

PASADENA UNIFIED SCHOOL DISTRICT
Pasadena, California

CITIZENS OVERSIGHT COMMITTEE MEETING

April 15, 2010

5:00 p.m.

NOTICE AND AGENDA

**EDUCATION CENTER – ROOM # 240
351 South Hudson Avenue
Pasadena, California 91101**

A. CALL TO ORDER	
B. PUBLIC COMMENT	
C. APPROVAL OF MINUTES OF FEBRUARY 18 MEETING MINUTES	
D. REPORT FROM PUSD FACILITIES DIRECTOR – MR. BRINKMAN 1. Measure TT Consolidated Expenditure Report – 3/31* 2. Cumulative Bid List – 3/31* 3. Soft/Hard Cost Ratio Report 3/31* 4. Cost of Facilities Organization – 3/31* 5. Other developments of significance to COC*	
E. DRAFT OUTLINE OF 2nd TT COC REPORT TO COMMUNITY – MR. FATHEREE Action: Committee approval of basic content and scope	
F. REPORTS FROM COMMITTEE CHAIR 1. Report from Outreach Subcommittee – Ms. Ellner 2. Report from Liaisons to Facilities and Capital Subcommittee – Mr. Fuhrman 3. Project Status Reports – Messrs. Sheldon/Hargreaves	
G. REPORTS FROM VISITS TO SCHOOL SITE COUNCIL MEETINGS	
H. REPORT FROM BOARD LIAISON – COC VACANCIES - MR. HONOWITZ	
I. ELECTION OF COC CHAIR AND VICE-CHAIR FOR 2010-2011	
J. ADJOURNMENT/NEXT MEETING DATE	
*ATTACHMENTS	



Measure TT Consolidated Expenditure Report

Account-Ability

School Name - Project Name	Estimate At Completion	A FMP Allocation	B Committed	C Expenditures & Retentions	D = (B - C) Contract Balance	E = (C/B) Percentage Expended	F = (A - B) Budget Variance	Percentage Complete	Estimated Completion Date
Altadena Elementary School - Addition of 3 Shade Structures	110,000.00	160,550.00	78,269.43	72,860.43	5,409.00	93.09%	82,280.57	100.0%	01/16/10
Altadena Elementary School - Modernization Project		10,105,911.00	836,318.00	87,633.42	748,684.58	10.48%	9,269,593.00		
Aveson Charter School - Portable N Demolition Project	26,235.00	18,000.00	26,235.00	26,235.00	0.00	100.00%	(8,235.00)	100.0%	08/28/09
Blair High School - 9th Grade CR Wing, Amphitheater, Parking		16,896,004.00	878,400.00	198,064.50	680,335.50	22.55%	16,017,604.00		
Blair High School - Artificial Field		2,640,001.00	0.00	0.00	0.00	0.00%	2,640,001.00		
Blair High School - Blair Middle School Campus		18,480,005.00	15,147,267.04	1,269,138.56	13,878,128.48	8.38%	3,332,737.96		
Blair High School - Campus Modernization/HVAC Upgrades		13,706,883.00	1,002,169.00	138,902.80	863,266.20	13.86%	12,704,714.00		
Burbank Elementary School - Electrical Panel Upgrade	151,376.00	151,376.00	50,622.40	39,097.53	11,524.87	77.23%	100,753.60	99.0%	04/09/10
Burbank Elementary School - Mod Kitchen/Cafe		3,133,832.00	275,501.00	24,902.78	250,598.22	9.04%	2,858,331.00		
Burbank Elementary School - New Shade Structure	160,000.00	150,000.00	187,321.09	181,161.73	6,159.36	96.71%	(37,321.09)	100.0%	12/04/09
Burbank Elementary School - Plumbing/Fountains/ADA Upgrades		229,364.00	21,685.00	1,563.83	20,121.17	7.21%	207,679.00		
Cleveland Elementary School - New Classroom Wing		3,231,479.00	371,986.18	272,556.61	99,429.57	73.27%	2,859,492.82		
District Service Center - Culinary Academy/Kitchen Construction		15,000,000.00	1,256,392.12	835,185.53	421,206.59	66.47%	13,743,607.88		
District-wide - Bogen Clock Speaker System	1,452,500.00	1,600,000.00	1,452,500.00	1,416,323.18	36,176.82	97.51%	147,500.00	100.0%	11/30/09
District-Wide - Career Technical Education Projects		30,000,000.00	0.00	0.00	0.00	0.00%	30,000,000.00		
District-wide - Demolish two portables		1,000,000.00	0.00	0.00	0.00	0.00%	1,000,000.00		
District-Wide - Exterior Improvements		2,000,000.00	34,860.34	33,772.42	1,087.92	96.88%	1,965,139.66		
District-Wide - Facilities Administration		7,734,335.00	2,335,262.19	1,658,578.54	676,683.65	71.02%	5,399,072.81		
District-Wide - Seismic Upgrades Project		10,000,000.00	0.00	0.00	0.00	0.00%	10,000,000.00		
District-wide - Summer 2009 Energy Conservation Measures	3,477,000.00	5,000,000.00	3,808,598.62	3,236,063.62	572,535.00	84.97%	1,191,401.38	100.0%	03/31/10
District-Wide - Technology Project Measure TT		5,000,000.00	0.00	0.00	0.00	0.00%	5,000,000.00		
Don Benito Elementary School - Campus Modernization		4,972,392.00	416,187.00	0.00	416,187.00	0.00%	4,556,205.00		
Don Benito Elementary School - Shade Structures	183,486.00	183,486.00	83,488.24	15,229.30	68,258.94	18.24%	99,997.76		05/29/10
Eliot Middle School - Cafeteria/Auditorium/Kitchen Modernization		5,806,155.00	6,800.00	6,750.00	50.00	99.26%	5,799,355.00		
Eliot Middle School - Field Bleacher Replacement & ADA Upgrades		330,000.00	40,390.00	27,720.80	12,669.20	68.63%	289,610.00		
Eliot Middle School - Lunch Shelter		100,000.00	18,395.00	14,503.40	3,891.60	78.84%	81,605.00		
Eliot Middle School - Science Lab Acoustical Upgrades	130,000.00	130,000.00	96,612.00	87,418.80	9,193.20	90.48%	33,388.00	100.0%	02/26/10
Eliot Middle School - Tower Structural Assessment	30,000.00	114,679.00	17,264.00	17,264.00	0.00	100.00%	97,415.00		04/09/10
Field Elementary School - Cafe/MPR/Kitchen Modernization		2,091,836.00	219,956.00	14,234.95	205,721.05	6.47%	1,871,880.00		
Field Elementary School - Shade Structure & Playground Improvements		333,027.00	57,200.00	1,378.14	55,821.86	2.41%	275,827.00		



