



**CITIZENS' OVERSIGHT
COMMITTEE MEETING
NOTICE AND AGENDA**

**February 26, 2020, 6:30 PM
Room 236
351 S. Hudson Avenue
PASADENA, CA 91101**

- I. Call to Order**
- II. Public comment**
- III. Approval of the January 2020 Meeting Minutes**
- IV. Introduction of Dr. Leslie Barnes**
- V. COC Annual Report**
- VI. COC Membership Discussion**
- VII. Review of TT related Board Reports**
- VIII. Board of Education COC Liaison Report**
- IX. Facilities Reports**
- X. Next meeting date: March 25, 2020**
- XI. Adjournment**



Pasadena Unified School District (PUSD)
CITIZENS' OVERSIGHT COMMITTEE (COC) MEETING
Minutes of Meeting held on January 29, 2020

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

- I. Meeting called to order 6:47pm
 - a. Present: John Robinson, Stephen Aquino, Eliza Jane Whitman, Amelia Bradford, David Bell & Miguel Perez
- II. Public comments
 - a. Laura Hacket – Questioned the Don Bonito projects in the Budget vs. Commitments and Expenditures line items where the projects were not completed. The projects were designed but the projects will not be completed with Measure TT funds.
- III. Approval of December meeting minutes
 - a. Approved unanimously
- IV. COC Annual Report
 - a. John will send out outline prior to the next meeting.
- V. COC Membership
 - a. Amelia Bradford and Steve Aquino were requested to renew their membership.
 - b. Kim emailed John that there were four members that previously showed interested in joining the COC. He has reached out to gauge interest in joining at this time. Laura Hacket has submitted an application as well. We are in need of two members to meet the minimum requirement.
 - c. Eliza Jane Whitman is now a member of a tax association.
- VI. Review of MTT Related Board Reports
 - a. BR 1474F – no comments. John will email Kim to inform her.
- VII. Board of Education COC Liaison Report
 - a. Facilities Report – reviewed Miguel's photos
 - b. Kim Kenne is not present, but project status shared by John for the schools over \$7M budgets (top 12 projects). Financials are from AccountAbility.
 - c. Request to update Budget vs. Commitments and Expenditures by Fund that has not been updated since March 2018. This report provides subtotals by school. Agreement is to add subtotals to the current Budget vs. Commitments and Expenditures by Fund report that we see monthly.

- d. Request to upload photos by school vs. a monthly report now that the measure TT bond projects are almost completed. The purpose of the facilities master plan is to show the status of each school. Miguel has created a flyer of the statistics showing the work done with the Measure TT funds.
- VIII. Next Meeting date: February 26th 6:30pm
- IX. Adjournment 7:44pm

Pasadena Unified School District's Citizen's Oversight Committee
Annual Report for fiscal year July 1, 2018 – June 30, 2019

This report required annually by the California Constitution governing the Measure TT Bond Funds, is an overview of the oversight provided by the Citizens Oversight Committee. This report will provide a brief overview of the committee's objectives and areas of focus for the fiscal year July 1, 2018 – June 30, 2019, as well as potential areas of focus for the future fiscal year. Additional information about the Measure TT Bond progress can be found on the COC website ([hyperlink: https://www.pusd.us/Domain/1836](https://www.pusd.us/Domain/1836)) including monthly meeting minutes and the annual audit completed by a 3rd party auditor.

COC Objective

The Citizen's Oversight Committee's (COC) primary responsibility is the review of expenditures of Measure TT Bond funds to ensure they are being made in accordance with the Bond Language and the subsequent reporting to the citizens of Pasadena. These funds are "for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities", and the COC provides a valuable service for the residents of Pasadena in providing insight and assurance that the funds are being spent properly.

The COC acts in accordance to our Bylaws. ([hyperlink: https://www.pusd.us/Page/4633](https://www.pusd.us/Page/4633))

Measure TT Bond Progress

During the fiscal year July 1, 2018 – June 30, 2019, 15 Notices of Completion were filed, representing just about \$33,911,527.17. The bulk of this expenditure was represented by the design and construction of the Washington Elementary School New classroom and MRP building at a cost of \$16,342,502.92. Thirteen of the fifteen projects were multi-year project excluding the two Norma Coombs projects. The projects are summarized below:

School	Project	Amount Spent	Multi-year project
Blair HS	Blair Track & Field	\$ 296,283.00	yes
McKinley	Phase II - Portable Restroom	\$ 101,735.50	yes
Norma Coombs	New Classroom Wing and Administration Building - Privacy Screen	\$ 34,578.00	no
Norma Coombs	New Classroom Wing / Administration Building - Abatement & Demo of Building G	\$ 39,850.00	no
Blair HS	Blair Track & Field	\$ 684,652.05	yes
Washington ES	New Classroom/MRP Building	\$ 16,342,502.92	yes
Jackson ES	Modernization / Parking Lot	\$ 1,194,123.00	yes
Eliot MS	HVAC Upgrades	\$ 693,645.00	yes
		\$ 796,609.00	

