



PASADENA UNIFIED SCHOOL DISTRICT (PUSD)
CITIZENS' OVERSIGHT COMMITTEE (COC) MEETING
Meeting Minutes of June 15, 2016

Location: 351 South Hudson Avenue, Pasadena, California 91109. Room 236

Present: Gretchen Vance, Pamela Boxley, Quincy Hocutt, Willie Ordonez, Clifton Cates, Jen Wang, Steven Cole, Geoffrey Commons, Glen deVeer, and Derek Walker

Absent: Diana Verdugo, Dr. Mikala Rahn, Joelle Morisseau-Phillips, and Chris Romero

Pasadena Unified School District (PUSD) Board Member 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 6:32 P.M.

II. Public Comment

None

Agenda items IV & V were moved up on the agenda

IV. Approval of Minutes of March, April and May, 2016

Mr. Cates made a motion to approve the March, April and May minutes. Mr. Cole seconded the motion. The minutes were unanimously approved.

V. Pending Business, Discussion and Actions

A. Citizens' Oversight Committee "Minutes Sub-Committee"

Mr. Hocutt

1. A PowerPoint presentation was given proposing that a sub-committee of the COC should be created to improve the meeting minutes of the COC committee.
2. It was stated that administrative support by the District Staff would still be required to provide a written transcript of the meeting discussions and to prepare the necessary first draft in the proper format as soon as possible after the meeting while what occurred is still fresh in everyone's mind.
3. It was proposed that software (*such as "Dragon Naturally Speaking"*) should be utilized to create a verbatim written transcript from the audio recording.
4. It was proposed that the new sub-committee, upon receiving the transcription and initial draft by Facilities, would complete a second draft for submission electronically to the full COC for review within ten business days of the meeting.



5. Upon receiving feedback from the members, a final draft for review and approval of the full COC would be submitted by e-mail for committee review, no later than one week prior to the next scheduled meeting.
6. The COC would vote to accept or reject the minutes during the monthly meeting. If rejected, immediate discussion must take place to resolve any disputed items. The approved minutes will be submitted to the COC's Website Sub-committee for posting to the COC Website. Mr. Cates noted that supporting documentation from the meetings also needs to be posted to the COC Website.

Action: The committee and the District representatives approved the proposal for production of the committee's minutes and Ms. Vance appointed Mikala Rahn, Jen Wang and Diana Verdugo to the Citizens' Oversight Minutes Sub-committee. Mr. Cahalan will investigate the possible usage of the District's television station transcription software. Mr. Cayabyab will investigate transcription services and software programs.

B. Updates from School Site Council Representatives

- Ms. Wang noted that Pasadena High School has a new principal, along with several other schools in the district.
- Ms. Boxley suggested that committee members contact their respective school principals during the summer to become involved with the upcoming school year Site Councils.
- Mr. Hocutt requested that all updated contact information for the Site Councils be forwarded to him for updating of the "Site Council Spreadsheet" to be posted on the COC website.

C. Action on March 16, 2016 COC resolution regarding Board Report 914-F (a contract with Goodwin Simon Strategic Research)

- Mr. Cayabyab stated that this issue has been resolved. A journal fund code has been established and when the purchase order (P.O.) is fully paid out, that amount will be reimbursed to Measure TT. The transaction will be complete once the P.O. has been completed at the end of the fiscal year on June 30, 2016.
- Discussion on this topic included concerns that this expenditure was not appropriate for charging to Measure TT as the Committee had passed a resolution to that effect in the March Meeting. Also reiterated was that one purpose of the Oversight Committee is to ensure that Measure TT bond revenues are expended only for voter-intended Measure TT purposes.
- A member of the Facilities Committee of the Board of Education made a point that text in the bond measure indicated that there are some items that are at the discretion of the



Board of Education to determine if they can be charged against Measure TT bond funds, as long as they are not listed as items that were specifically excluded in the language of Measure TT. The Board of Education has the final say overall proposed TT expenditures, subject to the requirements of the law.

