



Pasadena Unified School District (PUSD)

CITIZENS' OVERSIGHT COMMITTEE (COC) MEETING

Minutes of Meeting on March 21, 2018

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

**Date & Time of meeting:** March 21, 2018 at 6:30 p.m.

**Members Present:** Quincy Hocutt, James Vitale, Jen Wang, Willie Ordonez, Mikala Rahn,

**Potential New Members Present:** Robin Salzar, Daniel Stuart, Stephen Aquino, Raphael Henderson, and Chip Ossman.

**Members Absent:** Diana Verdugo, Francis Boland, and Camille Dudley.

**Pasadena Unified School District (PUSD) Board Member Liaison to COC:** Kimberly Kenne

**PUSD Staff:** Nelson M. Cayabyab, Chief Facilities Officer; Nadia Zendejas, Executive Secretary.

**I. CALL TO ORDER**

*Mr. Hocutt*

Mr. Hocutt called the meeting to order at 6:38 p.m.

**II. PUBLIC COMMENT**

*Mr. Hocutt*

There were no public comments.

**III. Business**

a. Approval of February Minutes

Dr. Rahn moved to approve the February 21, 2019 Meeting Minutes as submitted. Ms. Wang seconded. Vote: 5 to 0

b. Status of Applications for new COC Members

Mr. Hocutt informed the committee that 6 candidates were selected from those that were interviewed. Mr. Hocutt introduced the 5 candidates that were present at the meeting. More formal self-introductions will be made after confirmation by the Board of Education.

c. Appointment of Parliamentarian, Follow-up Coordinator and Facilities Committee Liaison

Mr. Hocutt appointed Dr. Rahn as the committee's Parliamentarian and follow-up coordinator. She will send an e-mail to remind anyone who is assigned a task in the meetings.

Mr. Chip Ossman volunteered to serve as the facilities liaison. Once he is officially on the committee, Mr. Hocutt will appoint him.

d. Election of new Vice-Chair

This agenda item was tabled until the new members are approved. Anyone who would be interested in serving as the new Vice-Chair should email Mr. Hocutt.

e. Discussion of attendance and involvement and e-mail discussions to facilitate work between meetings.

Mr. Hocutt reminded the committee members of the importance of attending the meeting and participating. He also reminded the members to abide by the Brown Act rules and not

to group e-mail any discussions relating to the committee's agenda items that would call for a decision.

f. Review of the definition of "oversight"

Mr. Hocutt read the definition of the word "oversight" from the Harper Collins Advance English Dictionary and from Wikipedia. He also read Education Code section 15278 to remind the committee members that they were an oversight committee and responsible for ensuring bond funds are spent only for purposes specified under the law.

g. Status of request for interview by the Press

Mr. Hocutt reported that he was approached by several members of the press requesting to interview him. He initially declined an interview but did meet with one reporter on the condition of being "off the record" for background purposes.

h. Summary of Annual Report to the Board of Education and Response requested from the Board of Education.

Mr. Vitale moved that the committee request the Board of Education to provide a formal response to the annual report provided to them at the previous Board of Education meeting. Dr. Rahn seconded the motion. Vote: 5 to 0, passed unanimously.

i. Assignments to COC committees

Mr. Hocutt presented a spreadsheet with the different sub-committees that exist within the COC committee. He suggested names of members to participate on each of the subcommittees. Final determinations were to be made by the next meeting.

j. Discussion of RFP's for auditors for the current Fiscal Year.

Mr. Cayabyab incorporated the language and recommendations that the committee had made on the draft RFP document for auditors.

k. Review of new Board Reports

The committee discussed the board reports and moved to approve all board reports for full board approval. It was noted that the COC contains experts in various fields and should be an enormous asset for usage by the Board of Education.

l. Consideration of "how we can help" document

The committee agreed that they would stay within their purview.

Mr. Vitale motioned for the committee to stay the course and will continue to help PUSD but will do it within the COC's purview.

Dr. Rahn seconded. Motion passed vote: 3 to 0 and 2 abstained.

#### **IV. Report By Chief of Facilities**

Mr. Cayabyab reported to the committee that the construction of the Norma Coombs and John Muir school sites are moving on schedule and everything is going well. Facilities expects to deliver the PHS modernization earlier than June.

He added that he is holding on to the last payment of the architect and the project inspector until the entire DSA close out certification has been completed on the McKinley project.



**V. Report by Board Liaison to the COC, including requirement for new budget document for Measure TT projects**

Ms. Kenne reported on four items.

- 1) The Board will work on providing a response to the COC's recommendations noted on the COC annual report. This item will be discussed at the April Facilities committee meeting, then it will be taken to the Board, so the COC will not see anything until the May meeting.
- 2) The Boundary and Consolidation Committee presented their recommendations at the March 15, 2018 board meeting and the Board is not moving forward with the recommendations. The question is what will the next steps be and what is the time line and process in doing them.
- 3) The district received a "qualified" grade, upgraded from a "negative" grade on the second interim report, temporarily satisfying the County Educational Committee.
- 4) She is happy with the construction status report but she would like to see enhancements.

**VI. Report by COC Liaison to Facilities Committee**

There was no report by the facilities liaison.

**VII. Next meeting date: April 18, 2018**

**VIII. Adjournment**

The meeting adjourned at 8:30 p.m.