



**PASADENA UNIFIED SCHOOL DISTRICT (PUSD)  
CITIZENS' OVERSIGHT COMMITTEE (COC) MEETING  
Meeting Minutes of January 18, 2017**

**Location:** Pasadena Unified School District Education Center, Room 229, 351 S. Hudson Ave., Pasadena, CA. 91109

**Date & Time of meeting:** January 18, 2017 at 6:30 p.m.

**Members Present:** Quincy Hocutt, Clifton Cates, Geoffrey Commons, Mikala Rahn, Gretchen Vance, Joelle Morisseau-Phillips and Diana Verdugo.

**Members Absent:** Chris Romero, Derek Walker, Glen DeVeer, Willie Ordonez, Jen Wang, and Steven Cole.

**Pasadena Unified School District (PUSD) Board Member Liaison:** (Pat Cahalan - absent)

**PUSD Staff:** Nadia Zendejas, Executive Secretary; Miguel Perez, Construction Specialist; and Jessica Frazier, Construction Specialist. Nelson Cayabyab – absent.

**I. CALL TO ORDER**

*Ms. Vance*

The meeting was called to order at 6:44 p.m.

**II. PUBLIC COMMENT**

Mr. William Drake complimented the Facilities Department staff for a good job on the posting of construction proposal materials on line and was pleased to see that the District is taking an active role in support of the Continuity of Work Agreement (CWA). *(The CWA provides encouragement and support for hiring of local businesses, contractors, and workers to participate in completion of projects funded by Measure TT.)*

**III. APPROVAL OF December 21, 2016 MEETING MINUTES**

**Action:** Mr. Cates moved to approve the December 21, 2016 meeting minutes with an amendment to make minor error corrections. Mr. Commons seconded the motion.

The motion carried by a vote of 5 to 0 with 2 abstentions due to the prior meeting's absences.

**IV. BUSINESS**

**A. Presentation of the annual report to the Board of Education**

*Ms. Vance*

Ms. Vance reported that she presented to the Board of Education the COC's required annual report, including the results of the yearly annual audit by Nigro and Nigro, our accounting firm. Also present was a summary of the work that the Committee has accomplished this past year, including the updating of our public website. She focused on the Planning Policy Section of the annual report noting that there hasn't been a recently updated Master Plan, although the Board had promised the voters it would be updated.

Mr. Hocutt added that he would encourage all members to watch the video of her presentation during the Board of Education meeting, which is available online at:

[http://pusd.granicus.com/MediaPlayer.php?view\\_id=15&clip\\_id=605](http://pusd.granicus.com/MediaPlayer.php?view_id=15&clip_id=605). Her report begins at the 4:30 mark on the timeline.

## **B. Election of Chair and Vice Chair for the term beginning March 1, 2017**

Ms. Rahn made a motion to elect Mr. Cates as Chair of the Committee. Mr. Commons seconded the motion.

The motion carried by a vote of 7 to 0.

Mr. Cates moved to nominate Mr. Hocutt as Vice Chair. Ms. Rahn seconded. The vote was 6 to 0 with 1 abstention (Mr. Commons). The motion passed.

## **C. Requests for reappointment by members with expiring terms** *Ms. Vance*

Ms. Vance informed the committee members that they are eligible to request a reappointment to serve one more two-year term. Ms. Vance will send a request to the Facilities Committee to request a reappointment for all of the members who would like to serve again on the committee.

Action: Staff will provide Ms. Vance with a list of current members and their respective term-out dates.

Ms. Morisseau-Phillips mentioned that she feels the community is not represented proportionally in this committee. She also recommended that a mentor be assigned to all new members to help them learn about their roles and responsibilities on the committee.

Mr. Commons agreed and recommends doing a better job of outreach when soliciting new member applications.

## **D. Proposition TT expenditures** *Mr. Hocutt*

### **i. Review of new Board Reports**

Mr. Hocutt went through the Committee's Board Report (BR) analysis spreadsheet with the committee and explained the reasons for the COC recommendation. The first question that arose for the District is why are we just now proposing to charge "moving costs" against Measure TT funds when this has not been previously done. It was noted by Ms. Aull that PUSD Finance has recently placed budget flags and stops into the system and it may perhaps prompt District personnel to look for budget sourcing outside that Finance oversight. Ms. Vance will send an e-mail to the Facilities committee asking them to consider disapproving the moving costs, asking how were they paid for in the past, and if the proposal is approved, should a "not to exceed" price be established.

Mr. Cates moved that the committee adopt Mr. Hocutt's spreadsheet and send it to the Facilities committee immediately for their review before their meeting on the next day.

