



PASADENA UNIFIED SCHOOL DISTRICT
Pasadena, California

CITIZENS' OVERSIGHT COMMITTEE MEETING

June 15, 2016

6:30 p.m. Meeting

NOTICE AND AGENDA

**351 S. HUDSON AVE
PASADENA, CA 91109
BOARD ROOM #236**

- I. Call to Order** 6:30 p.m.
- II. Public Comment**
- III. Report by the Chief of Facilities** Mr. Cayabyab
 - 1. Discussion on Bond and Refinance Information
 - 2. Discussion on Bond Tax Compliance
 - 3. Discussion on Financial & Performance Audit Dates
 - 4. Update on Summer Projects
- IV. Approval of Minutes of March, April and May minutes**
- V. Pending Business, Discussion and Action**
 - A. COC Meeting Minutes Sub-Committee Mr. Hocutt
 - B. Update from SSC Representatives Ms. Vance
 - C. Action on March 16, 2016 COC Resolution regarding Board Report 914-F (contract with Goodwin Simon Strategic Research) Mr. Cayabyab
 - D. Action on May 18, 2016 COC Resolution regarding charging of school security costs to Proposition TT Funds Mr. Cayabyab
 - E. Future preparation of project expense reports based on Accountability Software Ms. Boxley
- VI. Report by the Board of Education Liaison** Mr. Cahalan
- VII. Report by the COC Liaison to Facilities Committee** Mr. Cole
- VIII. Report by COC Website Improvement Sub-Committee** Mr. Cates
- IX. Future meeting agenda items, dates and locations**
- X. Adjournment**

CITIZENS' OVERSIGHT COMMITTEE

MEMORANDUM

June 5, 2016

From: Website Subcommittee of the Citizens' Oversight Committee
To: Pat Cahalan, Board of Trustees Liaison to the Citizens' Oversight Committee
Re: Citizens' Oversight Committee Website

We appreciate all your hard work on this matter and want to give you our specific recommendations, many of which you have heard before. After you and the technical expert with whom you are working have had an opportunity to consider our recommendations, we suggest a meeting among the five of us to discuss exactly how to proceed.

Here are our recommendations:

- General
 - There should be a prominent, user-friendly link to the Committee's website on the PUSD's home page. It should be entitled "Citizens' Oversight Committee," not "COC" or any other confusing abbreviation.
 - Only the official name of the Committee should be used. Under Educ. Code sec. 15278(a), that name is "Citizens' Oversight Committee. (Note "s" apostrophe.) We can leave the current erroneous title appearing in the Committee's bylaws, "Bond Oversight Committee Bylaws," as is until the next time we next need to revise the bylaws.
 - No abbreviations or acronyms should appear on the Committee's website. They don't save time. They simply confuse.
 - Documents should be presented in a way that they don't have to be downloaded, which may pose a risk of acquiring viruses.

- The Committee’s website should pop up in response to any of the following searches: “Citizens’ Oversight Committee,” “Bond Oversight Committee,” “COC,” “Proposition TT,” and any associated terms that we can imagine.
- The website should be updated as necessary at least every month.
- Documents, particularly pdf files, should be searchable.
- The old website should be abolished so that searches do not take people to the wrong site.
- Information to be included on the Committee’s website
 - Governing law
 - California Constitution Art. XIII A, sec. 1
 - Education Code sections 15278-15282
 - Bylaws (rev. 12/17/15)
 - Text of Measure TT, legislative analyst’s report, arguments pro and con, and the final vote
 - Members
 - A list of all members with their photos, terms, and contact information
 - An explanation of how to apply for membership
 - Minutes of all meetings
 - The agenda for the next meeting
 - Financial and performance audits
 - Annual reports of the Committee to the Board of Trustees

- Special reports
- Budget spreadsheets with information on current and completed Prop TT-funded projects. Readers should be able to see how much Prop TT money has been spent, where it has been spent, and how much remains.
- Photographs of Prop TT-funded projects, perhaps in the same section as the budget spreadsheets. (Photographs would be good public relations for the District.)
- Site council information: Committee representatives and contacts at each school.
- A suggestion/question area where the public can contact the Committee with questions and concerns that they would like us to raise with the District or the Board.
- Issues remaining to be resolved
 - Who should be authorized to make postings to the Committee's website?
 - How can the Committee—most likely, the Website Subcommittee—receive timely technical assistance from the District?
 - How far back should documents like meeting agendas and meeting minutes posted on the website go? Whatever our decision on this matter, we should work back from the present.

We look forward to working with you to complete this important project and to a meeting in the near future.

/s/ Clifton Cates, Chair
 Quincy Hocutt
 Joelle Morisseau-Phillips