



**PASADENA UNIFIED SCHOOL DISTRICT**  
**OFFICE OF COMMUNICATIONS AND COMMUNITY ENGAGEMENT**  
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September 1, 2017

VIA EMAIL AND U.S. MAIL

Clifton B. Cates III, Chair  
Citizen's Oversight Committee  
725 S. El Molino Ave.  
Pasadena, CA 91106

Re: Public Records Request dated August 14, 2017

Dear Mr. Cates:

The District responds to the above referenced request for records as follows:

- I. Certain Board Reports. All Board Reports whose numerical designations do not end with the suffix "F" and that request any funding from the proceeds of the school construction bonds authorized by Proposition TT ("TT funds").  
**District Response: The District is prepared to produce responsive documents.**
  - a. All writings showing the action taken by the Board of Education on such Board Reports.  
**District Response: The District is prepared to produce responsive documents.**
  - b. All writings showing expenditures made by the District pursuant to such Board Reports including the dates, amounts, payees, and reasons for such expenditures.  
**District Response: The District is prepared to produce responsive documents.**
  - c. All writings that constitute communications within the District or between the District and the Board of Education ("Internal Communications") pertaining to such Board Reports.  
**District Response: Without waiving the deliberative process privilege, the District is prepared to produce responsive documents.**
- II. Payment of District legal fees out of TT funds.
  - a. All non-privileged writings referring to legal services rendered to the District for which payment was made out of TT funds. Such writings include, but are not limited to, those that show the nature or purpose of the legal services rendered, such as the bills rendered by the lawyers or law firms to the District. Show the dates, amount, and payees.  
**District Response: Given the role of the Citizen's Oversight Committee and without waiving the attorney-client privilege with respect to statements made in law firm invoices, the District is prepared to produce responsive documents.**
  - b. All writings showing the action taken by the Board of Education concerning such payments.

**District Response: The District is not in possession of any responsive documents.**

- c. All Internal Communications pertaining to such payments.

**District Response: Without waiving the deliberative process privilege, the District is prepared to produce responsive documents.**

III. Compensation of Facilities Department employees paid out of TT funds.

- a. All writings describing the duties of Facilities Department employees any part of whose duties included working on TT-funded projects.

**District Response: The District is prepared to produce responsive documents.**

- b. All writings showing the percentage of the compensation of all Facilities Department employees charged to TT funds.

**District Response: The District is prepared to produce responsive documents.**

- c. All writings reflecting information on which the Facilities Department relied in charging those percentages to TT funds.

**District Response: The District is prepared to produce responsive documents.**

**See the documents to be produced in response to III. a.**

- d. All writings showing the action taken by the Board of Education on the Facilities Department's practice of charging any portion of its employees' compensation to TT funds. District Response:

**The District is not in possession of any responsive documents.**

- e. All Internal Communications pertaining to such payments.

**District Response: The District is prepared to produce responsive documents.**

Availability of Responsive Documents

The responsive documents will be available for viewing on or after September 6, 2017. Please contact the undersigned to set up a time to view the documents.

Very truly yours,



Hilda Ramirez Horvath  
Coordinator, Communications & Community Engagement