Ms. Vance asked Mr. Hocutt to add the same recommendation wording from BR 1144 to BR 1145. (*BR 1145 had been omitted from the data provided to the Committee, but it was the same wording as BR 1144, except for a different school site.*)

Ms. Rahn seconded Mr. Cate's motion, including adding the additional Board Report (BR 1145) to the analysis. There was further discussion of a proposal for Parsons Corp. to continue work on the CWA agreement and for a study to hire an architectural firm to determine classroom sizes and capacities as opposed to asking the school principals, but it was agreed the analysis package would be voted on as a single entity, with approvals and disapprovals as noted in the analysis.

Vote: 6 to 1. Opposed, Mr. Commons. The motion passed.

Ms. Vance will e-mail the amended Board Report Analysis Spreadsheet to the Facilities committee chair before the meeting tomorrow the next day.

**ii. Payment of the salaries and benefits of District employees out of Proposition TT funds, as shown on the schedule entitled “AGENDA ITEM IV.C.iii “ presented at the Dec. 21, 2016 meeting**

- This agenda item was deferred to the following month’s meeting to allow for the presence of all affected parties.

**iii. Review of single sheet engineering drawing showing signage changes at Norma Coombs referred to in BR 1124. Mr. DeVeer to report.**

- This item was deferred to the following month’s meeting to allow for the presence of all affected parties.

**F. COC Financial Report summarizing Proposition TT expenditures**

Previous COC meetings have often included a discussion of a financial report prepared from the PUSD’s accounting system, which focused on changes from the previous month.

Mr. Hocutt presented a proposed new format, based on an Excel accounting spreadsheet that would provide a top-level executive summary for project expenditures, showing timelines and performance indicators. Mr. Hocutt, Ms. Rahn, and Ms. Wang had developed this proposal. Mr. Hocutt commented that the current accounting reports present a great deal of data, but provide very little information. He will schedule a meeting with the District accounting team to present these new ideas and to determine if this proposed report could be generated from current data.

**G. Subcommittees of the COC**

*Ms. Vance*

*(Existing subcommittees of the COC are the Audit, Minutes, Site Council, Web Site, and Public Outreach sub-committees.)*

**i. Establishment of a “New Member Orientation” Subcommittee**

Ms. Vance discussed the creation of an Orientation subcommittee to help mentor new members. It was suggested that a book or binder be created to aid every new member. Ms. Vance appointed herself and Ms. Morisseau-Phillips to be members of this new subcommittee.

As part of the effort to provide information for both old and new members, Mr. Cates agreed to provide a draft of the “talking points about the COC” for Committee members to have when attending a school’s site council meetings. This will be ready at the next month’s meeting.

Ms. Rahn recommended that new members attend the PUSD Facilities Committee monthly meetings because from these meetings one can learn what is happening with the construction projects. She thinks the committee is spending too much time focusing on site councils and not paying enough attention to the Facilities committee meetings. Mr. Commons suggested rotating COC members through periods of attendance at the Facilities Committee.

**ii. Other subcommittee changes**

*Ms. Vance*

Per Ms. Vance, the Website and Member Outreach subcommittees were removed from the list of active sub-committees of the Committee (COC.)

**H. Education Master Plan (for the PUSD) update—current status**

This agenda item was deferred to the following month’s meeting in order that the Board Representative and the Director of Facilities would be available for discussion.

**I. Member participation**

*Ms. Vance*

Ms. Vance mentioned that she would send an email ~~out~~ to those members that didn't attend tonight's meeting. The following items were not discussed and were deferred:

- i. The need to contribute to committee work**
- ii. The need to attend meetings and avoid repetitive absences**
- iii. The need to review relevant documents**
- iv. The need to respond promptly to inquiries**

**J. Reports by Board liaison to the COC**

*Mr. Cahalan (absent)*

Mr. Cahalan was absent at this Committee (COC) meeting, thus there was no report made.

**K. Report by the COC liaison to Facilities Committee**

Mr. Cole was not present at the COC meeting but he did send an e-mail update on the Facilities committee meeting from last month. He mentioned that the Committee's concerns in regards to TT expenditures were addressed at the meeting, and there were no new business items to report. *The minutes for this meeting are not yet publicly posted, as of Feb. 5, to determine in what manner the Committee's concerns were addressed.*

**L. Report from site council representatives**

*Ms. Verdugo, et. al.*

Ms. Verdugo attended the Washington Middle school grand opening of the gymnasium and reported that it was a well-done event and that Washington personnel were pleased the project was completed. She also attended the Roosevelt Elementary school site council wherein attendees complained they have been waiting ten years for promised improvements.

**M. Developments in preparation of meeting minutes**

This item was not discussed at the meeting and was deferred.

**V. Future meeting agenda items, dates, and locations**

The next COC meeting will be held on Wednesday, February 15, 2017 at 6:30 p.m. at the PUSD education center on Hudson Avenue.

**VI. Adjournment**

The meeting was adjourned at 9:03 p.m.

*Ms. Vance*