



**PASADENA UNIFIED SCHOOL DISTRICT (PUSD)  
CITIZENS' OVERSIGHT COMMITTEE (COC) MEETING  
Meeting Minutes for December 21, 2016**

**Location:** Pasadena Unified School District Education Center, Room 236, 351 S. Hudson Ave., Pasadena, CA 91109

**Date & Time of meeting:** December 21, 2016 at 6:30 p.m.

**Present:** Glen DeVeer, Quincy Hocutt, Willie Ordonez, Clifton Cates, Jen Wang, Steven Cole, Geoffrey Commons, and Diana Verdugo.

**Absent:** Mikala Rahn, Chris Romero, Gretchen Vance, Derek Walker, and Joelle Morisseau-Phillips.

**Pasadena Unified School District (PUSD) Board Member Liaison:** Patrick Cahalan and Board President Kimberly Kenne.

**PUSD Staff:** Nelson Cayabyab, Chief Facilities Officer and Nadia Zendejas, Executive Secretary, Miguel Perez and Jessica Frazier, Construction Specialists.

**I. CALL TO ORDER**

*Mr. Cates*

The meeting was called to order at 6:40 p.m.

**II. PUBLIC COMMENT**

- Mr. Hocutt made a public comment speaking as a member of a committee that interviews high school students for admission to an Eastern university. During the week, he had interviewed a senior at Pasadena High School and one of the questions asked was "If we made you principal of your high school, what changes would you make?" The student's first response was that he would immediately open up the closed restrooms at Pasadena High School.
- Mr. Cahalan mentioned that he's received bathroom related questions from various school sites and stated that this problem may be a result of the ongoing school budget crunch. He also shared news that arose in the Finance Committee meeting about a possibly underused source of funds derived from outside uses of school facilities. For example, when a school site is used for a civic usage such as a film project or a basketball club that wishes to use the gym, there are fees that are associated with those usages that don't go into Mr. Cayabyab's general budget. They go into a specific fund account and that fund account is heavily encumbered by board policy. Mr. Cahalan wondered if those funds might be available, as the school sites perhaps don't know they have access to them. That might be a possible way for the District to address some of these maintenance issues by effectively removing some limitations and putting funds into the M&O (Maintenance & Operations) budget and letting Mr. Cayabyab spend it on maintenance items such as this. Mr. Cayabyab agreed with this idea.
- Mr. Hocutt also mentioned that the student he interviewed is taking the AP (Advanced Placement) course in calculus and the student reported that they have not had a teacher for about two months. In fact, the class is teaching itself advanced calculus. Mr. Cahalan will address this issue with the appropriate PUSD personnel.

**III. APPROVAL OF NOVEMBER 16, 2016 MEETING MINUTES**

**Action:** As the proposed minutes had been previously circulated to the Committee for review, Mr. Cole motioned to approve the meeting minutes as submitted, and Mr. Hocutt seconded the motion.

The motion carried by a vote of 8 to 0.

#### **IV. MAJOR BUSINESS**

##### **A. Annual report to the Board of Education**

*Mr. Cates*

- There was a brief discussion regarding the Annual Report to be presented to the Board of Education and it was deemed acceptable to be presented the following evening to the Board.

##### **B. Reports by the Chief of Facilities**

*Mr. Cayabyab*

- Regarding the current status of Measure TT-funded projects, Mr. Cayabyab reported that the Marshall School gym-opening event was well received by the public. The Washington Middle School dedication ceremony, including a city address by the Mayor, will take place on January 17 and all Committee members were invited all to attend.

##### **C. Future Measure TT Proposed Expenditures**

*Messrs. Cates & Hocutt*

###### **i. Needs Assessments and Board Report clarity**

- Mr. Cates noted that all of the Board Report (BR) recommendations for proposed expenditures this month were conditionally approved by the committee, as being legal, but there were questions regarding either the dollar amounts or the wisdom of expenditures.
- Mr. Hocutt suggested, as an example, that on Board Report 1124 the fees for the engineering firm to add one more sheet of plans appeared to be too expensive.
  - Mr. Cayabyab informed the committee that the civil engineering requested fee was not part of the original package, so when the engineering firm had to go through the requirements with the city, they had to do more work for the design to be approved by the city and that was reflected on the cost for the document. Mr. Cayabyab agreed to provide the single sheet document for review by Mr. DeVeer of the Committee.
- On board report BR1125 Mr. Hocutt noted that within the total fees for a needs assessment for Marshall, the fees for assessing landscaping seemed to be extremely high for the work described.
  - Mr. Cayabyab responded that there was more work involved than one might think. He added that landscaping includes irrigation, all of the things that have to do with curb cuts, all the things that have to do with access, and all the things that have to do with what you need to plant as per specifications.
- Mr. Cates noted that the Board Reports, as currently being submitted, do not adequately describe the work that's being done. He added that he has read Board Reports that don't reflect what the contractual documents attached to them actually say will be done and he is concerned that the District is spending more money on them than it has to.
- For Board Report 1130 Mr. Hocutt questioned why the associated and previously approved Board Report 1050 excluded all the necessary consultant disciplines to adequately access all components and systems, and that now new disciplines were being added to expand the originally agreed upon work.
- Mr. Cahalan informed the committee that some sites have had different construction incidents (underground tanks, unknown utility lines, etc) that should have been known about early in the process, but they weren't, and the District is now at a stage where Mr. Cayabyab