Marshall Fundamental	HVAC Upgrades	\$ 2,513,093.00	yes
		\$ 910,278.00	
Willard ES	HVAC Upgrades	\$ 385,681.00	yes
		\$ 250,725.00	
Wilson MS	HVAC Upgrades	\$ 101,778.00	yes
Longfellow ES	Kitchen / Cafeteria Mod. - (Contract Initiated Here)	\$ 100,833.00	yes
	HVAC Upgrades - HVAC Design	\$ 17,583.00	yes
Longfellow ES	HVAC Upgrades - HVAC Build	\$ 2,252,523.00	yes
Norma Coombs	New Classroom / Administration Buildings Project	\$ 7,195,054.70	yes
TOTAL		\$ 33,911,527.17	

In the May 2019 COC meeting, the Facilities department indicated that there is approximately \$5M in Measure TT that has not been allocated with the focus on four areas: 1) District wide safety locks (\$1.7M), 2) access (\$12.8M), 3) HVAC & EMS (\$1.2M) and 4) Curb appeal.

At the end of the fiscal year, there still appears to be some discrepancy between People Soft and Accountability with regards to the remaining bond funds. The COC relies on information from the Facilities department who share with the COC the Consolidated Budget Status by Fund summary which is from Accountability. The following is a summary of the Consolidated Budget Status by Fund printed on June 21, 2019 which provided the financial breakdown for the end of the fiscal year.

Budget	Commitments	Expenditures	Budget Available to Commit	Total Cash Required for Project Plan
\$360,895,561	\$341,366,005	\$332,819,958	\$19,549,639	\$28,095,686

COC Areas of Focus

The committee focused on several areas of activity relating to facilities projects funded by Measure TT to ensure activities were done in accordance to the bond language and California constitution. These areas were the annual audit, the partnership with facilities, change orders, board reports, job scope planning and bidding, and budget clarity.

1. Annual Audit

The COC is responsible for the review and acceptance of a yearly financial and performance audit on Measure TT spending. Christy White Associates completed the Annual Audit and in their opinion, the financial statements reviewed for the Annual Audit present fairly, in all material respects, the financial position of the Measure TT Bond Building Fund of Pasadena Unified School District, as of June 30, 2019, and the changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

In accordance with the requirements of Proposition 39, as incorporated in California

Constitution Article 13A, Christy White Associates has issued their performance audit dated November 09, 2019, on our consideration of the District's compliance with the requirements of Proposition 39 as it directly relates to the Measure TT Bond Building Fund. That report is an integral part of our audit of the Measure TT Bond Building Fund of Pasadena Unified School District, as of and for the year ended June 30, 2019, and should be considered in assessing the results of their financial audit.

2. Partnership with Facilities Department

The COC has a respectful relationship with the Facilities department and we have been able to continue review of proposed expenditures, and to offer opinions and at times suggestions for improvement. We have been able to provide valuable input using the variety of experience represented among our membership.

It was reported to the COC in our May 2019 meeting that PUSD Board had dissolved the Facilities Committee which held meeting monthly which did provide deeper understanding of Board Reports relating to facilities expenditures prior to being presented to the PUSD Board for approval. The COC does not believe that PUSD should have dissolved the Facilities Committee as the Facilities Committee meeting were an effect method of communications between COC membership, Facilities department and PUSD Board representatives. In the first half of the fiscal year, Ms. Michelle Bailey was very helpful in both the COC meetings and the Facilities Committee meetings and in the second half of the fiscal year, Kim Kenne has been very helpful especially with bridging People Soft information and Accountability information.

The beginning of this fiscal year was marked by a very contentious distrustful relationship between the COC and PUSD Board. PUSD Board dismissed the chairman of the COC which upon reflection should not have been allowed. The COC must be independent to the PUSD Board in order to be a respected body with the public.

On January 24, 2019, PUSD Board approved a COC member who had close personal ties to a PUSD Board member who resigned later in 2019. Upon reflection, this approval should not have occurred in order for the COC to be independent of the PUSD Board in order to be a respected body within its purview.

3. Review of Change Orders

The COC examined Change Orders with an eye towards determining if there were any red flags in terms of number or size. During the 12-month period there were a number of change order "unforeseen conditions" and "architect/district requested scope changes" as the reason for the increased expense. Not included in these change orders was a request by the contractor for additional monies for increase in the schedule. It was recommended to Facilities that every change order should define if additional time is required on each line item and not include additional time as either a lump sum at the end of the change order or as an independent change order.