- Written confirmation of the reimbursement to Measure TT from the General Fund for the efforts of Goodwin Simon was requested by the committee members.
- Mr. Cahalan commented that whether or not this expenditure is or is not under the letter of the law (and advice of counsel was suggested), the auditors could flag the expenditure in June.
- Ms. Vance pointed out that the Citizens' Oversight Committee may require more representation at the School Board's Facilities Committee and asked all COC Committee members to take a look at all the board reports that are presented to the Facilities Committee before they go to the Board for approval. If there were any objections, we could make a recommendation to relay to the COC Committee's Facilities representative.

Action: The Facilities department's Executive Secretary is henceforth to send a copy of the Facilities Committee agenda items and attachments to the Citizens' Oversight Committee to review.

D. Action on May 18, 2016 Citizens' Oversight Committee resolution regarding charging of CA Patrol Service security cost to Measure TT funds

- This proposed expenditure, which the Citizens' Oversight Committee had disapproved at its May 18, 2016 meeting, was pulled from the School Board agenda at the May 30th meeting until the District receives a competitive bid.
- The competitive bid will be for the next fiscal year. The CA Patrol Services contract (the current contractor) will end this fiscal year.
- Mr. Cahalan informed the committee that there is some tension on the Board with regard to the needs for this service related to other issues such as hiring district personnel instead or retaining a patrol company as needed. This service was felt to be needed due to recent school break-ins and other security issues, and was intended to be temporary until a recent bomb scare incident. The School Board has not decided upon long-term use of any patrol company.
- Mr. Cates questioned whether TT funds should be utilized for security costs at all, and if the answer is "Yes", how much of Measure TT funds are determined to be used for this expenditure, and on what basis is an allocation of such an expense made between TT funds and non-TT funds?
- Mr. Cahalan proposed to take the Citizens' Oversight Committee concerns to the Facilities Committee.
- Ms. Vance suggested the possibility of determining the percentage of campuses district wide that have construction in order to allocate the expense of this expenditure.



Committee suggestion: Include a description in the Staff Analysis portion of the Board Report as to which percentage of school sites are under construction to provide a basis for allocating Measure TT funds appropriately.

E. Future preparation of project expense reports based on accountability software

- Ms. Vance informed the committee that Ms. Boxley had not been able to provide a report.
- Mr. Cayabyab presented two financial reports from the District's Accountability Software: the Interactive Report and the Consolidated report (items provided in the Citizen's Oversight Committee agenda packet) to determine if the committee would like to use these on a regular basis. The committee has taken this under advisement and will respond in a future meeting as to the reports it feels would adequately inform our public constituency.
- Mr. Cahalan stated that what needs to be seen in the upcoming Facilities Master Plan is reconciliation between the amount of the original 2008 budget and what the current budget is, and what decisions led to these changes. There needs to be a description of the actions being taken in order to support the Educational Master Plan and what can actually be covered with the remaining Measure TT funds. The COC needs to ensure that the remaining TT funds can deliver what we are actually planning for, and also provide status on projects that may or may not have been reduced in scope in 2012, but are still being expected by the schools. We need to inform our community of any changes in a timely manner. This will be made clear in the Facilities Master Plan.

Committee Concern and Suggestion: The committee requested retaining outside independent counsel to advise it on the legality of certain proposed Proposition TT expenditures that the committee deems questionable. The committee wants to determine if certain prior and proposed expenditures (such as beginning planning for a new Master Plan, public relations efforts, and security costs) are allowable under the law.

Action: Mr. Cahalan is to consult with the School Board's general counsel regarding these concerns for guidance. Ms. Vance is to send the School Board a request to provide contact information and funding authorization for legal counsel. It is noted that the California Education Code (Section 15280a) provides that "the governing board of the district shall...provide the citizens' oversight committee with any necessary technical assistance...."

III. Report by the Chief of Facilities

Mr. Cayabyab

1. Summary of Refinancing of existing bonds:

The Measure TT bonds refinancing and reissue process is complete, saving \$10.4 million in interest expense. All remaining proceeds from the issuance of bonds pursuant to Proposition TT have been issued and are available for use and should be spent within 3 years. Detailed information is posted on the Measure TT Website.



2. Summary of Financial & Performance Audit Dates:

- A date is being determined as to when the books need to be closed because it is easier to conduct the audit when the books are closed.
- The annual audit is being scheduled for the last week of August.