is finishing up existing projects or starting new projects on which there have been historical anomalies that he has had to deal with. Mr. Cahalan added that Facilities is concerned with problems on existing “as built” documents and the District is trying to correct those problems one site at a time. Facilities is trying to avoid those problems in order to avoid construction delays, but that does imply a fairly cautious approach. Mr. Cahalan added that he personally supports all the “needs analysis” reviews because he feels it’s the only way for the District to be sure that they are basing their work on correct assumptions.

- Mr. Cayabyab added that Board Report 1130 was for an added service that he required the contractor to do. The initial “needs assessment” was to get the contractor started and begin an initial evaluation of the existing status. But he then requested the contractor to look further and to do borings, and look at the existing piping and potholes. All of these tasks were added services.
- Mr. Hocutt added that if the board reports had mentioned those items, and why they were added later on, it would make the Board Reports easier to understand.
- Mr. Cayabyab responded that the details of the scope of work on the board reports could be found on the Board Report (BR) attachments.
  - *It is noted for the record that neither the Board Report in question, nor its attachments, made clear why additional work was being requested.*
- Mr. Cahalan added that conversations about these individual Board Reports occur at the Facilities Committee but those conversations don’t necessarily become embedded back into a Board Report.
- Ms. Kenne noted that it would help if the Board Reports (BR) stated that an initial BR would be followed up by more detail or additional work later and that this major point should be written on a Board Report in a summarized form
- On Board Report 1130 Mr. Commons commented that the needs assessments for the sites in question should be put on hold until the district determines what the future usage of these sites will be.
- Mr. Cayabyab assured the committee that the needs assessments are strictly looking at the policy of complying with current building codes and there is an existing task force consisting of the Superintendent and a board member to look at upcoming programs for Linda Vista and San Rafael. They have met several times to discuss what program will be recommended for the two mentioned sites. He added that the reason for the current feasibility study is that eventually San Rafael will have to be modernized depending on which program goes there, and at Linda Vista the District is doing the feasibility study to find out what can be built to accommodate any resulting decision.

#### **ii. Explanation of Board Report 1116 (Jackson Cafeteria & Classroom)**

- Mr. Cates noted that Board Report 1116 did not explain what work was to be performed or why the scope of work had expanded.
- Mr. Hocutt added that board report 1116 narrative did not state that the cafeteria was being enlarged as a result of an increased enrollment and it doesn’t explain why there was an increased scope of work. He also noted that the architects’ fees proposed in the Board Report were based on a construction budget with no explanation of the source of that budget.
- Mr. Cahalan explained that the Jackson cafeteria project had been in the pipeline for a while and the original cafeteria expansion was based upon Jackson’s historical enrollment that has now almost doubled.

- Mr. Cayabyab clarified that in 2013 when this project was initially approved to modernize the main classroom building and the existing cafeteria, which at that time was too small to handle the projected enrollment for 2015 or 2016. Those plans went through the DSA (Division State Architects) process. When Mr. Cayabyab began his tenure, he felt it didn't make sense to be building something that could not accommodate the future enrollment of Jackson so the plans were pulled out of DSA. It was decided to enlarge the cafeteria and build classrooms to replace portables. The additional work for a "needs assessment" is so that the plans can be submitted into DSA and be ready to go within about two years. This is the basis for a push now to get plans into DSA.
- Ms. Kenne mentioned she understands wanting to get the plans into DSA but PUSD doesn't have the necessary money and the board hasn't approved constructing this building and a decision needs to be made as to how the Board wishes to do things.
- Mr. Hocutt questioned what happened between May and September of 2016 at Jackson to have another two and one-half million dollar increase, as this increase was not explained on the Board Report. Mr. Cayabyab explained this was due to a new design of a new building.
- Mr. Cahalan stated that he would relate the concerns of the Committee to the Facilities Committee in its meeting the next day.

**iii. Identification of all District employees who are paid, wholly or partially, out of Prop TT funds**

- PUSD Staff provided the Committee with a list of all employees paid from Measure TT funds, including the amounts of their salaries and benefits.
- Mr. Cates suggested that the Committee study the data so that it could be discussed in the January meeting.

**iv. Formulation of general standards (guidelines) for the expenditure of Measure TT funds**

- Mr. Cates informed the committee that at the request of Ms. Vance discussion of this item will be deferred.