In conclusion, the COC did not find any unusual or inappropriate use of change orders. As discussed in 2018-2019, the COC does feel the bidding process could be improved in terms of the definition of proposed job scope, and ability of the school district to accept the best bid, not just the cheapest. The use of 10% contingency addresses the requirement to accept the cheapest bid by being able to bring expenditure into line with reality, where a little more upfront defining of reality might be more efficient.

4. Board Reports

Board Reports are requests for funding that are presented by the Facilities Department to the School Board for approval. At monthly meetings, the COC reviews board reports pertaining to the expenditure of Measure TT funds. The review of these board reports keeps the COC current with expenditures and involved in the conversation. There were times when the COC objected to a request which resulted in the Facilities department modifying or removing the request for funding. Although the COC does not have the authority to “approve” the board reports before they are presented to the school board, it is an integral part of the COC’s work to ensure funds are spent in accordance to the bond language to review and comment on them.

The COC membership understand that the PUSD Board and facilities are elected and employed, respectively to plan and execute the expenditure of Measure TT. The COC is a commentary body that does report to the citizens of Pasadena that provided the money but is not a co-planner. Still, improvement could be made in defining a process for resolution of basic disagreement of legality.

5. Job Scope Planning and Bidding

Similar to last year, job scope planning was examined with an eye towards determination of whether the process prior to seeking bids is extensive enough to then attract appropriate bids. This allows for budgeting to be accurate and not overly altered through the use of change orders.

A ten percent allowance is built into each budget and the treatment of any unused portion of that built in ten percent was discussed. The Facilities department continues to applies this excess to additional work at the construction project described by the budget in question. In other districts, this excess gets placed back into the Measure fund and then applied to construction projects further down the master list. This is not a problematic issue, just different. The current treatment of the 10% allowance seems to allow issues not defined upfront to be addressed on the back end of projects, or a valuable extra step is able to be applied.

6. Budget Clarity

It is the recommendation of the COC that a budget report be available to the public that shows the budget by individual project, how much has been spent or contracted against the budget and what amount remains. This budget clarity remains an issue due to the two accounting programs utilized; People Soft and Accountability.

COC reviewed monthly financial status reports prepared by Facilities department which includes information about the total budget and expenditures of open projects. These reports don't include a total dollar amount remaining in the Measure TT fund for additional projects.

Consolidated Budget Status by Fund is the document that is shared with the COC membership on a monthly basis. The document always has reconciliation in progress so is a snapshot of in time as to the Measure TT fund status.

Future Areas of Focus

The COC membership will continue to oversee the expenditures presented by the Facilities department for the school board's approval on a monthly basis. As the Measure TT bond projects come to a close, we challenge both the Facilities department as well as the PUSD Board to confirm facilities plans before new projects are started. This has been a recommendation since the COC's 2010 annual report, the first year in which bond funds were spent.

COC Members

The committee is comprised of a revolving appointment of community volunteers of varied expertise. Members include PUSD parents, former PUSD parents, residents and members of business organization, at-large community member, and member of Bona Fide Taxpayers Association.

The Citizens Oversight Committee (COC) provides eyes for the voting public and it reports to the public whether the bond money is being spent in accordance with the terms of the bond. Additionally, The COC is a voice of advocacy for the students and residents of the City of Pasadena.

**BOARD OF EDUCATION
PASADENA UNIFIED SCHOOL DISTRICT
PASADENA, CALIFORNIA**

Topic: APPROVAL OF CITIZENS' OVERSIGHT COMMITTEE MEMBER REASSIGNMENTS

RECOMMENDATION: The Governing Board of the Pasadena Unified School District approves the reassignment of two members of the Measure TT Citizens' Oversight Committee.

Anticipated Effect on Student Outcomes: The Measure TT Citizens' Oversight Committee's purpose is to inform the public at least annually by issuing a written report concerning the expenditure of bond proceeds approved by the voters (the "bond proceeds") which supports project improvements to school facilities in support of 21st Century learning environments.

I. BACKGROUND

The voters of the District approved Measure TT, a Proposition 39 General Obligation bond on November 4, 2008. Proposition 39 requires a Citizens Oversight Committee to oversee bond activities. The COC Bylaws state that the Committee shall consist of between 7 and 11 members from the following groups: member of the Business Community, member of Senior Citizens' organizations, active member of Bono Fide Taxpayer Association, parents or guardians of PUSD student, parent or guardian of PUSD student active in PTA or School Site Council.

II. STAFF ANALYSIS

Two members of the Measure TT Committee are being recommended for reassignment:

Amelia Bradford

- appointed via [BR 1285-F], March, 29, 2018
- current term ends on 3/1/2020 if the board approves the reassignment the current term will be extended by two years and new term will end on 3/1/2022.