Measure TT Consolidated Expenditure Report

Account-Ability

School Name - Project Name	Estimate At Completion	A FMP Allocation	B Committed	C Expenditures & Retentions	D = (B - C) Contract Balance	E = (C/B) Percentage Expended	F = (A - B) Budget Variance	Percentage Complete	Estimated Completion Date
Franklin Elementary School - Cafeteria & MPR Modernization		1,733,220.00	188,981.00	12,200.00	176,781.00	6.46%	1,544,239.00		
Franklin Elementary School - Library Addition	400,000.00	400,000.00	553,127.30	228,911.52	324,215.78	41.38%	(153,127.30)	98.0%	04/16/10
Franklin Elementary School - Shade Structures	183,486.00	183,486.00	29,623.80	28,854.00	769.80	97.40%	153,862.20	98.0%	04/16/10
Hamilton Elementary School - Cafe & MPR Modernization		4,456,286.00	379,697.00	9,327.21	370,369.79	2.46%	4,076,589.00		
Hamilton Elementary School - Drainage Correction		160,550.00	8,463.00	8,463.00	0.00	100.00%	152,087.00		
Hamilton Elementary School - R & R Electrical Panels		50,459.00	5,000.00	1,468.89	3,531.11	29.38%	45,459.00		
Jackson Elementary School - Building F Drainage Correction	85,000.00	170,000.00	118,108.59	116,120.71	1,987.88	98.32%	51,891.41	100.0%	11/30/09
Jackson Elementary School - Modernization of Classroom - Building F	75,000.00	75,000.00	27,047.76	27,047.76	0.00	100.00%	47,952.24	100.0%	01/09/10
Jackson Elementary School - Modernize Cafe & Kitchen		2,219,238.00	367,583.00	289.00	367,294.00	0.08%	1,851,655.00		
Jefferson Elementary School - Kindergarten Renovation		2,293,577.00	234,000.00	5,625.00	228,375.00	2.40%	2,059,577.00		
Jefferson Elementary School - Kitchen/Cafe/MPR Modernization		1,527,610.00	140,193.00	3,370.03	136,822.97	2.40%	1,387,417.00		
Jefferson Elementary School - Lighting Upgrade Bldgs C,E & U		412,844.00	52,000.00	1,250.00	50,750.00	2.40%	360,844.00		
Jefferson Elementary School - New CC Buildings		3,994,265.00	207,637.00	4,991.28	202,645.72	2.40%	3,786,628.00		
Jefferson Elementary School - Playground Improvements (ADA Sinks/K Bl		1,421,560.00	131,002.00	3,201.43	127,800.57	2.44%	1,290,558.00		
John Muir High School - 2009 Fencing Project	122,000.00	121,680.00	121,680.00	121,680.00	0.00	100.00%	-	100.0%	08/28/09
John Muir High School - Artificial Surface Field & Track	1,967,250.00	2,000,000.00	1,914,307.97	1,726,160.11	188,147.86	90.17%	85,692.03	100.0%	12/31/09
John Muir High School - HVAC Project		1,628,779.00	15,240.00	15,240.00	0.00	100.00%	1,613,539.00		
John Muir High School - Muir Cafe/Kitchen/Auditorium Modernization		5,727,821.00	848,357.72	819,516.07	28,841.65	96.60%	4,879,463.28		
Linda Vista Elementary School - Interior Structural Cleanup	34,800.00	50,000.00	34,800.00	34,800.00	0.00	100.00%	15,200.00	100.0%	08/28/09
Loma Alta Elementary School - Modernization Project		2,124,805.00	217,735.13	24,693.18	193,041.95	11.34%	1,907,069.87		
Loma Alta Elementary School - Pre K conversion & Fire sprinkler enclosure	547,000.00	735,858.00	567,205.54	565,104.54	2,101.00	99.63%	168,652.46	100.0%	08/28/09
Loma Alta Elementary School - Retaining Wall & Street Improvements	1,046,909.00	1,046,909.00	154,011.48	24,561.48	129,450.00	15.95%	892,897.52		10/29/10
Longfellow Elementary School - Auditorium Renovation		2,391,779.00	215,088.00	24,817.80	190,270.20	11.54%	2,176,691.00		
Longfellow Elementary School - Children's Center Modernization & Shade	57,000.00	561,926.00	76,910.00	48,874.10	28,035.90	63.55%	485,016.00		
Longfellow Elementary School - Kitchen & Cafeteria Modernization		1,138,500.00	106,431.36	14,324.17	92,107.19	13.46%	1,032,068.64		
Longfellow Elementary School - Shade Structure		183,487.00	23,400.00	1,127.50	22,272.50	4.82%	160,087.00		
Madison Elementary School - Auditorium & Bldg A Restoration		8,757,539.00	27,177.00	27,177.00	0.00	100.00%	8,730,362.00		
Madison Elementary School - Drop-Off Area Construction		337,736.00	31,877.00	2,452.08	29,424.92	7.69%	305,859.00		
Madison Elementary School - Kitchen/Cafe Modernization w/Trash Enclosu		2,957,134.00	345,992.00	53,384.77	292,607.23	15.43%	2,611,142.00		
Madison Elementary School - New Early Childhood/Healthy Start Center		2,132,101.00	154,382.00	47,244.75	107,137.25	30.60%	1,977,719.00	1.0%	12/31/11