**D. "Needs assessments" in the absence of an overall education plan. Messrs. Hocutt and Cates**

- Mr. Cates questioned how the District could determine what are the educational needs, and therefore how much to spend on those needs, without an overall education plan.
- Mr. DeVeer asked if money could be spent on a site that might be closed the following year.
- Mr. Cahalan responded that currently there is much strategic level planning that needs to be done to get the district on the right footing. At present there are three major tensions. One is a need for better planning for things like our educational programs and we've been working on the Master Plan for quite some time. Two, we need better pathway decisions for our facilities and three, we need at the same time to rightfully determine which services we can provide in the most proper way, and all three of those things are being juggled at the same time. He added that Mr. Cayabyab is very correct that within nine to eighteen months the number of plans that will hit DSA from school districts throughout the state is going to ramp up astronomically and that is going to increase the time for things to be done, which is not

under the control of our school district. So it is important for us to take a measured approach toward spending our money responsibly. He sees needs assessments as a value added activity for a school, even if we were to decide to close that school, because if we are going to lease that facility or sell that facility or have a charter school at that facility we are going to have a better idea of what that site could be used for if we have a proper needs assessment.

- Mr. Cayabyab informed the committee that the needs assessments are focusing strictly on priorities that include structural, fire & life safety and ADA code compliance to bring the buildings up to code, and they are also looking at the IT section of the infrastructure. He also assured the committee that the needs assessments are only done at core sites or sites that they know are going to be kept open.
- Ms. Keene added that this is the reason why we are where we are and that having a Master Educational Plan sooner than April 2017 would have been optimal.

#### **E. Transcript of meetings**

*Mr. Hocutt*

- Mr. Hocutt shared that a verbatim transcript of the meeting minutes is now being provided by PUSD staff and is proving of immeasurable value in producing Committee minutes.

#### **F. Site Councils**

*Mr. Cates*

##### **i. Relationship to the Committee's statutory responsibilities**

- Mr. Cates asked the Committee about the role the Committee plays in individual school site council meetings and in particular how does our participation on site councils pertain to our statutory responsibility as a committee to oversee the expenditure of TT funds. He added that the members should be very careful lest they give the impression that they have the authority to act when they don't.

##### **ii. Site Council guidelines**

- Mr. Cates mentioned that the guidelines for Committee participation in site council meetings have not yet been finalized.

##### **iii. Revision of site council member data**

- Mr. Cates reminded the committee members to provide the missing information on the site council data spreadsheet to Mr. Hocutt.

#### **G. Reports by the Board liaison to the Committee**

*Mr. Cahalan*

- Mr. Cahalan provided an update on the District's Board Meeting agenda. There are many items on the Board Meeting agenda tomorrow for discussion, one of which is a resolution about site councils and funding and how much funding site councils will control which isn't facilities related, but it is related to the role of site councils and what they do here.
- He had a meeting with the Directors of Facilities and Finance regarding the civic usage permit process. There will be a schedule of fees clearly delineated for any organization that wants to use District facilities
- The Los Angeles County Board of Education voted to approve a new charter school next year within PUSD's operational boundaries but PUSD will not have oversight of it.

##### **i. Appointment of new Committee members and Committee participation in the process**

- Mr. Cahalan will follow up with the Superintendent on the publication of the new Committee membership needs announcement.

**ii. Status of new Educational Master Plan**

- The new Master Education Plan has been promised by the Board of Education to be available in April of 2017. A revised Facilities Master Plan is expected to follow this overall plan shortly thereafter.

**H. Improved Measure TT financial report**

*Mr. Cates*

- As Ms. Vance was ill and not in attendance at this meeting, she had requested this item be moved to January’s agenda. A proposed financial reporting scheme will be suggested to provide more overall top-level visibility of the status of Measure TT funding and physical progress of the projects.

**I. Preparation of the meeting minutes.**

*Ms. Wang and Mr. Hocutt*

- Ms. Wang noted that the first draft of the meeting minutes for November was received from PUSD staff behind schedule. It was reconfirmed via discussion that the first rough draft is due from PUSD staff one week after the Committee meeting.

**V. OTHER BUSINESS**

**A. Active participation by all COC members**

*Mr. Cates*

- Mr. Cates mentioned that a request from Ms. Vance was made to encourage anyone not participating on any subcommittee to please do so.

**B. Subcommittees and their membership**

*Mr. Cates*

- Mr. Cates deferred this item until next month’s meeting.

**C. Further improvement to the Committee’s website**

*Mr. Cates*

- Mr. Cates is encouraged with the website improvements that have been made to date. There is still a need to ensure the Committee’s output and referenced documents are posted on the website. The website address is <http://www.pusd.us/Domain/1836>

**VI. Future Meeting Agenda Items, Dates, and Locations**

- The next Committee meeting (COC – Citizens’ Oversight Committee) will be held on Wednesday, January 18, 2017 at 6:30 p.m. at the District Headquarters Office at 351 S. Hudson Avenue, in Conference Room 229.

**VII. Adjournment**

*Mr. Cates*

- The meeting was adjourned at 8:35 p.m.