



**PASADENA UNIFIED SCHOOL DISTRICT (PUSD)
CITIZENS' OVERSIGHT COMMITTEE (COC) MEETING
Meeting Minutes of November 16, 2016**

Location: Pasadena Unified School District Education Center, Room 236, 351 S. Hudson Ave., Pasadena, CA. 91109

Date & Time of meeting: November 16, 2016 at 6:30 p.m.

Present: Gretchen Vance, Glen DeVeer, Quincy Hocutt, Willie Ordonez, Clifton Cates, Jen Wang, Steven Cole, Geoffrey Commons, Derek Walker, Joelle Morisseau-Phillips and Diana Verdugo.

Absent: Mikala Rahn and Chris Romero.

Pasadena Unified School District (PUSD) Board Member Liaison: Patrick Cahalan

PUSD Staff: Nelson Cayabyab, Chief Facilities Officer and Nadia Zendejas, Executive Secretary

I. CALL TO ORDER

Ms. Vance

The meeting was called to order at 6:32 p.m.

II. PUBLIC COMMENT

There was no public comment.

III. APPROVAL OF OCTOBER 19, 2016 MEETING MINUTES

Ms. Verdugo requested that her report on attending the District Advisory Council (DAC) meeting be reflected in the meeting minutes.

Action: Mr. Cates moved to approve the October 19, 2016 meeting minutes with a minor amendment to include Ms. Verdugo's District Advisory Council report. Ms. Verdugo will e-mail Ms. Vance her report for inclusion in the meeting minutes. Ms. Verdugo seconded the motion. The motion carried by a vote of 9 to 0.

IV. MAJOR BUSINESS

A. Annual report to the Board of Education

Ms. Vance

The Committee reviewed the draft of the Committee's (COC) annual report that will be presented to the Board of Education at the December 22, 2016 board meeting. Mr. Cates moved to approve the draft of the annual report for submission at the December board meeting with two minor suggested changes.

The motion carried by a vote of 9 to 0.

B. Expenditure of Prop TT Funds

Messrs. Cates, Hocutt, and Cayabyab

i. Review of recent Board Reports

The Committee reviewed and discussed the proposed Prop TT expenditure Board Reports (BR's).

- BR 1110-F regards a "need assessment" at the Don Benito and Washington schools. Mr. Cates stated that the audit subcommittee did not approve recommending this board report calling for an architectural firm to provide the needs assessment because the District should

be capable of determining its own needs. Mr. Cahalan stated that the purpose of conducting a needs assessment at various school sites is to establish the District's baseline to meet the requirements set forth by the California Department of Education for expenditures using state funds. Mr. Cayabyab elaborated that a feasibility study also informs PUSD if a building meets accessibility code requirements and if a building is up to date on seismic retrofit. Mr. Commons made a motion to recommend for Board approval BR 1110-F. Ms. Vance recommended combining BR 1110-F and BR 1111-F (a similar proposal for another site) into one vote. Mr. Cates suggested that the Committee should collectively consider BR 1110-F, 1111-F, and 1113-F since they all raise the same issues.

Mr. Cole seconded the motion to consider the three Board Reports together.

The motion carried by a vote of 7 to 4. Mr. Cayabyab noted that he welcomed questions of intent and costs in order to keep the process in check.

- BR 1112-F was pulled.
- Regarding BR 1114-F, the audit subcommittee recommended approval to proceed. The motion carried 11 to 0.
- Since BR 1115-F did not propose Measure TT expenditures, the committee did not address this item.
- Regarding BR 1116-F Ms. Vance asked if this was a change to the scope of work. Mr. Cayabyab explained that this board report is for added costs for WLC Architects' to design the newer more expansive cafeteria to meet the increasing student enrollment at the school. Ms. Vance commented that the Facilities master plan has not been updated in nine years. Mr. Cates made a general suggestion that it would be helpful to the Committee if the Board Reports explained succinctly what work was being proposed, how much they would cost, and why it's an appropriate TT expenditure. Mr. Cayabyab mentioned he will work on Mr. Cates's recommendation.

Mr. Walker motioned to recommend approval of BR 1116-F. Mr. DeVeer seconded.

The motion was carried 11 to 0.

- Regarding BR 1117-F, Ms. Vance asked if the request should be pulled since fees were still to be determined. Mr. Cayabyab responded that BR 1117-F is for approval of three design firms and BR's for actual funding will be forthcoming. Ms. Vance asked Mr. Cayabyab to notate any upcoming Board Report for the approval to spend funds.
- BR 1118-F and BR 1119-F are for historical surveys. The audit subcommittee recommended disapproval because the proposed expenditure was deemed not remotely related to construction, renovation, rehabilitation or equipment. Mr. Cayabyab mentioned that the historical survey is thought to be necessary in case they decide to move forward with their plans at these sites. In the case that something is identified as having historical significance the district will have to build around such an item(s) to make it function as a K-12 and that eventuality would have a separate path through the approval process with the Division of State Architects (DSA.) Mr. Cahalan added that the purpose of doing these assessments is to get ahead of the game to proactively preserve those pieces that are identified as having historical significance.

Mr. Cole made a motion to recommend approval of the BR's. Ms. Wang seconded. The motion carried with a 6 to 4 vote (1 abstained)

- The audit subcommittee noted that BR 1120-F for water quality testing at the schools is not recommended for approval to be charged against Measure TT funds since the tests have

nothing to do with construction. Mr. Cayabyab responded that currently there are no funds in the maintenance and operations budget for this type of testing.