Stephen Aquino

- appointed via [BR 1285-F], March, 29, 2018
- current term ends on 3/1/2020 if the board approves the reassignment the current term will be extended by two years and the new term will end on 3/1/2022.

If the Board accepts the reassignments the Committee would stand at 5 members. Please note currently the District is seeking applicants to fill vacant seats on the Measure TT Citizens' Oversight Committee.

III. FISCAL IMPACT

N/A

Pasadena Unified School District
Board of Education Agenda: February 27, 2020
Submitted by: _____
Nelson Cayabyab, Chief Facilities Officer

Funding title/code:
Name: N/A
String: N/A


Approved:

Brian O. McDonald, Ed.D.
Superintendent

Originator: Miguel Perez, Construction Specialist

Constuction Status Report February 2020

School/ Resource Code	Project's Scope of Work	Progress/issues Feb. 2020	Project Phase	Date in Phase	Feb. 2020 Report Expected date completion total project	Expected date completion total project	% of compl. Feb. 2020	Project Mgr.	Architect	Contractor	Inspector
Pasadena HS 95075.0	Modernize the existing gyms and locker rooms.	Ongoing: Bldg. "T" Minor HVAC & MEP work Complete: Gym stripping Ceiling tile installation	Construction	Nov/28/2016	End February 2020	typically 3-4 months after construction completion	98.00%	Sam Maissiam	F&M	The Nazerian Group	Donald B. Blayney
Washington MS & ES 95081.0	Field and Track upgrade. Natural grass and DG track, and other related improvements.	Ongoing: Fence and gates installation	Construction	Jun/17/2019	Feb-20	Feb-20	99.00%	Sam Maissian Shirly Barret	LPA	Shenk Developers	Donald B. Blayney
J. Muir HS Bldg. D 95812.0	Access improvements to Building D	On going: Interior signage	Construction	Jul/19/2019	Feb-20	Feb-20	98.00%	Sam Maissiam	PJHM	The Nazerian Group	Donald B. Blayney
Field ES 95069.0/95069.1	Kinder and Primary area play structures and shade.	Waiting for PO (Summer / Spring break)	Construction Docs.	Nov. 2019	Late August 2020	Late August 2020	N/A	Sam Maissiam	In house	Dave Bang	Donald B. Blayney
Washington ES 95045.0	Play structure and rubber surfacing	Scheduled for spring break.	On Hold Construction during Spring break	April 2020	Mid April 2020	Mid April 2020	N/A	Sam Maissiam	In house	Dave Bang	Donald B. Blayney
PHS HS 95080.0	Campus Identity Restrooms & accessibility	Front end Docs Job walk on 2/28/2020	Construction Docs.	Jul/9/2005	N/A	N/A	N/A	Sam Maissiam, Kriz Zazirski	F&M	TBD	Donald B. Blayney
J Muir Restroom 95051.1	New Portable restroom by the softball field	Final touches	Construction	Jan/15/2020	End of Feb 2020	End of Feb 2020	99.00%	Kriz Zazirski	Cannon Design	The Nazerian Group	Ned Khachikian
Hamilton ES	Installation of 3 portable classrooms	Portables on site, installation is ongoing	Construction	Feb/5/2020	Mid April 2020	Mid April 2020	25.00%	Kriz Zazirski	F&M	Shenk Developers	Ned Khachikian



Pasadena Unified School District


Pictures of Facilities Department
Active Projects

2/26/2020

Madison ES - Portable classrooms




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Pasadena Unified School District

Active Project List

[Hamilton ES](#)
[J. Muir HS](#)
[Pasadena HS](#)
[Washington ES & MS](#)




2/26/2020

Madison ES - Portable classrooms




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**Madison ES
Portable classrooms**

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**John Muir HS
Portable restrooms by softball field**





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Pasadena HS Modernization- Small Gym



PASADENA HIGH SCHOOL
Home of the Bulldogs

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Pasadena HS Modernization- P.E. Classroom T105



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Pasadena HS Modernization- Small Gym



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Pasadena HS Modernization- P.E. Classroom T102



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Pasadena HS Modernization- Small Gym



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Pasadena HS Modernization

P.E. Classroom T102

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**Pasadena HS
Modernization**

Bldg. T
Paint final touches
are ongoing

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PASADENA HIGH SCHOOL
Home of the Bulldogs

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Washington ES & MS - Athletic Field




WASHINGTON
Elementary
STEM Magnet

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Washington ES & MS - Athletic Field



WASHINGTON
Elementary
STEM Magnet

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Washington ES & MS - Athletic Field



WASHINGTON
Elementary
STEM Magnet

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**Washington ES & MS
Athletic Field**



WASHINGTON
Elementary
STEM Magnet

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Washington ES & MS - Athletic Field



WASHINGTON
Elementary
STEM Magnet

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