



PASADENA UNIFIED SCHOOL DISTRICT
CITIZENS OVERSIGHT COMMITTEE MEETING
Meeting Minutes of October 21, 2015

MINUTES of the Citizens' Oversight Committee held on October 21, 2015 at 351 South Hudson Avenue, Pasadena, California 91109, in the Conference Room 229

PRESENT: Ed Barnum, Clifton Cates (available via telephone), Steven Cole, Quincy Hocutt, Willie Ordonez, Julie Root, Gretchen Vance, Dr. Mikala Rahn, Diana Verdugo,

ABSENT: Geoffrey Commons, Joelle Morisseau-Phillips, Pam Boxley, Sheryl Turner.

BOARD MEMBER: Patrick Cahalan

STAFF: Nelson Cayabyab, Chief Facilities Officer; Nadia Zendejas, Executive Secretary

I. CALL TO ORDER

Mrs. Vance, Chair, called the meeting to order at 6:33 p.m.

II. PUBLIC COMMENT

- No public comment.

III. APPROVAL OF PRIOR MEETING MINUTES:

Approval of the September 16, 2015 meeting minutes. Minutes were approved as amended:

- Mr. Barnum requested that committee members who were absent to the meeting be added to the meeting minutes.

Action: Mr. Cole made motion to approve the minutes as amended. Mrs. Verdugo second the motion.

IV. Reports by the Chief of Facilities

a. Master Planning Team Update

- Mr. Cayabyab briefed the committee on the Master Planning process the team will be moving forward with conducting surveys to different demographic groups in the community to find out what attracts parents to PUSD, what types of educational programs interest them.
- The Educational specifications and Facilities master plan are expected to be completed by the end of next year September or December time frame.
- Mr. Barnum asked if notifications of the Master Planning team meetings are posted on line. Also, he questioned if any construction projects will be placed on hold as a result of completing the Master Plan. Mr. Cayabyab replied that no we will continue with all projects where money has been spent on planning and construction work; these existing projects will continue to move forward.

Action: Mr. Cayabyab will follow-up with Mrs. Santoro's office to make sure that the MPT meetings are posted online.

b. Facilities Organization Structure Update

- Mr. Cayabyab approved hiring 3 construction specialists. Two of the three candidates accepted the position. Currently, they are being processed by Human resources. The current Accounts payable employee resigned her position. Mr. Cayabyab will add an additional accounts payable specialist position and two Project Manager Consultants. These two new consultants have extensive background in Engineering and Architect. Currently, he is recruiting the position for an additional Project Manager to have background expertise on Project Inspector/DSA IOR this individual will have the responsibility of the project constructability reviews to scrutinize the plans before moving forward and submitting to DSA.

Action: Mr. Cayabyab will send updated Project status report and Nadia will send out the newly updated Facilities organizational chart.

V. Pending Business, Discussion and Action

A. Financial and Performance audits for Fiscal Year ended June 30, 2015

Mr. Jimmy Whittington, Nigro & Nigro presented members with the Financial and Performance audit for Fiscal Year ended June 30, 2015. He went through the report page by page explaining to the members each section of the audit in detail and reported that the financial statements reviewed during the audit were presented fairly.

B. COC Annual Report for Fiscal Year ended June 30, 2015

Mrs. Vance will present the COC annual report to the board at the next board meeting. She provided all members with a copy of last year's COC annual report for fiscal year ended in 2014 for members to review.

Action: Mrs. Gretchen will circulate the draft annual report for fiscal year ended in 2015 via email for all members to review and make any changes or suggestions and she will have the final draft available at the November meeting. She will also add the list of new current members on the report.

C. COC Bylaw amendments

- This item was tabled for the next agenda meeting.

D. COC Website improvement project

- This item was tabled for the next agenda meeting.

E. COC Participation on School Site Committees

- Mr. Cole attended the Blair School Site Council meeting and reported that Blair needs to have two signs to distinguish between the middle and high school. Also there is no Measure TT sign up at the site.
- Madison Heights Neighborhood Association reported that there are lots of school busses parked along the A building on a regular basis and it does not give a good look to the neighborhood.
- Longfellow SSC reported that the carpet in some classrooms needs to be replaced because it has mold growing.

VI. Report by Board of Education Liaison

- Mr. Cahalan asked if the committee prefers to have set start and end dates for the member terms it can be added to the amendments of the bylaws but they need to confirm to add this to the amendments.
- Mr. Cahalan will send an update via email to all members regarding the outcome of the meeting with TJ regarding the website improvements.

VII. Report by the COC Project Finance Monitor

- Mrs. Boxley was not present at the meeting there was no report to present.

VIII. Report by COC Liaison to Facilities Committee

IX. Future meeting dates and locations

Next meeting November 18, 2015

X. Adjournment

The meeting adjourned at 8:55 pm