. Vance

The meeting was adjourned at 8:05 pm