Measure TT Consolidated Expenditure Report

Account-Ability

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Madison Elementary School - Plumbing/Fountains/ADA Compliance		298,678.00	28,190.00	2,710.60	25,479.40	9.62%	270,488.00		
Madison Elementary School - Shade Shelters & Kinder Playground		404,365.00	38,165.00	8,073.34	30,091.66	21.15%	366,200.00		
Madison Elementary School - Window Replacement	1,457,000.00	1,322,270.00	81,640.00	54,950.00	26,690.00	67.31%	1,240,630.00		8/28/2010
Marshall High School - Auditorium Restoration		2,275,935.00	205,097.00	14,790.68	190,306.32	7.21%	2,070,838.00		
Marshall High School - Band Room Renovation		205,919.00	19,474.00	3,745.00	15,729.00	19.23%	186,445.00		
Marshall High School - Electrical Upgrades		1,000,000.00	93,229.00	5,378.58	87,850.42	5.77%	906,771.00		
Marshall High School - Kitchen/Cafeteria Renovaions		1,897,024.00	172,250.00	12,421.88	159,828.12	7.21%	1,724,774.00		
Marshall High School - Library Improvements		2,560,982.00	229,808.00	57,451.94	172,356.06	25.00%	2,331,174.00		
Marshall High School - Sports Complex		9,959,528.00	44,090.81	27,740.81	16,350.00	62.92%	9,915,437.19		
Marshall High School - Window Replacement	2,156,000.00	2,846,250.00	163,280.00	109,900.00	53,380.00	67.31%	2,682,970.00		8/28/2010
Mckinley Elementary School - Campus Improvements Phase 1		16,300,765.00	1,054,499.32	205,764.34	848,734.98	19.51%	15,246,265.68		
McKinley School - Carpet Replacement		1,700.00	1,427.15	1,427.15	0.00	100.00%	272.85	100.0%	09/01/09
Norma Coombs Alternative - ADA Compliance Upgrade		183,486.00	31,200.00	300.00	30,900.00	0.96%	152,286.00		
Norma Coombs Alternative - Field Renovation		23,000.00	21,402.88	20,901.05	501.83	97.66%	1,597.12	100.0%	01/15/10
Norma Coombs Alternative - Shade Structures		183,486.00	55,205.27	47,057.63	8,147.64	85.24%	128,280.73		
Norma Coombs Elementary School - Carpet Replacement		1,400.00	0.00	0.00	0.00	0.00%	1,400.00	100.0%	08/15/09
Pasadena High School - Artificial Surface field & track	2,075,450.00	2,000,000.00	2,106,060.78	2,053,164.77	52,896.01	97.49%	(106,060.78)	100.0%	12/31/09
Pasadena High School - Campus-Wide ADA Compliance Upgrade (DSA)		4,902,448.00	410,154.00	3,943.79	406,210.21	0.96%	4,492,294.00		
Pasadena High School - Campuswide Signage & Identity		1,069,007.00	98,280.00	945.00	97,335.00	0.96%	970,727.00		
Pasadena High School - Modernize Athletic Facilities		11,095,740.00	894,215.00	8,598.22	885,616.78	0.96%	10,201,525.00		
Pasadena High School - Restroom Improvements	120,000.00	1,189,271.00	220,280.00	20,686.75	199,593.25	9.39%	968,991.00	5.0%	05/31/10
Pasadena High School - Softball & Soccer Fields Drainage & New Softball	635,000.00	1,625,281.00	694,402.19	661,143.33	33,258.86	95.21%	930,878.81	100.0%	03/31/10