Mr. Commons made a motion to not recommend BR 1120-F for board approval.

Vote: 9 members voted to not approve this BR. 1 was opposed and 1 abstained

ii. Allocation of the salaries and benefits of District employees to Prop TT funds; amount, methodology, and propriety

- Mr. Cates requested that the District provide a list of all District employees who are paid from the Measure TT funds and what percentage of their pay comes from the Measure TT construction bond fund.
- Action: Staff will provide a list for the Committee in the December meeting of all of the employees that are paid from the Measure TT fund and their percentage of pay from this fund.

iii. Formulation of general standards for expenditure of Prop TT funds

- Mr. Hocutt agreed to provide a draft of guidelines for expenditures of Measure TT funds in order that the full Committee can review them at next month's meeting.

C. Reports by the Chief of Facilities

Mr. Cayabyab

i. Dedication Ceremony for Marshall Fundamental School December 16, 2016

- Mr. Cayabyab mentioned that the Marshall School gym is completed and the dedication ceremony will take place on December 16, 2016. He added that at the Washington Middle School, the gym and the boy's and girl's locker rooms are completed and they will be turned over to the school site on December 5, 2016. A dedication ceremony is being planned for this site.

ii. Prop TT Project Status update report provided by each project manager

- Mr. Cayabyab provided the committee with the Project update status report which will be added to the COC website for public access.

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D. Reports by Board liaison to the COC (aka, the Committee)

Mr. Cahalan

i. Appointment of new Committee members and Committee participation in the interview process

- Mr. Cahalan informed the Committee that the PUSD will publish a request for new Committee applicants in December. The appointment process will commence in January and then the Committee will have an opportunity to review and interview the candidates before the March Board of Education meeting.

Action: Mr. Hocutt and Mr. Commons volunteered to be part of the selection process and assist with interviewing the candidates that apply for membership. It was also agreed that an orientation should be provided for new members.

ii. Status of new Facilities Master Plan

- Mr. Cahalan mentioned that Mr. Cayabyab's preliminary surveys ("needs assessments") will provide a good base line of occupancy space and how the school sites are presently using their space. This will be a good baseline for the facilities master plan. He added that the formal master plan should be ready by the summer of 2017.

E. Improved Facilities financial report

Mr. Hocutt and Ms. Wang

- Ms. Wang stated that she and Ms. Rahn and Mr. Hocutt are working on this and may have a preliminary format by the next meeting.

F. Report by COC liaison to Facilities Committee

Mr. Cole and Mr. Walker

- Mr. Walker attended the Facilities committee due to Mr. Cole's planned absence and he shared that The Foothill Family Center gave a presentation on a planned event and they requested to use the PUSD's Education Center facility for their event on November 5, 2016.
- Mr. Walker added that Mr. Cayabyab presented the school's capacity classroom report. The report was for January 2017 and the Facilities Committee should have all schools analyzed for bond funds they can apply for. It was noted in public discussion that the District appears to continually analyze capacity at the schools. It was noted that the Facilities committee did not hold a discussion on Board Reports presented before it.

G. Preparation of the meeting minutes.

Ms. Wang and Mr. Hocutt

i. Continuing issues

- Mr. Hocutt asked about the status of the requested written verbatim transcript. Mr. Cayabyab has not started looking for qualified personnel because the district must go through a selection process. Mr. DeVeer suggested hiring a high school student to transcribe the recording of the minutes. Mr. Hocutt added that the transcript would help ensure the accuracy of the meeting minutes. Although no vote was taken, it appeared the consensus of the Committee was to move ahead to have a written transcript prepared.
- Ms. Verdugo shared with the Committee her report on attending the school site council meetings at Washington elementary and Roosevelt and the District Advisory Council meeting wherein an omnibus office report was presented.
- Mr. Commons also discussed his attendance at the San Rafael elementary school site council.
- Ms. Vance attended the school site council meeting at PHS.
- Mr. Cole attended the school site council meeting at Blair. Mr. Cayabyab added that this school is slated to begin construction activity in February 2017.

V. Other Business

A. Active participation by all COC members

Ms. Vance

- Ms. Vance asked if anyone is not participating on any subcommittee to please participate.

B. Update of site council representation sheet

Mr. Hocutt

- Mr. Hocutt reminded the Committee members to update their portion of the school site council representation spreadsheet as there are still items that need to be updated.

C. Revision of site council guidelines

Ms. Vance and Mr. Cates

- Mr. Cates shared that he is still working on the school site council guidelines.

D. Further improvements to COC web site

Mr. Hocutt

- Mr. Cates stated that the revised Committee web site is much improved.
- Mr. Hocutt related that the Committee had requested moving the Measure TT link on the PUSD website from a sub-menu to the top menu (the top red bar) but had been informed by

the PUSD Webmaster that there was not sufficient room to accomplish this move. The Committee's link is currently under the "About PUSD" tab on the top menu.

VI. Future Meeting Agenda Items, Dates, and Locations

- The next COC meeting will be held on Wednesday, December 21, 2016 at 6:30 p.m. at the District Headquarters Office at 351 S. Hudson Avenue, in Conference Room 229

VII. Adjournment

- The meeting was adjourned at 8:48 p.m.