



PASADENA UNIFIED SCHOOL DISTRICT

MEASURE TT CITIZENS' OVERSIGHT COMMITTEE

MINUTES of the Citizens' Oversight Committee held on Thursday, May 21, 2009 at the Education Center, 351 S. Hudson Avenue, Pasadena, CA 91101, in the Lower Conference Room.

PRESENT:

Committee: Carolyn Carlburg, Carolyn Ellner, Charles Bryant, George Fatheree, Gregory Barna, James Kossler, Joanna Bauer, Jon Fuhrman, Kenneth Hargreaves, Lee Johnson, Sid Tyler.

Board Member: Ed Honowitz.

Staff: Steve Brinkman, John Pappalardo.

Chairman Sid Tyler called the meeting to order at 4.10pm, and introduced Dr. John Pappalardo, PUSD's new Chief Finance Officer. Dr. Pappalardo was asked to report on his experience with Bond measures from his previous District, San Gabriel Unified (SGUSD).

Pappalardo said that SGUSD received their first Bond measure in 1998 and set up COC bylaws until Proposition 39 passed in 2002, followed by a second in 2008. Their COC functioned with between eight (8) and fourteen (14) members. There are a minimum number of members as specified by the Education Code.

Chairman Tyler stated the Committee wanted Pappalardo to explain how it happened at SGUSD. Pappalardo went on to explain that SGUSD's COC met every other month during the school year, and had between four (4) and five (5) meetings per year. Some years, when construction was strong, they would meet in the summer and had walk-throughs of the facilities. They also did walk-throughs during construction and some sort of ribbon cutting ceremony after construction was finished.

Carolyn Ellner asked how they got feedback from the community and how they addressed them. Pappalardo responded that Principals identified school projects and COC members were given specific projects as their responsibility. The COC school representatives would be part of and present when the School Site Council (SSC) met

regarding construction. That knowledge would be brought back to the Committee, whose responsibility was to report it to the Board as to how the money was being spent and if the program was progressing as it should.

It was asked what the Committee produced, and Pappalardo explained that a written report was produced at least twice a year summarizing the status including data. The Chairman of the COC presented the questions to the Board with backup from Staff. It would then be presented to the Board at a public Board meeting.

Carolyn Carlburg thought, as far as PUSD was concerned, that any report should be a COC report presented to the Board as directed by Staff. Steve Brinkman explained how reports were presented at his previous District, Gilroy. Gilroy looked at what other Districts did, and their COC chairman provided input as appropriate. Carlburg would like to see the Committee take primary responsibility and they should work to determine what the content of the Committee should be. The Chairman should be the point person in working with Staff, and the Committee has to drive the report. She felt that the responsibility and decision making should be with the Committee. Jon Fuhrman asked where this should be delegated to the Chair as a smaller committee. Gregory Barna asked about San Gabriel's annual report, whereas PUSD has proposed doing it twice a year. Joanna Bauer asked what the difference would be between once or twice a year. PUSD's Board wants a report twice a year. The Chairman asked for confirmation for when reports are made. He asked what dates were in mind for quarterly reports, and Brinkman pointed out they were Agenda items. In terms of reporting, Staff reports to COC before reporting to the Board, this would be informational. Kenneth Hargreaves explained in his experience a lot of action items were raised. COC were notified secondarily to take action as they saw fit. Mr. Tyler asked what would be seen, give an example of what would be approved and see how money was being expended as appropriate. Pappalardo went on to explain how that worked at SGUSD.

Ellner commented on the bylaws recap in the Minutes of May 21. xxxxxxxxxx

On the election of Vice Chair, Ellner nominated Jon Fuhrman. James Kossler moved and Brinkman seconded.

Discussion followed as to whether the Chair should serve a two (2) or three (3) years term. Ellner suggested that the Committee draw lots. Carlburg asked if this could be done via email. There were eight (8) at three (3), and seven (7) at two (2). Fuhrman moved to delay any random drawing, and suggested Staff assistance. Brinkman said that it will be checked with District lawyers.

Tyler asked the meeting about setting a regular meeting date. He thought this should be once a month. Dates of June 18, and July 16 were put forward, and George Fatheree stated that 4pm was not a convenient time for him, and requested it be moved to 5pm until 7pm, instead of a start time of 4pm and finish time of 6pm. This was agreed.

As far as nomination of a Recording Secretary, Fuhrman asked if a member of the Committee could do this. No nominations were forthcoming, so Brinkman suggested that Barbara Bath do this until he had a full time assistant. Draft minutes would be

distributed beforehand, and he stated that he would prefer minutes be taken direct onto a laptop during the meeting. The Committee concurred. It was requested that a timeline be given for draft items, and Brinkman confirmed 7-10 days prior to posting the Agenda. Fuhrman asked how items were put on the Agenda. It is usual for the Chair to set the Agenda with recommendation from members. It was agreed to email items to Tyler. (At this point Tyler asked for his email address to be changed on the mailing list to: styler32@earthlink.net. Brinkman confirmed a new list (comprising some 50 people) will be available for the next meeting. Members wanted to know who is on the list. It was also suggested that local newspapers be used for distribution.

As far as an Outreach Committee, the COC wanted to know who is doing the thinking to get the COC activities out. Tyler suggested a subcommittee to take that on. Ellner supported that for general public to know what the COC is doing. Ellner said she would Chair such a committee. Charles Bryant will serve on that committee, as will Joanne Bauer.