Roosevelt Elementary School - Auto Door Openers	100,000.00	183,486.00	98,900.00	60,660.00	38,240.00	61.33%	84,586.00	100.0%	02/28/10
Roosevelt Elementary School - Multi-purpose Facility		6,313,217.00	8,250.00	8,250.00	0.00	100.00%	6,304,967.00		
San Rafael Elementary School - Lunch Shelter	100,000.00	100,000.00	116,731.56	111,898.62	4,832.94	95.86%	(16,731.56)	100.0%	10/05/09
San Rafael Elementary School - Modernization and New Construction		7,366,630.00	919,311.47	319,772.47	599,539.00	34.78%	6,447,318.53		
Sierra Madre Lower Elementary - Phase I - New Construction		4,620,000.00	335,506.00	113,101.35	222,404.65	33.71%	4,284,494.00		
Sierre Madre Middle School (Upper) - Campus Improvements		27,000,000.00	2,079,785.00	1,201,782.87	878,002.13	57.78%	24,920,215.00		
Washington Accelerated Elementary - Campus Improvements		13,580,805.00	922,776.58	96,216.02	826,560.56	10.43%	12,658,028.42		
Washington Accelerated Elementary - Child Care Center & Playground		6,088,403.00	0.00	0.00	0.00	0.00%	6,088,403.00		



Measure TT Consolidated Expenditure Report

Account-Ability

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Washington Middle School - Campus Upgrades & Fencing		904,738.00	67,500.00	61,506.25	5,993.75	91.12%	837,238.00		
Washington Middle School - New Construction & Modernization		23,972,088.00	1,498,481.00	102,116.49	1,396,364.51	6.81%	22,473,607.00		
Webster Elementary School - Modernize Admin/Kitchen/MPR		2,703,493.00	241,456.00	22,068.76	219,387.24	9.14%	2,462,037.00		
Webster Elementary School - Pre-School Alterations	160,000.00	577,006.00	42,973.83	28,930.23	14,043.60	67.32%	534,032.17		08/28/10
Willard Elementary School - Exterior Upgrade & Window Replacement	720,000.00	1,909,810.00	691,866.00	654,201.63	37,664.37	94.56%	1,217,944.00	100.0%	02/12/10
Willard Elementary School - Field Installation/Irrigation & Demo	180,000.00	297,208.00	178,524.16	168,183.08	10,341.08	94.21%	118,683.84	100.0%	08/28/09
Willard Elementary School - Multi-Use Room	480,000.00	700,000.00	463,116.83	408,273.51	54,843.32	88.16%	236,883.17	100.0%	08/28/09
Willard Elementary School - Power & Fire Alarm Upgrade	1,015,375.00	1,015,375.00	3,600.00	3,600.00	0.00	100.00%	1,011,775.00		08/28/10
Wilson Middle School - Classroom Demolition	88,965.00	65,000.00	87,253.75	87,039.75	214.00	99.66%	(22,253.75)	100.0%	08/28/09
Wilson Middle School - Electrical Panel Upgrade	50,459.00	50,459.00	2,400.00	1,965.00	435.00	81.88%	48,059.00		06/18/10
Wilson Middle School - Painting & Window Replacement	1,250,000.00	1,210,000.00	1,228,376.75	1,046,866.80	181,509.95	85.22%	(18,376.75)	100.0%	02/23/10
	20,827,291.00	371,297,717.00	51,665,897.63	21,496,344.94	30,169,552.69	41.61%	319,631,819.37		

