



Pasadena Unified School District (PUSD)  
CITIZENS' OVERSIGHT COMMITTEE (COC) MEETING  
**Minutes of Meeting held on January 27, 2021**

Meeting was held remotely with Google Meet

- I. Meeting called to order 6:36pm
  - a. Present: John Robinson, Amelia Bradford, Eliza Jane Whitman, Stephen Aquino, Kim Kenne, Miguel Perez, Leonard Hernandez, Dr. Leslie Barnes, Patrick Cahalan, Shirly Barrett, Anahit Azarian & Angela Child
- II. Public comments
  - a. None
- III. Approval of December 2020 meeting minutes
  - a. Approved unanimously
- IV. Review of TT related Board Reports
  - a. None for January board meeting
- V. Board of Education COC Liaison Report
  - a. Patrick Cahalan was named as the new COC Liaison
  - b. Bond presentation to the board includes a recommendation on how to use the remaining funds from Measure TT.
  - c. The COC recommends including lessons learned from Measure TT including paying architects for the % of construction costs meaning they would be paid additionally even if additional work was not done. Additionally, it's not an industry standard to split up the change order and the hours worked to manage that change order. Eliza Jane and John have updates to make the contracts more appropriate and will send to COC in advance of sending to Dr. Barnes and the facilities team. Dr. Barnes will incorporate into the presentation to the board tomorrow.
  - d. Governor Newsom has issued new opening rules. There is a new cutoff for the number of cases per 100,000 residents for schools to open for K-6 schools. There are still unknown details such as if schools will receive additional funds for safety and testing.
  - e. Two cohorts have reopened at Blair and Rose City. Learns program remains closed at this time and was previously servicing approximately 500 students.
  - f. PUSD might receive \$18m from federal covid relief package in addition to the \$18m that was received in July '20.

- g. Staff on PUSD campuses (facilities and food services) have started to receive vaccinations last week but not enough vaccines were received for all employees yet.

## VI. Facilities Reports

- a. Measure O Update presented by Dr. Leslie Barnes
  - i. COC Bylaws need to be amended to include Measure TT and Measure O. After the Bylaws are revised, there will be a two week window for current and potential new members to apply before being recommended to and approved by the board. Kim is requesting information about if the term can restart or if the term continues to the term limit. The COC to cover Measure O needs to be in place by April.
  - ii. Dr. Barnes is making a recommendation for the scope of work for the remaining money from Measure TT. The resurfacing of the tracks, planning and design renovation of Marshall track including architect work (Measure O would need to pay for the actual work), PHS Landscaping that was de-scoped from the PHS identity project (approx \$350-400k) and add two portable classrooms at Altadena. Are the architectural and engineering costs already listed in these projects? Architectural services not needed for landscaping, refinishing the tracks or adding portable classrooms. Stephen recommends an architect would be required to make the ramp ADA compliant.
  - iii. Lessons learned - want to implement regular program updates for the public, adherence to district standards for future maintenance, establish comprehensive budgets excluding any additional funding from the state. Previously state funding was incorporated into the project budget but didn't always come to fruition. Change orders and cost overruns need to be limited. Most change orders are district requests after added scope to projects. Increase in equity for capital improvements at sites that have not received funding. Have a successful project closeout and continue this work from Measure TT.
  - iv. Kim asked for a recommendation from TJ for how the \$20m of the tech bond would be used before the money was received.
- b. Consolidated Budget Status Report
  - i. Marshall Fundamental has a new remaining commitment that is for the gym waterproofing as part of the sports complex project.
  - ii. \$0.5M was removed from the PHS Gym project but it didn't show up in another project. It was moved to the district admin for closing project fees but the report was run in between when the move happened so the amount budget changed.
  - iii. Money went to San Rafael for a chiller that stopped operating and there was not heat at the school. It was \$48,000 and will come from the modernization account. If the money is spent on emergency projects that are small and don't need board reports, it doesn't feel transparent to the public. COC recommendation is that any money used from the bond be

provided to the board as an informational recap if the projects didn't need board approval.

- c. Construction Status Report - presented by Miguel. Three projects are active. Project manager should document any delays due to lack of material availability at this time. San Rafael and conduits for the parking lot should be included on the Construction Status Report. There should be a protocol for projects that come up as additional scope.
  - d. Pictures of Facilities Department - COC recommends posting pictures on the website by school to inform the public.
- VII. DSA Closure status report
- a. Miguel presented projects that were on the April '20 report that were not included in the December '20 report. All nine projects on the list were closed with type 3 closure indicating that they were closed without certification. Miguel reports that the status will not impact future projects because the project is not still open. Project Manager Sam has completed the project to close these outstanding projects. COC requests a summary of open and closed projects and include the letter types on the closure summary.
- VIII. Next Meeting date: February 24th 6:30 PM
- IX. Adjournment 8:01 pm