Discussion followed regarding a Measure TT website. Brinkman explained how that would be updated, but the Facilities Subcommittee has to approve. They are in the process and are looking at the entire PUSD website. Tyler said any redesign to include TT should have input from the COC. It should include who the members are, latest Minutes should be posted, as well as updated reports. Brinkman agreed. Carlburg asked for a 'leaner' page, with perhaps longer documents archived by date. Tyler would like to see a draft of the format proposed.

Staff reporting was discussed, and Tyler wanted to know what Staff will be submitting by way of progress reports and work planned for the next year. Brinkman brought copy reports from Gilroy, and these were handed out, and he explained each one to the Committee. Bryant asked how many schools were in Gilroy. He also wanted to know what format such reports would take at PUSD, i.e. cost versus budget, new projects, funding plan, plus a summary, as well as emerging issues. Ellner asked to whom this would be given. It was stated that first COC, then to the Board, then the Community. Hargreaves asked if it was approved by the COC, and Brinkman confirmed this would be informational. Kossler felt this was a good format. Brinkman thought a realistic timeframe would be August.

Tyler asked about bid totals compared to the budget cost. That is the estimate plus soft costs. He also asked how overages would be addressed, and that the Committee would be interested in this. Brinkman explained the software to be used will have it by project in the reports. Bryant asked about Change Orders (owner originated), not in the original scope. This will have to go before the Facilities Subcommittee, but will still be on the Accounts. Tyler asked if this would be from the Facilities Master Plan, and Brinkman confirmed it would be from the *revised* Facilities Master Plan. Tyler thought such reports were a good starting point. Carlburg asked Brinkman to categorize certain projects up to a certain amount without having to look at all projects. Discussion followed about how this should be done.

For additional reporting, Fuhrman asked that there be a projected progress column, i.e. where we are, as opposed to where we should be. Hargreaves asked about a Gant chart,

rather than original completion date, new completion date, explanation. It was generally felt that over a certain figure, there should be some sort of explanation as to progress. Ellner suggested over \$2-3 million. Tyler thought that in informing the public that a project is going to be completed “xyz”, and also let them know when there is a delay, and the reason why completion dates change. Perhaps an additional column as to actual completion date, estimated completion date during construction. Kossler pointed out that each school has more than one project, and Bryant felt that the reporting format be modified to allow for that. Brinkman explained there will be a sequence of projects by the side and, per the FMP to have a website within a website. This is anticipated to be available by December. Kossler thought that Bauer’s points were valid to promote to the Community as to where their dollars had gone.

Fatheree asked for confirmation that the first report will be presented to the Board by August. Fuhrman also asked when COC could have that report. Brinkman deferred to the Chair about the reporting. Fatheree felt that rather than semi-annual or annual reports, there should be three (3) in the first year as a sign of progress. Tyler asked when the quarters would be, and Brinkman said that would be driven by the first report.

Hargreaves asked about the content of the COC report, and how can that be validated. Ellner felt any report should be written in simple English each quarter to the Board. Tyler confirmed this should contain a list of projects and status. The first report should be used as the basis of the first quarterly report. Fatheree agreed. Board Member Honowitz joined the meeting and explained any concerns should be brought to the Board at regular reporting time, and published on the website and in a newsletter.

Fuhrman and Hargreaves said it was their understanding when they attended the last two Facilities Subcommittee meetings (April 28 and May12), that several small projects were already underway. Those meetings also talked about District demographics and enrolment trends declining, as well as local hiring policy and small business preference, and Los Angeles Unified School District (LAUSD) has an extensive training program. PUSD will take advantage of this. The Facilities Subcommittee will bring information to COC. Fatheree asked if that would be adopted by the Board. Bryant wants to join any subcommittee related to this. Honowitz hopes to have that in place by the next Board meeting or two. He also explained how the LAUSD program worked. Tyler asked if it was possible for Bryant to join that committee, as Bryant felt he could bring something to the table. Honowitz will let Bryant have Ramon Miramontes details. Mr. Miramontes was recently elected to the PUSD Board, and is Dean of Academic Affairs at Los Angeles Southwest College.

At the April 28 meeting it was mentioned that there were Owners’ Representatives employed by PUSD, and Hargreaves asked Brinkman about these. Brinkman said they will come to the next COC meeting for introduction. COC would like to know what funds are being used for project management. Kossler would like to know their responsibilities. Brinkman referred the Committee to the list of projected projects going out to bid. Fatheree felt the information needed better clarification. Ellner asked for an asterisk on the ones accepted. Fatheree pointed out that when COC issues reports, it should show what has been completed. Bauer asked for estimated versus bid amount to be shown, and Hargreaves would like to see a continuation of providing a report as a

'snapshot'. Fatheree asked for further confirmation as to the expenditure of \$4 million, and what policy is used to accept awards. Piggybackable bids were sometimes used, and Brinkman explained what these were, and that these conformed to CMAS. Ellner asked about minority hiring. Honowitz explained how the PHS turf project was specialized because of the very few makers of the materials used. Hargreaves, with his experience of such projects at LAUSD, also explained the piggyback process. Bauer asked when local contractors will be able to bid, and Fuhrman asked about the expanded notification process. The Board is developing that right now.

The Chairman asked if there was any other business. As there was none, the meeting adjourned at 6pm.

The next meeting will be Thursday, June 18, 2009 at 5pm.