Pasadena Unified School District
Cost of Facilities Organization
(14.0, 21.1, 25.0 & 40.2)
As Of 03/31/10

Budget Item	2009		
	Budget	Cost	Variance
Facilities Chief	90,060.00	80,119.33	9,940.67
Owners Rep Consultant 1	240,000.00	138,499.75	101,500.25
Owners Rep Consultant 2	120,000.00	20,018.53	99,981.47
Owners Rep Consultant	120,000.00		120,000.00
Owners Rep Employee (.75)	38,630.00	27,601.98	11,028.02
Construction Accountant	50,000.50		50,000.50
Director Facilities Admin	61,950.00		61,950.00
Facilities Procurement Specialist	40,750.00		40,750.00
Sr Admin Assistant	40,750.00	12,188.75	28,561.25
Facilities Clerk	28,630.00		28,630.00
Accounts Payable Lead	31,145.00		31,145.00
PUSD Painter	-	76,696.59	(76,696.59)
Overhead	34,090.00	* 183,550.32	(149,460.32)
Legal, Accounting & Systems	37,500.00	58,646.46	(21,146.46)
	933,505.50	597,321.71	336,183.79

2010		
Budget	Cost	Variance
180,120.00	88,383.88	91,736.12
240,000.00	168,192.88	71,807.12
240,000.00	155,443.81	84,556.19
240,000.00		240,000.00
77,260.00	34,688.97	42,571.03
100,001.00	91,875.00	8,126.00
123,900.00		123,900.00
81,500.00		81,500.00
81,500.00	37,225.30	44,274.70
57,260.00	36,432.00	20,828.00
62,290.00	8,637.66	53,652.34
68,180.00	130,606.11	(62,426.11)
75,000.00	156,876.03	(81,876.03)
1,627,011.00	908,361.64	718,649.36

Combined		
Budget	Cost	Variance
270,180.00	168,503.21	101,676.79
480,000.00	306,692.63	173,307.37
360,000.00	175,462.34	184,537.66
360,000.00	-	360,000.00
115,890.00	62,290.95	53,599.05
150,001.50	91,875.00	58,126.50
185,850.00	-	185,850.00
122,250.00	-	122,250.00
122,250.00	49,414.05	72,835.95
85,890.00	36,432.00	49,458.00
93,435.00	8,637.66	84,797.34
	76,696.59	(76,696.59)
102,270.00	314,156.43	(211,886.43)
112,500.00	215,522.49	(103,022.49)
2,560,516.50	1,505,683.35	1,054,833.15

* County Registrar of voters \$181,066.50

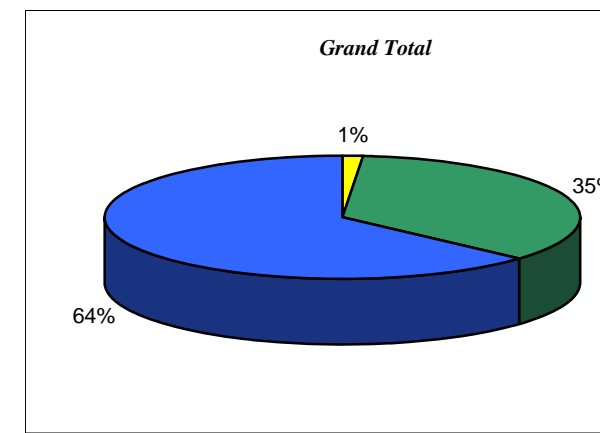
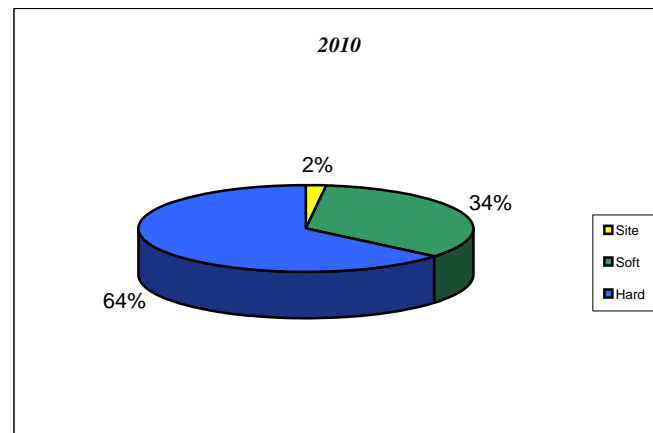
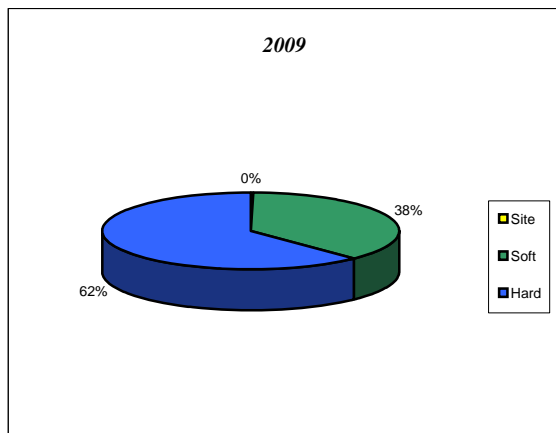
**PUSD Measure TT
Soft/Hard Cost Ratio
as of 3/31/10**