3. Update on Summer Projects:

- The John Muir High School Modernization and Black Box Theater upgrade is in process.
- The Pasadena High School Phase I modernization is getting ready to go to bid.
- The Don Benito interim housing project and upgrade of portables is in process.
- Washington Accelerated Middle School has on-going issues with the contractor. We are deleting a portion of the initial contract in Building A at Washington Accelerated to alleviate some of the problems with this contractor. It no longer meets the needs of the school. The Washington Accelerated Gym should be finished in August.
- The McKinley Phase I project is in the process of filing a Notice of Completion and completing the last change order. This project went beyond its scheduled completion time and budget, and damage control was needed. There are still time delays pending to be submitted by the contractor.
- Roosevelt plans submitted are being finalized. Water pressure issues are being worked on with the City of Pasadena.
- Norma Coombs is starting on interim housing. Pasadena Water and Power should be able to have a solution to the water pressure issue at this school.
- The Blair Modernization project is finishing up the HVAC (heating, ventilation and air conditioning) actions. The District is removing portables and will start mitigation on the contaminated area.
- The Jefferson walk-through was completed. The 2008 plans were outdated and were cancelled by the Department of State Architects, precipitating this start over effort.
- The Longfellow site walk-through was conducted. What was initially approved in 2008 is no longer the school's desire.
- District Pools: Refurbishing has begun on the John Muir, Pasadena High and Blair High swimming pools.
- Burbank/Hodges & Peoria/Stratford: Stratford is moving into Burbank Elementary and the Early Childhood Education administration building staff is moving in to portables while Hodges & Peoria are upgraded.
- Ms. Vance inquired about the update regarding name badges for our committee representatives to wear when attending their respective School Site Council meetings.
 - Mr. Cahalan will follow up for status.
- A request was made for Mr. Cayabyab to provide project updates in writing. Project Managers will be asked to write a descriptive paragraph to provide information to the School Site Councils.



VI. Report by the Board of Education Liaison

Mr. Cahalan

- Mr. Cahalan briefed the committee regarding the items to be included in the Special Board Meeting upcoming on June 16. Agenda items will include the LCAP (Local Control and Accountability Plan) and the Fiscal Year Budget Presentation, plus the issue of whether or not to support the Metro/Caltrans proposed Route 710 tunnel under Pasadena.
- Ms. Vance attended the Educational Master Plan meeting led by Mercy Santoro (Associate Superintendent for School Support Services.) The Educational Master Plan is still under development with an expected completion date of September/October.

VII. Report by COC Liaison to Facilities Committee of the School Board.

Mr. Cole

Mr. Cole reported that all matters discussed at the Facilities Committee that were relevant to COC have been discussed throughout this COC meeting.

VIII. Reports by COC Website Improvement

Mr. Cates

- The Website Improvement Sub-committee has submitted a detailed proposal to the COC Board Liaison, in writing, for improvements to the COC Website. This proposal included establishing an independent website for the COC, linked to the PUSD's home page, which would include at least all referenced documents in COC meetings, copies of all pertinent legal statutes involving Measure TT funds, information on and contacts for COC members, agenda items and meeting minutes, pertinent budget spreadsheets, site council information, and photographs of current Measure TT construction projects.
- Mr. Cahalan states he is working on the items in the proposal with the assistance of Project Manager Kryz Zazirski.

IX. Further Committee Comments:

- Mr. Commons recommended starting in September to have an attendance record to note the presence of all committee members at each meeting. Ms. Vance referred to the Committee by-laws, which state no more than 3 absences in a row are allowed.
- The committee agreed that our meetings would remain on the third Wednesday of each month, starting again in September for the 2016-2017 School year. The next scheduled meeting will be on Wednesday September 21, 2016.
- Derek Walker has a schedule conflict due to Union meetings at this time. Ms. Vance recognized the importance of union meetings and approved Mr. Walker to be late to the COC Committee meetings.

Action: Veronica Jimenez to send out the committee meetings' schedule for September through November. She will forward e-mails as to when committee members will be absent and e-mail a clean copy of the bylaws.

X. Adjournment

Ms. Vance

- The meeting was adjourned at 8:45 p.m.