



PASADENA UNIFIED SCHOOL DISTRICT

MEASURE TT CITIZENS' OVERSIGHT COMMITTEE

MINUTES of the Citizens' Oversight Committee held on Thursday, April 28, 2011 at the Education Center, 351 S. Hudson Avenue, Pasadena, CA 91101, in Room 240.

PRESENT:

Committee: Jon Fuhrman, Ed Barnum, Kenneth Hargreaves, James Kossler, Joanna Bauer, Rita Turner, Augustin Zuniga

Board Member: Ed Honowitz.

Staff: David Azcárraga, Wendy Childress

Guest: Brenda Rodriguez, LCC3

ABSENT:

Paul Hunt, Gregory Barna, Carolyn Ellner

A. CALL TO ORDER

Chairman Jon Fuhrman called the meeting to order at 5:35 pm.

B. PUBLIC COMMENT

None

C. APPROVAL OF MINUTES OF JANUARY 20TH MEETING

Augustin Zuniga moved to approve the minutes from the Committee's January meeting. The motion was seconded by Kenneth Hargreaves, one abstention and approved by a majority vote.

D. DISCUSSION/PRESENTATION ITEMS

1. Update/Discussion on the Semi-Annual Report

The Chairman will send this report at a later date with latest numbers by email after he obtains the latest data for Blair.

Discussion ensued regarding semi-annual and annual report. It was noted that the By-laws state the COC is required to submit an annual report only therefore it was decided not to prepare both a semi-annual in addition to the annual.

2. Membership Discussion

Staff suggests that the current list of potential candidates should be honored and that staff would purge the list by contacting all on the list to find out if they still have interest. In addition, the same process used for the initial recruitment will be used to recruit for the current vacancies. Staff committed to doing the initial screening and presenting the list to the Facilities Subcommittee and forming a selection group to make the selection. It was noted that David Azcárraga and Jon Fuhrman reviewed category requirements and all categories are covered, which is a plus.

Committee member questioned whether the vacancies would be filled by July 2011 and Staff the Committee the process is to begin immediately so it should be done by then. Mr. Fuhrman noted that there are 5 existing members that are expiring and to be reapproved by the Board. In addition to 4 vacancies that need to be filled. Discussion ensued regarding selecting alternates as well. Committee member noted that it was necessary to tap into the Site Councils during the process and inform them of the process.

Discussion ensued regarding the number of terms allowed and removing individuals after their term(s) expires.

3. Other Items

E. REPORTS FROM PUSD CHIEF FACILITIES OFFICER

1. Central Kitchen – Dr. John Pappalardo

Dr. Pappalardo unable to attend due to schedule conflict however, David Azcárraga provided the updated information on the Central Kitchen. It was reported that the Facility Subcommittee heard the presentation on the Central Kitchen project and gave direction to the staff on how proceed. Staff noted that the concept of a Central Kitchen was developed after the FMP was created. It was further explained that the Central Kitchen concept is much more “Central Kitchen”, it included speed lines, (school(s) that do not have full service kitchens), a Culinary Academy at the District Service Center, and creating a restaurant of sorts that would generate revenue so students would have the full culinary experience. Questions were raised regarding pathways and getting students to

and from the proposed Culinary Academy. It was noted that the proposed Central Kitchen project is affecting the design and progress for all other elementary school kitchens. There may be value in pursuing the Central Kitchen project towards the end of the TT program. Current plan is to remodel kitchens at elementary schools and keep the three main sites that serve the District. Staff recommended that the budget for the Central Kitchen project be set aside. It was noted that some dollars have been invested and placing the Central Kitchen project at the end and does not affect the ability to move forward with approved DSA plans. This item is going to the Board for approval and in the interim, the District will move forward with modernization plans for elementary school(s) kitchen(s).

Committee questioned whether this will affect the local budget for any of the schools. Staff explained that the scope will be modified and this will not particularly increase costs. Staff has requested a review of the plan for the potential Central Kitchen and has been given the “green light” to modify the design for the elementary schools kitchens.

Committee requested that the savings for not having to pay for the warehouse be included in the analysis. Staff noted that a Feasibility study is being done and that the Culinary Academy is not a “dead issue”.

2. TT Budget Reports – Brenda Rodriguez

Staff informed that the District had two consultants working with AccountAbility one was a high level/Accountant and the other performed data entry services. Both are no longer with the District. Staff informed the Committee that LCC3 has been able to step in to fill the gap and that they had also been working on closing out our DSA projects from Measure Y because the Board and District are liable if the projects are not closed and problems arise.

