



Pasadena Unified School District (PUSD)
CITIZENS' OVERSIGHT COMMITTEE (COC) MEETING
Minutes of Meeting held on August 28, 2019

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

- I. Meeting called to order 6:32pm
 - a. Present: Francis Boland, Amelia Bradford, John Robinson, Stephen Aquino, Eliza Jane Whitman, David Bell, Miguel Perez, Nelson Cayabyab & Kim Kenne.
- II. Public comments
 - a. none
- III. Approval of July meeting minutes – 6:33pm
 - a. Approved unanimously – un-redlined version
- IV. Review of TT related Board Reports – 6:34pm
 - a. BR1439 – Reviewed facilities response to submitted questions which is attached to these meeting minutes as it was not in the original COC package. BR relates to a new project to make the gym from the main building to be ADA accessible. This project has not been approved yet and the expense will be taken against the \$5M current available funds. Facilities wants to wait to bid the project out before submitting it for approval because it is not known what the actual expense would be.
 - b. BR1440 – reviewed facilities response to submitted questions. Change order included “zero calendar” days per line item. Facilities will look into the reason the scaffolding rental extension was required. Currently it is not clear why the rental extension was required based on the scope of the work. Work was completed in March, but the BR is being approved in August. This is due to the time the project manager needed to negotiate the additional calendar days for the change order.
 - c. BR1441 – Reviewed facilities response to submitted questions. The retainer is due 30 days after the notice of completion. Notice of completion is required by law before the school is transferred back for occupancy. If the incomplete items are not completed, then the full retainer is not paid. Facilities indicated that the punch list items indicated on Exhibit A of the BR were 95% completed.
 - d. BR1443 – no comments
 - e. BR1444 – no comments

- V. Facilities Reports – 7:07pm
 - a. Two project managers will be leaving the team soon.
 - b. Reviewed pictures of facilities department active projects.
 - c. Reviewed the Construction Status Report August 2019.
 - d. Elliot is having a bathroom accessibility project started soon which Facilities indicated it is in the Elliot budget.
 - e. Facilities to outline outstanding projects and expenses planned with the remaining measure TT funds.
- VI. Next Meeting date: Monday, September 23rd at 6:30 pm
 - a. Nelson and Miguel will not be available between September 23rd to October 2nd.
 - b. Meeting date changed to September 23rd at 6:30 pm instead of September 25th.
 - c. Accounting staff to present process for the district
 - d. Amelia to send calendar invite for future COC meetings.
- VII. Adjournment – 7:34pm