Obj Code	Name	Group Cost	2009
4310	Initial Outfitting Supplies	Soft	5,210.00
4410	Furniture & Equipment >\$500	Hard	
6120	Appraisal Fees	Site	1,500.00
6140	Surveying Cost	Site	2,273.00
6150	Site Suport Cost	Site	11,900.00
6210	Architect/Engineering Fees	Soft	1,099,346.28
6230	DSA Fees	Soft	70,600.00
6250	Energy Analysis	Soft	20,434.00
6260	Other Cost Planning	Soft	951,703.63
6270	Main Construction	Hard	2,376,637.23
6273	Hazard Waste Removal	Hard	12,650.00
6274	Demolition	Hard	12,000.00
6275	Other Cost Construction	Hard	1,199,994.68
6280	Construction Test	Soft	25,557.00
6285	Inspections	Soft	
6410	Furniture & Equipment >\$5000	Hard	
Grand Total			5,789,805.82

2010
44,079.56
1,274.24
3,000.00
232,821.50
57,580.41
4,113,432.88
147,603.43
63,139.50
905,627.38
5,596,301.11
9,340.00
98,840.94
3,949,596.58
47,309.75
41,163.00
373,028.64
15,684,138.92

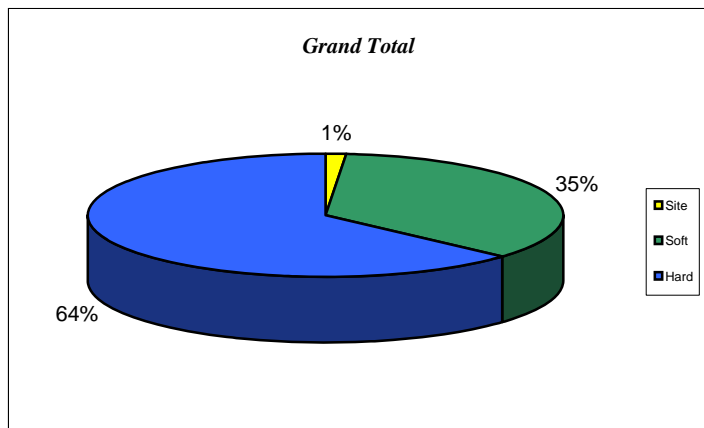
Grand Total
49,289.56
1,274.24
4,500.00
235,094.50
69,480.41
5,212,779.16
218,203.43
83,573.50
1,857,331.01
7,972,938.34
21,990.00
110,840.94
5,149,591.26
72,866.75
41,163.00
373,028.64
21,473,944.74

Site	15,673.00	0.3%	293,401.91	1.9%	309,074.91
Soft	2,172,850.91	37.5%	5,362,355.50	34.2%	7,535,206.41
Hard	3,601,281.91	62.2%	10,028,381.51	63.9%	13,629,663.42
	5,789,805.82	100.0%	15,684,138.92	100.0%	21,473,944.74



**PUSD Measure TT
Soft/Hard Cost Ratio
as of 3/31/10**

1.4%
35.1%
63.5%
100.0%



Fellow committee members,

While I expect that we will decide to issue our annual reports each year after reviewing the annual audit of the Measure TT funds (which I suspect will typically be completed around August or September), I'd like to propose issuing an interim Report within the next few months.

If the Committee agrees, I'd like to propose using a similar format as we used in our first Report to the School Board and Community, dated September 17, 2009 (attached), updating each of the areas as appropriate. I also think that we should include discussions of the following: (i) summary of the Committee's scoping discussions; (ii) the regular tracking reports that the Committee intends to rely on; and (iii) the district's progress addressing the concerns raised in our first Report (e.g., the Committee recommended that the Board ensure that the expenditure tracking program is fully operational and utilized as soon as possible and also that the Board support staff efforts to quickly fill the vacant positions).

I look forward to hearing your feedback at our next meeting.

