

**CITIZENS' OVERSIGHT COMMITTEE
PASADENA UNIFIED SCHOOL DISTRICT**

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Pasadena, California

August 14, 2017

Kimberly Kenne – Board Liaison

VIA EMAIL AND FIRST CLASS MAIL

Ms. Hilda Ramirez Horvath
Coordinator, Office of Communications
Pasadena Unified School District
351 South Hudson Avenue
Pasadena, CA 91109

Re: Public Records Act Request

Dear Ms. Horvath:

I. Request for Information

The Pasadena Citizens' Oversight Committee (the "Committee") hereby requests that pursuant to Government Code sections 6250 through 6276 the Pasadena Unified School District (the "District") identify and make available for inspection by the Chair or Vice Chair of the Committee the following information. Note that for the present the Committee is not requesting that the District provide copies of the information requested.

II. Specific Information Sought

The information sought consists of all writings¹ described below that were created in or that pertain to the District's fiscal years ended June 30, 2016 or June 30, 2017:²

- 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").³
 - All writings showing the action taken by the Board of Education on such Board Reports
 - All writings showing expenditures made by the District pursuant to such Board Reports including the dates, amounts, payees, and reasons for such expenditures
 - All writings that constitute communications within the District or between the District and the Board of Education ("Internal Communications") pertaining to such Board Reports
- Payment of District legal fees out of TT funds.
 - 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

¹ "Writing" shall have the same meaning as in Government Code sec. 6252 and in the District's "Access to District Records," AR 1340.

² Note that writings "pertaining to" either of these two fiscal years can include writings generated in other fiscal years.

³ Board Reports 113-B and 914-F are attached as examples of the types of reports that are sought and not sought, respectively.

- 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
 - All writings showing the action taken by the Board of Education concerning such payments
 - All Internal Communications pertaining to such payments
- Compensation of Facilities Department employees paid out of TT funds.
 - All writings describing the duties of Facilities Department employees any part of whose duties included working on TT-funded projects
 - All writings showing the percentage of the compensation of all Facilities Department employees charged to TT funds
 - All writings reflecting information on which the Facilities Department relied in charging those percentages to TT funds.
 - 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.
 - All Internal Communications pertaining to such payments

III. Coordination with Superintendent

The information sought pertaining to the payment of District legal fees and Facilities Department employee compensation out of TT funds has been the subject of

several prior written requests by the Committee, the latest one of which was a letter dated July 24, 2017 to Dr. Brian McDonald. The Committee has not yet received a response from him, but you may wish to check with him to see if he has already assembled any of the information that we request in this letter.

If you have any questions, please feel free to contact me via email or telephone.

Sincerely,

/s/ Clifton B. Cates
Chair, Citizens' Oversight Committee
(626) 796-7018