



PASADENA UNIFIED SCHOOL DISTRICT

MEASURE TT CITIZENS' OVERSIGHT COMMITTEE

MINUTES of the Citizens' Oversight Committee held on October 21, 2010 at the Education Center, 351 S. Hudson Avenue, Pasadena, CA 91101, in room 240.

PRESENT:

Committee: Jon Fuhrman, Carolyn Ellner, Joanna Bauer, Ed Barnum, Lee Johnson, James Kossler, Kenneth Hargreaves, Rita Turner, Paul Hunt, Gregory Barna

Board Member: not present

Staff: Patrick Kennedy (Interim Chief), Wendy Childress

Guest: Keith Clinkscales, Construction Accountant

Absent: Charles Bryant, Sid Tyler, Augustin Zuniga

A. CALL TO ORDER

Chairman Jon Fuhrman called meeting to order at 5:32 p.m.

B. PUBLIC COMMENT - None

C. APPROVAL OF MINUTES OF September 16, 2010 MEETING

Motion by James Kossler to approve September 16 meeting minutes, seconded by Carolyn Ellner was approved unanimously.

D. DISCUSSION/PRESENTATION ITEMS

Patrick Kennedy, Interim Chief, introduced himself and shared his background with the Committee as well as introduced Keith Clinckscales, Construction Accountant.

1. Status report on Financial Audits for Measure TT for 2009-2010 Fiscal Year
Keith Clinkscales informed the Committee that the auditors had no specific findings; the audit had been fairly successful and not yet complete but should be soon.

Committee questioned if the auditors will be finished before November meeting and if not when will it be completed. The November meeting is contingent upon

whether or not the audit is complete because it is needed in order for the Committee to prepare its report to the community and Board.

Discussion ensued as to whether or not it is necessary to have auditors make a presentation to the Committee. It was decided that after the Committee received a copy of the final audit the decision would be made. It was noted that the charge given to the Committee under state law is to receive and review the audit.

Action: Wendy Chidress is to find out exact date of audit completion, if possible, and report back to the Committee via email.

2. Update on School Consolidation Committee Recommendations

Jon Fuhrman SCC Liaison reported that the task has been completed. Burbank, Loma Alta, and Jackson are being recommended for closure. Under this plan, Norma Coombs would move to Burbank, the District offices would move to Norma Coombs and Rose City would move to Jackson.

This recommendation was given to the Superintendent who will review it and has the ability to change/amend the proposal. This will be on the November 9th Board agenda. The Board will make the final decision at the November 23rd Board meeting so that the parents/students will know what to expect in the 2011-2012 school year.

Mr. Fuhrman shared that the School Consolidation Committee based its recommendation on factors such as parental satisfaction, number of students in enrolled, size of school, physical facilities issues, money allocated, attendance matrix (which maps how many students attending are actually from that specific school area) demographics, actual school attendance, FMP, monies already spent, academic achievement, special programs, operating costs etc. Dollars designated to schools being closed or relocated will follow the students. Sites being closed will be used by the District in another capacity.

Committee member questioned if moving all monies allocated in the FMP with students to the new location is the highest and best use of the monies.

E. REPORTS FROM PUSD FACILITIES DIRECTOR

1. Measure TT Consolidated Expenditure Report - 9-30-10

Mr. Kennedy reported that District was in the process of programming the next phase of the TT Facilities efforts. To date small jobs had been done however, over the next 6-9 months 85 -90 millions dollars worth of projects will begin. He informed the Committee that the academic side was beginning to be address issues associated with limiting use of certain facilities while construction activities are underway. Project managers are being assigned; a Master Schedule draft has been completed and submitted to the Facilities Subcommittee for their comments. Additionally, he has begun identifying bid methodologies. In addition to a base bid, additive alternate bids may be included which will allow for work missed to be taken care of with Facilities approval. Mr. Kennedy acknowledged that a great bidding climate exists however expressed that the need to be

conscientious of PUSD's capabilities and not work outside of our ability to manage projects. District is looking into hiring additional Owners Representatives in preparation for the volume of upcoming projects.