Staff noted that Mrs. Ronnie Watt and Mrs. Brenda Rodriguez (consultants from LCC3) are doing the work that it took the previous staff 5 days to do, in 2-3 days, saving the District money. Brenda has worked on reports that are meaningful to the COC and concise as opposed to the long, multiple reports that the District had previously provided.

Mrs. Rodriguez – LCC3 provided some sample reports and shared that:

- Reports are run live
- Report options:
 - o A report that provides an overview of the whole program with a pie chart that breaks down information pulled from the budget; this information should be updated when dollars are spent; This is a 1 page Snap Shot
 - o Project specific reports
 - o Project status report which includes initial budget; this budget is a live budget

COC noted the following issues that COC had/have with previous reports:

- 1 – FMP has dollars noted in the plan and that is what constituents have so, they need to be able to report on how the dollars noted on the FMP are being spent
- 2 – Dollars were allocated to each school based on their immediate needs and wants. How can this be reflected in the report(s)?

Mrs. Rodriguez informed the COC that a column could be added that has the FMP Budget which will never change.

Mrs. Rodriguez also noted that all of the budget information is in AccountAbility and that reports can be customized to what the COC needs to see.

Discussion ensued as to what the COC wanted to see in their reports. COC would like:

- Completed projects
- Where do the projects stand
- How did/are the projects do/doing as it relates to budget and time
- Would like to see information for project not by contractor

Discussion regarding timelines, construction dates, scheduling ensued. Mrs. Rodriguez informed the Committee that AccountAbility can provide a report that will show by project year and cash flow as well as completed projects and current projects. Committee agreed that they would like to see a report with completed and current projects noting that prior reports were misleading and ambiguous and they would like to see accurate, concise reports.

Mr. Azcárraga informed the COC that the District is working on plans for Blair Dedication in June. The date has not been set yet but he will keep the Committee informed. Plans are to have the dedication prior to the Superintendent's retirement and invite the community, City officials and staff.

COC would like to tour Blair if possible. Staff informed the Committee that a date had been set for Blair Staff to tour the new facility and that they are invited. Ms. Childress is to contact the Committee via email with the date of the tour.

F. REPORTS FROM COMMITTEE CHAIRS

1. Report from Outreach Sub-committee – Ms. Ellner
Mrs. Ellner was not present however, she asked that Mrs. Bauer to speak on her behalf. Mrs. Bauer asked that the Committee to choose which schools they would like to visit and serve as liaison.
2. Report from Liaisons to Facilities and Capital Subcommittee – Mr. Barnum/Mr. Hargreaves
Mr. Barnum informed the Committee that Mr. Azcárraga to would provide an update on the process to secure additional Owner Representatives and that they would like to have this process completed within 30 days.

Mr. Azcárraga reminded the Committee that the District ran a RFP for Owner Representatives in December 2010. Staff reported that there were a total of 43 responses received and half were from CM firms. Staff noted that the Owner Representative model provides significant savings. Staff has been recruiting the interview panel and has it almost complete with the exception of one COC member. Mr. Azcárraga asked Mr. Fuhrman to appoint a representative to the panel and the Chairman and Committee selected Mr. Ken Hargreaves to serve on the Owner Representative Interview Panel.

Staff informed the Committee that there is a need for a Bond Program Manager that would be solely committed to oversee the Bond Program only. Potential costs associated with this would be between \$280,000 - \$380,000 annually, as opposed to the District hiring an in-house Bond Program Manager and clerical staff which would cost approximately \$145,000 annually. The District's Personnel Commission is responsible for crafting the job description(s), classification, and salary.

Committee member asked the length of the TT Bond Program and Staff suggested that it would be another 3 – 5 years and employees are hired as term employees meaning that when the Bond Program ends employment with the District terminates.

G. REPORT FROM BOARD LIAISON – Mr. Honowitz

Mr. Honowitz commented on the sample reports noting that they are helpful but it is important to note the budget referred to is from the original FMP and dollars from Fund 40. Fund 40 dollars have the ability to be reallocate under law. Decision has not been made to do this. These are not TT dollars and if the allotments are reduced by Fund 40, TT dollars can cover projects that Fund 40 dollars were to cover. Key is to change focus from dollars to scope; policy decisions and equity decisions are key to this discussion but no policy is in place yet.

H. REPORTS FROM SITE VISITS – none

I. NEXT MEETING DATE AND ADJOURNMENT

Next meeting May 26th at 5:30 p.m.

Ms. Childress send out email to the Committee to let everyone know that the May 19th meeting is canceled and find out how many can meet on May 26th. In addition, information on the Blair MS tour and Dedication will be sent out once confirmed.

Staff suggested meeting quarterly instead of every month. No vote taken on this.

Meeting adjourned by Chairman Fuhrman at 7:24 p.m.