



PASADENA UNIFIED SCHOOL DISTRICT (PUSD)
CITIZENS' OVERSIGHT COMMITTEE (COC) MEETING
Minutes of January 17, 2018

NOTE: [Page references to the meeting's verbatim transcript will be shown as [25,15],
meaning: page 25, line 15]
(Details of any discussion can be obtained by referring to the verbatim transcript, posted
on the COC website.)

Location: Pasadena Unified School District Education Center, Room 229, 351 S. Hudson Ave.,
Pasadena, CA. 91109

Date & Time of meeting: January 17, 2018 at 6:30 p.m.

Present: Francis Boland, Clifton Cates, Camille Dudley, Quincy Hocutt, Mike Mohit, Gretchen Vance, Willie Ordonez, Diana Verdugo.

Absent: Steven Cole, Mikala Rahn, Glen DeVeer, James Vitale and Jen Wang.

PUSD Board Member Liaison to COC: Kimberly Kenne (absent)

PUSD Staff: Miguel Perez, Project Specialist

Facilities Dept. Chief: Nelson Cayabyab (absent.)

I. CALL TO ORDER [3,8]

Mr. Cates

The meeting was called to order at 6:37 p.m.

II. PUBLIC COMMENTS

There were no public comments.

III. PENDING BUSINESS

A. Replacing meeting minutes with verbatim transcripts [3,11]

Mr. Cates

A change to the format of the meeting minutes into more of an outline form with page number references to the verbatim transcript was approved with a vote 7-0 [11,15].

B. Status of outstanding requests for information, including allocation of legal fees [11,21]

Mr. Cates

Mr. Cates stated there had been no response from the PUSD since the last meeting or since early September [11,25]; Mr. Perez provided a flash drive with information on budgets for Norman Coombs [12,14]. It was noted [13,5] that the data provided were not an adequate explanation of how the budget was derived.

Mr. Hocutt asked [13,21] for a response from the PUSD:

1. How are you going to allocate the legal fees between TT-related and non-TT-related work?
2. What are you going to do with the staff salaries that this committee has determined are not legal to be charged to TT?
3. How do you establish a budget for any particular school project?

Mr. Perez offered a generalized explanation of how budgets are created [14,11], while committee members noted [17,11-25] that there needs to be a firmer process for developing budgets.

- C. Status of settlement negotiations [20,21] *Mr. Cates*
Mr. Cates informed that nothing has happened (*with regard to settling the 3 issues noted above*) since our meeting with PUSD attorney Jeff Marderosian in November 2017. A detailed discussion of these issues ensued, with committee members expressing concerns as to the resolution of these issues [20-25]. A quotation (*from a previous COC meeting*) illustrating these concerns was read into the record [24,6 – 20]. This quotation illustrates that the Chief Facilities Officer is aware of the improper expenditure of TT funds but continues the practice since “there is no other place for the money to come from.”
- D. Review of final financial and performance audits [25,18] *Mr. Cates*
E. Review and approval of final COC annual report [25,18] *Mr. Cates*

Items III. D and III. E were discussed together.

Mr. Cates noted that the comments and COC requests for changes to the COC’s Annual Report to the Board of Education had been incorporated in the version included in the meeting’s material [25,24]; he also noted that the Audit Report (prepared by Nigro and Nigro) referenced was the one dated December 11, 2017. A motion to “accept” the Audit Report and approve the COC Annual Report [28,20] was approved with a 7-0 vote. (*The Audit report is not subject to approval by the COC.*)

- F. Selection of auditor(s) for forthcoming audits [29,9] *Mr. Cates*
Mr. Cates asked Mr. Perez to ask the District Chief of Facilities to begin the process for the selection of auditors (perhaps two different firms) for the forthcoming audits (for fiscal years ending in 2018 and thereafter). A discussion [30,19 – 36,8] ensued regarding the shortfalls of the recently completed annual audit and the need for the District to move expeditiously on this matter.
- G. Review of new Board Reports [36,9] *Mr. Hocutt*

A motion for No Action on BR 1268, and to approve all the other reports was approved with a 7-0 vote [58,15]. Various continuing issues, such as change orders, actual work content of budgeted items, inconsistent budget numbers, etc, were pointed out, but the BR’s were approved.

- H. Reappointment of members whose terms expire 3-1-18 [58,23] *Mr. Cates*

Mr. Cates note that Ms. Vance and Mr. Cates are not eligible for re-appointment. In the case of Ms. Wang and Mr. De Veer, Mr. Cates offered to ask them and if they were interested, he would notify the Board Liaison.

Mr. Hocutt asked the PUSD to start to advertise to fill the existing and upcoming vacancies in the COC [59,19].

- I. Member participation in school site councils [60,2] *Ms. Verdugo*
Ms. Verdugo commented that several COC representatives listed on the form she provided for school site councils were no longer COC members. The form will be revised and updated.

IV. Report by Chief of Facilities [66,1]

Mr. Perez

Mr. Perez stated [66,3] that the Construction Status Report, and the Power Point presentation with pictures of the active projects could not be shown due to technical difficulties, but both documents had been emailed to the members and were included in the member's Meeting Package, and were posted at the PUSD Facilities website (<https://www.pusd.us/Page/6819>). Mr. Hocutt asked that the Construction Status Report be also posted on the COC website and concurrence was obtained. [67,10]. Mr. Hocutt took pains [68,23] to point out that although pictures of construction are important, they fail to provide all information needed by an oversight committee, and that proper reporting is necessary. Mr. Hocutt noted that the last published budget report was in February 2017 [70,8] and that the public needs transparency. [70,21]

V. Report by Board Liaison to Facilities Committee [72,7]

Ms. Kenne was not present at the meeting

VI. Report by COC Liaison to Facilities Committee [72.9]

Mr. Cole was not present at the meeting

VII. Next meeting date: February 21, 2018

Mr. Cates

VIII. Adjournment

Mr. Cates

The meeting was adjourned at 8:32 P.M.