



PASADENA UNIFIED SCHOOL DISTRICT (PUSD)
CITIZENS' OVERSIGHT COMMITTEE (COC) MEETING
Meeting Minutes of May 18, 2016

Location: 351 South Hudson Avenue, Pasadena, California 91109. Room 240

Present: Gretchen Vance, Pamela Boxley, Quincy Hocutt, Chris Romero, Diana Verdugo, Willie Ordonez, Dr. Mikala Rahn, Clifton Cates, Jen Wang, Steven Cole, Geoffrey Commons, Glen deVeer, Joelle Morisseau-Phillips. **ABSENT:** Julie Root, Derek Walker

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

PUSD Staff: Nelson Cayabyab, Chief Facilities Officer; Veronica Jimenez, Interim Executive Secretary

I. CALL TO ORDER - Ms. Vance

The meeting was called to order at 6:30 p.m.

II. Introduction and Welcome of new Committee Members - Ms. Vance

- The new Citizen's Oversight Committee members introduced themselves. The newly appointed members present were: Jen Wang, Chris Romero, and Glen deVeer.
- It was recommended that newly appointed members meet with Mr. Cayabyab on a side bar, review minutes from the past several months, take a look at the financial report audits, and plan to attend at least one Board of Education Facilities Sub-Committee (FSC) meeting.

III. Public Comment

- None

Agenda items VI and IV were moved up on the agenda.

IV. Reports by the Board of Education Liaison - Mr. Cahalan

- ✓ Mr. Cahalan updated the committee on items on the Facilities Sub Committee agenda such as the changes to the outstanding lease agreement with Stratford. As well as the renewal of Project Manager contracts.

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V. Report by COC Website Improvement Sub-Committee - Mr. Cates / Cahalan

- Mr. Cahalan informed the committee that most of the district website content has now been moved to the new "blackboard" website. Mr. Cahalan and Mr. Cates would like to have all uploaded documentation be searchable. Mr. Cates will submit suggestions

for improvements to the PUSD website team. Mr. Cates has received login credentials to the Measure TT website and asks for anyone interested in serving on the website improvement sub-committee to contact him.

Action: Mr. Cahalan will send a link to everyone in the committee and welcomes feedback in regards to the new website. The new PUSD website address is: www.pusd.us/domain/378

- Mr. Cates provided the committee with a currently incomplete list of items that he is considering for the website:
 1. A link from the PUSD website to the COC website
 2. The website documents should be searchable
 3. Annual reports of the COC to the PUSD Board of Trustees
 4. Financial and performance audits
 5. All COC meeting minutes
 6. All COC Agendas
 7. Any Special Reports
 8. A list of COC members and their terms
 9. All governing laws, e.g., Education code 15278-15282, Text of Measure TT, COC Bylaws, budget spreadsheets, etc.

Report by the COC Liaison to Facilities Committee - Ms. Boxley

- Ms. Boxley updated the committee on the PUSD's Facilities Sub-Committee meeting that took place on May 5, 2016.

Topics shared from the meeting included the approval of re-appointments of current COC committee members, Gretchen Vance, Pamela Boxley and Clifton Cates as well as adding new committee members Jen Wang, Chris Romero, Glen deVeer and Derek Walker.

There was discussion in the COC regarding the allocation of costs of the security company guarding our construction sites. The cost is currently being split 50/50 between Measure TT and PUSD general funds accounts.

Action: Mr. Cates moved to disapprove the expenditure of TT funds for this expense until an explanation can be given for the basis of the split. Mr. Commons seconded the motion. Vote: In favor: 8 Opposed: 1

Ms. Vance stated she would e-mail the Board of Education about the concerns of the committee regarding these expenditures which are covered in (Board Report) BR 1021-F.

Report by the Chief of Facilities - Mr. Cayabyab

1. Regarding the bond refinancing, escrow is closing on May 19, 2016 on the first and second issues of the Measure TT bonds.
2. Regarding expenditures that have been improperly charged to Measure TT bond proceeds, such as the public survey and the Metro Payroll Security costs, there is now a General Fund Resource Code that will be utilized in the general fund showing that reimbursement of those costs comes from revenue from facility rentals.
3. Upcoming summer projects include the starting of the John Muir TV studio and Café Modernization, and interim housing projects at Pasadena High School and Don Benito. The Roosevelt project is in the Division of State Architects (DSA) for approvals and the Blair High School modernization is moving forward.
4. Dedication ceremonies following completion of construction projects will be held at McKinley School on May 18 and at Sierra Madre Middle School on May 25, 2016
5. All COC members are encouraged to attend their respective School Site Council (SSC) meetings. Plans for construction projects are periodically shared with the school community at these meetings.
6. A Pre-Qualification Process for prospective contractors is in place. The objective is to identify upfront those contractors that are prepared and capable to bid upon upcoming projects. New contractors can bid if they are not pre qualified. There exists a good pool of prospects that are already qualified for projects in the range of \$2M to \$10M.
7. The Education Master Plan (EMP) and Facilities Master Plan (FMP) updates are being finalized and will be presented to the PUSD Board on June 30.

Pending Business Discussions and Actions - Ms. Vance

- Ms. Vance asked new committee members to please become familiar with the bylaws of the COC. Mr. Cates requested that a clean copy of the bylaws be circulated among members, as the current available copies contain multiple strikethroughs and revisions.

Action: Veronica Jimenez will e-mail a clean copy of the bylaws to the committee and post them on the Committee's website.

Report by COC Project Finance Monitor - Ms. Boxley

- Ms. Boxley presented the financial report. She noted that the report presented this month reflected a reversal of the numbers that had raised questions at the previous month's meeting when Mr. Cayabyab had not been in attendance.
- Mr. Cayabyab concurred and attributed last month's report to a clerical error.

Staff Action: An Accountability report will be circulated to the committee.

Reports by COC School Site Council (SSC) Sub-Committee

- The School Site Council Sub-committee (Mr. Hocutt, Mr. Cole and Ms. Boxley) presented a PowerPoint presentation regarding COC representation on the various schools’ Site Councils and requested that COC members volunteer for a School Site Council that does not currently have COC representation. This was accomplished during the meeting and the new additions are shown in the table below:

Field- Mr. deVeer	San Rafael- Mr. Hocutt
Jackson- Dr. Rahn	Washington ES- Derek Walker
Jefferson- Mr. Steve Cole	Washington MS- Ms. Verdugo
Longfellow- Mr. Ordonez	Wilson- Mr. Romero
Madison - Dr. Rahn	PHS- Ms. Wang
Roosevelt- Ms. Verdugo	Rose City- Dr. Rahn

Report by COC Public Outreach Sub-Committee - Mr. Commons

- Any additional COC members interested in being a member of the Public Outreach Sub- Committee should e-mail Ms. Vance.

Upcoming events

- The Sierra Madre Middle School Ribbon Cutting & Gym Dedication in Honor of Ty Gaffney will be held on May 25, 2016 at 5 p.m.

Future meeting agenda items, dates, and locations

- The next COC meeting is scheduled for Wednesday, June 15, at 351 S Hudson Avenue, Pasadena, CA 91109, Room 229, at 6:30 p.m.

Adjournment

- The meeting was adjourned at 8:48 p.m.