Best regards,

George

**Pasadena Unified School District's Citizens' Oversight Committee
Report to the School Board and Community**

I. Background and Purpose

On November 4, 2008, the voters of Altadena, Pasadena and Sierra Madre approved Measure TT, which authorized the Pasadena Unified School District (the "District") to sell up to \$350,000,000 in bonds to finance certain specific school facilities projects listed as part of the ballot measure. As required by State law, on March 11, 2009, the District's Board of Trustees (the "Board") established an independent Citizens' Oversight Committee (the "Committee") including representatives from certain specified organizations and constituencies. The Committee members are listed in Appendix A. Service on the Committee is voluntary and Committee members do not receive any compensation for their service.

The purpose of the Committee is to inform the public concerning the expenditure of bond revenues generated from Measure TT. To carry out this purpose, state law requires the Committee to: (1) actively review and report on the proper expenditure of taxpayers' money for school construction; (2) advise the public as to whether the school district is in compliance with the statutory requirements related to the use of the bond funds; and (3) issue a report at least once a year. In addition, the Committee's By-Laws require it to report to the Board not less than semi-annually.

II. Activities of the Citizens' Oversight Committee

The Committee meets once a month at a District facility, usually the Education Center. Meetings are open to the public and subject to the Brown Act. Agendas, meeting minutes, and all documents received by the Committee will be available on the Committee's web site.

The Committee meetings are typically attended by a Board member designated as the Board's liaison to the Committee. Further, two Committee members are liaisons to the Board's Facilities Sub-Committee, to which all capital and facilities issues are directed for initial Board review. This cross-connection helps ensure that each body is kept aware of any concerns or issues raised by the other.

To foster communication with the community, the Committee has established an Outreach Sub-Committee, tasked with ensuring that information about the Committee and its meetings is disseminated broadly and with ensuring that community members can easily and effectively provide input to the Committee.

III. The District's Progress to Date with the Bond Funds

No bonds have been sold yet, but the District is planning to sell the first \$125 million of bonds in late September. Additional bonds will be sold at later dates as proceeds from the initial sale are expended. The District's 2009-10 tax rate for the bonds will be \$38.83 per \$100,000 of assessed property value, which is below the \$40.33 projection made to voters in the Measure TT ballot statement.

While waiting for the bond sales, the District moved ahead with several projects (listed in Appendix B), by borrowing money from existing District capital accounts. Once the initial Measure TT bonds are sold, those accounts will be repaid for the funds expended for Measure TT projects.

The projects that will be funded by Measure TT are outlined in the District's Facilities Master Plan.¹ This document is the result of extensive input from the community, School Site Councils, principals, and District staff, as well as external architectural/technical reviews and public hearings at the Board level. Projects are being prioritized to support academic needs, start projects at schools that did not receive substantial support from the District's previous facilities bond and reduce District operating costs; scheduling constraints and other logistical issues at individual sites are also considered.

As projects are scheduled, detailed costs estimates are obtained, and the Board's Facilities Sub-Committee authorizes bid packages. District staff reviews the sealed bids and recommends the lowest, responsive, responsible bidder. Depending upon the cost, the bid is approved by either the Superintendent or the Board. In general, projects that do not exceed \$15,000 are not required to be bid.

Once a bid is approved, the District's Facilities Construction group oversees the project. Currently, the District has two "Owner's Representatives" who act as hands-on project managers, overseeing the interface between the successful bidder and District personnel, as well as implementing quality assurance/quality control measures and enforcing District standards.

Appendix B lists the major projects that are in progress or are out to bid as of August 20, 2009. Most of these projects are at or near completion. The largest single project deals with a variety of energy saving measures at 15 different sites, designed to reduce the District's operating costs. This list of projects is updated monthly, and updated versions will be available on the Committee web site.

¹ Not all of the projects included in the Facilities Master Plan will be funded by Measure TT funds.

IV. The Committee's Observations and Recommendations

Planning and policies

The District has completed a very thorough assessment (consisting of two outside assessments and input from the District's maintenance and operations division and school site administrators) to develop a list of facilities needs. Further, the District is working with school site councils, PTAs and PTSAs to get input regarding how to prioritize projects at individual school sites and further refine the initial facilities program for each site. At least two meetings have been held at each site with architects and District Staff.

The District has made certain decisions intended to control costs (e.g., creating an owner's representative model and using internal District staff for certain facilities projects such as first story painting, demolitions, remodeling, and fields upgrades). The Committee looks forward to receiving more substantive information and analysis as more projects are completed to determine whether these decisions are having the intended impact.

