



**PASADENA UNIFIED SCHOOL DISTRICT (PUSD)
CITIZENS' OVERSIGHT COMMITTEE (COC) MEETING
Meeting Minutes of February 15, 2017**

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

Date & Time of meeting: February 15, 2017 at 6:30 p.m.

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

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

Pasadena Unified School District (PUSD) Board Member Liaison to COC: Pat Cahalan

PUSD Staff: Nadia Zendejas, Executive Secretary; Miguel Perez, Construction Specialist; and Nelson M. Cayabyab, Chief Facilities Officer.

I. CALL TO ORDER

Mr. Cates

The meeting was called to order at 6:32 p.m.

II. APPROVAL OF January 18, 2017 MEETING MINUTES

Action: Ms. Verdugo moved to approve the meeting minutes as submitted. Mr. Commons seconded.

Vote: approved 6 to 0. 1 abstention.

III. NEW BUSINESS

A. Reappointment of members with terms expiring on February 28, 2017.

Mr. Cates

Mr. Cates informed the Committee that Ms. Vance had submitted a written request to the Facilities Committee of the Board of Education asking for reappointment of the current committee members whose terms are due to expire on March 1, 2017. District Staff prepared a Board Report for the February 23 Board of Education meeting requesting the reappointments.

B. Solicitation and appointment of new members to the Citizens' Oversight Committee

Staff will solicit the public for new member applications by the end of February. The application period will close on March 14, 2017 and interviews will then be scheduled. The COC will participate in the interviews of prospective new members.

C. Uniform standards for Proposition TT expenditures.

Mr. Cates and Mr. Hocutt drafted a "guidelines/standards" document to help clarify the areas appropriate for the expenditure of Measure TT bond funds. District staff and Board member input and feedback are being solicited on this document. COC members were asked to prepare comments on the document for the subsequent Committee meeting.

D. Uniform procedures for enabling timely Committee review of proposed Proposition TT expenditures

Mr. Cates asked the Committee and the Facilities Department to suggest procedures that would enable Committee recommendations to disapprove proposed Proposition TT expenditures to be received by the Facilities Committee and the Board in sufficient time for those bodies to consider

the recommendations before acting. Mr. Cahalan reassured the Committee that the Committee's concerns regarding appropriate expenditure are being addressed at the Facilities subcommittee meetings. He added that they go through the Board analysis spreadsheet that the COC puts together, and staff provides justification as to why the expense is appropriate. The Committee will continue to work with District on improving the process, including changing the meeting date. Everyone in attendance was asked to reflect on the ideas and be prepared to reach a decision as to how to proceed by the next meeting and Facilities agreed to offer a proposal for consideration.

E. Review of previously considered Proposition TT expenditures

i. Board Reports (BR's) 1153 to 1167 (*BR's are requests for Measure TT expenditures*) were individually discussed and then the Committee voted on whether they recommended disapproval or approval of the expenditure. BRs 1153, 1154, and 1155 and 1156 were approved. Mr. Hocutt requested Staff to consider the questions posed by the Committee on the Board Report analysis spreadsheet. Staff agreed to address those questions.

BR's 1157 and 1158 were presumed to be "placeholders" since specific data were not available at the time the BR was prepared. Discussion indicated this data would become available in time for a review by the Facilities Committee and for presentation to the Board of Education to make a decision regarding going forward with the work on Blair High School. Based on this explanation, the Committee approved proceeding with 1157 and 1158.

On BR1159, the Committee did not agree with paying an outside consultant for closing out projects. They feel it is the job of the contractor to close the projects out and certify them closed with DSA (*the Division of the State Architects*). Mr. Cahalan suggested that staff prepare a presentation for the Facilities Committee on the process of closing out a project certified with DSA. The Committee disapproved BR 1159.

On BR 1160 and 1161 questions were raised as to whether the Board had previously approved spending funds on the San Rafael and Linda Vista sites. Mr. Cahalan responded that the Board authorized certain expenditures on both of these sites.

BR 1162 was noted as essentially accepting poor performance by a contractor and the Committee voted to not approve this BR. BR's 1165 through 1167 were approved.

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 December 21, 2016 meeting

Mr. Hocutt asked if consultants ("*Project Managers*") were paid from Measure TT funds and why they didn't appear on the employee list. Staff confirmed that consultants are contract workers and they are not District employees and the Committee had only requested a listing of District employees. (*It is noted that salaries paid to the Project Managers have been stated by Facilities as being charged to the various projects they manage and thus are paid from Measure TT funds.*)

iii. Review of single sheet engineering drawing showing various changes at Norma Coombs referred to in BR 1124

Mr. DeVeer provided a sample of how architects come up with plans. He feels that the district paid too much for the single drawing at Norma Coombs, as an example, and that the District should be paying closer attention to the procedures for approving cost proposals. It was agreed

that further discussions on costs being considered as “inflated” in various categories should be on future agendas.

F. Review of proposed Proposition TT expenditure Report

Ms. Rahn requested Staff to prepare a budget presentation for the Committee showing the current status of the budget and how much more is left to go. Staff agreed to provide this presentation.

G. Reports by the Chief of Facilities

Mr. Cayabyab provided the Committee with pictorial handouts on building proposals for the following sites: Roosevelt, Norma Coombs and Don Benito. There was no substantive discussion.

H. Status of Educational Master Plan and Facilities Master Plan update

Mr. Cayabyab informed the Committee that the Facilities Master plan study session will be held in April and his goal for the completed Facilities Master Plan is December of 2017. There was a brief discussion of the volume of reports the Committee receives before its meeting and it was agreed by Facilities that if a member requested a paper copy in addition to the electronically provided documents, then Facilities would provide one.

I. Report on activities of the New Members Subcommittee

This item was deferred until March since the two members on the sub-committee, Ms. Vance and Ms. Morisseau-Phillips, were not present.

J. Report by the Board liaison to the COC

Mr. Cahalan had been required to leave the meeting early, so this item was deferred to the March meeting. .

K. Report by COC liaison to Facilities Committee

Mr. Cole informed the Committee that at the Facilities Committee meeting the Board Report analysis spreadsheet prepared by the COC was discussed and the concerns of the COC were addressed.

L. Report from site council representatives

This item was deferred until next month because Ms. Verdugo had to leave the meeting early.

M. Review of site council “talking points”

This item was not discussed and was deferred to a future meeting.

IV. Public Comment

There were no public comments.

V. Future meeting agenda items, dates, and locations

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

VI. Adjournment

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

Mr. Cates