The District is actively searching for a new Chief of Facilities and the application process closes on November 12th. Mr. Kennedy informed the group of changes taking place, which will serve as audit control mechanisms such as moving F&E as well as the preparation of bid documents to the Purchasing Department.

Requests by Committee members:

Bar chart of how much will be spent each year either quarterly or annually Patrick Kennedy responded that such a document does exist however; the District is in the process of developing a better document.

Committee members expressed concern about the ratios stating that the soft/hard costs look skewed. It appears that there is more spending on soft cost and very little on hard cost or construction. Mr. Kennedy explained that this is due to front loading of Architects fees of which will be corrected over time. Construction management of Owners Representatives will help with this. Committee members questioned if it were possible to view the plan for hard/soft budget and Keith Clinckscales responded yes, but as Mr. Kennedy pointed out it is being revised.

Discussion ensued about the ability of the Owners Representatives to bill whatever number of hours they work. Patrick Kennedy explained that he would like to transfer as many of the clerical functions being performed by the Owners Representatives to other areas as to not have them being paid at their hourly rate for these types of functions. The contract itself limits the number of hours worked but an extension can be requested. Mr. Kennedy would like to move from an hourly rate to a daily rate to reduce any opportunity of abuse and to provide transparency.

There was discussion about the Cost of Facilities Organization Report. Committee would like clarity on the report. The Committee would like the report to note if the overhead cost is all Measure TT and if not, explain the difference. The Committee would like the staff to note the percentages of TT dollars spent. In addition, on the Measure TT Consolidated Expenditure Report they would like the report to reflect the *original cost* as stated in the FMP, the actual expenditures & retentions, and complete allocated savings so that they can easily identify any savings or loss. Savings are currently placed into a general suspense fund approved by the Facilities Subcommittee.

2. Cumulative Bid List 9-30-10
None discussion
3. Other Developments of Significance to the C.O.C.

Committee wanted update on Blair. Staff informed the Committee that it is problematic but moving forward. It is currently within budget and is expected to be completed on time.

F. REPORTS FROM COMMITTEE CHAIRS

1. Report from Outreach Sub-committee – Ms. Ellner
Postponed
2. Report from Liaisons to Facilities and Capital Subcommittee – Mr. Barnum/Mr. Hargreaves

Mr. Barnum reported that the September 30th meeting had nothing to do with Measure TT. However, at the last meeting on October 19th key items were discussed. The following items pertaining to Measure TT were covered:

- Component for Local Hiring – Ron Matthews
- Prequalification Process
- Measure Y having no money for furniture but under TT money can be spent on furniture for new construction
- Student friendly areas on school campuses and student input
- Measure Y there was a different Oversight Committee, Mr. Kennedy would like Board & Facilities Subcommittee input
- Patrick Kennedy is working on Master Project Scheduling and hiring more Owners Representatives

Before moving to the next item, it was asked if the new PHS Principal was interested in changing the plans for PHS. Mr. Kennedy informed the Committee that this was not the case and it was simply that Gilbert Barraza, Principal, had not been briefed on what was designated for his school. It has been arranged for the architects to provide a status update to the principal. Mr. Kennedy also noted that many of the concerns the new principal had were covered in the plan.

G. REPORT FROM BOARD LIAISON – Mr. Honowitz (not present)

None

H. REPORTS FROM SITE VISITS - None

I. NEXT MEETING DATE AND ADJOURNMENT

Before adjourning, it was reiterated that Joel Sheldon resigned as well as George Fatheree. The Board has been notified.

Votes were cast for the Vice Chair seat. Motion by Rita Turner to elect Carolyn Ellner, seconded by Paul Hunt, and was approved unanimously.

Decision will be made whether or not to have the November meeting after finding out whether the audit report will be available in November.

Meeting adjourned at 7:39 p.m. by Chair, Jon Fuhrman