The District began spending bond funds prior to finalizing decisions regarding school closures. The Committee understands that the Superintendent has established an Asset Management Committee to look at this issue and that decisions are expected to be made by the end of this year. Further, the District has already, as part of the grade configuration changes approved in December 2008, distinguished between Phase I sites, where usage will not change, and Phase II sites, where usage may change. It has been noted that the District will have to provide some maintenance at all sites regardless of whether they will be used as school sites in the future.

Infrastructure

The District has purchased the Account-Ability software program to track bond expenditures and provide timely and accurate reports on the status of each facilities project. This software will not be fully operational until late this year. The Committee recommends that the Board ensure that this expenditure tracking program is fully operational and utilized as soon as possible.

The District's Facilities group currently has three full-time employees and four temporary consultants, two of which are owner's representatives, with four additional unfilled positions, to manage a Facilities Master Plan that will spend an estimated \$465 million over the next several years. The Committee is concerned as to whether the internal resources are sufficient to manage a construction program of this size effectively. The Committee recommends that the Board support staff efforts to quickly fill the vacant positions.

The Board began allocating bond funds before having its internal facilities team fully staffed and before the Account-Ability software is fully operational. The Committee understands that the Board has compelling reasons to move forward expeditiously, including: the needs at school sites, the competitive contractor bid environment, the time of the school year, and the opportunity to realize water and utility cost savings. Nonetheless, to minimize risk, the Committee encourages the Board to prioritize filling out the Facilities group infrastructure.

Project execution

While it is too early to draw broad conclusions, many projects near completion are coming in on time and at a lower cost than allocated in the Facilities Master Plan.

Transparency and accountability

One of the primary duties of the Committee is to review and report on the proper expenditure of bond funds. All of the projects initiated to date are appropriate because the projects were all included in the bond ballot measure. The Committee also believes that no bond funds have been allocated for improper types of expenditures, but the Committee has not yet been provided or reviewed a report of allocated funds by type of expenditure.

The Committee supports the steps taken to create transparency around the use of the bond funds. Specifically, the Committee recognizes the Board's efforts to publicize and encourage public attendance at both the Facilities Sub-Committee and Oversight Committee meetings, and the Committee intends to promote public awareness and facilitate public input for its meetings.

The minutes and all materials reviewed by the Committee will be posted on the Measure TT website maintained by the Board. The redesign of the District web site and the design and establishment of a separate web site for the Committee has led to some delays in posting the materials, but the Committee believes that those issues are being resolved and that all required materials will be easily available to the public. The Committee's web site address is www.measurett.org, and is up and running as of October 1.

Oversight Committee

The Committee has also reflected on its own process, progress and performance. Members of the Committee have expressed a lack of clarity regarding the scope of the Committee's responsibility and its role as to certain issues. The Committee intends to focus on more clearly establishing and articulating its scope of responsibility and role as to these types of issues. The Committee welcomes input from the Board and the community in this effort.

The Committee also intends to make it a practice to visit school sites where projects are on-going or have been completed.

Dated: September 17, 2009

Appendix A

Oversight Committee members

Arthur Aviles
 Gregory Barna
 Joanna Bauer
 Charles Bryant
 Carolyn Carlborg
 Carolyn Ellner, Chair, Community Outreach Sub-Committee
 George Fatheree
 Jon Fuhrman, Vice Chair
 Kenneth Hargreaves
 Paul Hunt
 Lee Johnson
 James Kossler
 Joel Sheldon
 Sid Tyler, Chair

Appendix B

Facilities project list
 (presented at the Oversight Committee's August 20, 2009 meeting)

SCHOOL	PROJECT	FUNDING	FMP ALLOCATION*	STAFF ESTIMATE	LATEST ESTIMATE	ESTIMATED START DATE	ESTIMATED COMPLETION DATE/%
Audubon	Windows & Paint	Deferred Maintenance	\$930,000	\$930,000	\$930,000	5-20-09	8/28/09 – 99%
Willard	Windows & Paint	Measure TT	\$1,909,443	\$720,000	\$720,000	3/30/09	8/28/09 – 99%
Wilson	Windows & Paint	Deferred Maintenance Measure TT	\$560,000 DM, Part of \$3,853,210 Modernization, part of \$2,000,000	\$1,210,000	\$1,210,000	4/13/09	8/28/09 – 97%
Muir HS	Track & Field	Tire Grant/Measure TT/Water Conservation Grant/Outside Funding	\$2,000,000	\$1,957,250	\$1,967,250	5/05/09	8/28/09 – 95%
PHS	Track & Field	Tire Grant/Measure TT/Water Conservation Grant/Outside Funding	\$2,000,000	\$2,055,450	\$2,075,450	5/5/09	8/28/09 – 95%
Loma Alta	Fire Sprinkler Enclosure/Pre-K Conversion, etc.	Measure TT LAUP Grant	\$735,858	\$420,000	\$430,000	6/19/09	8/28/09 – 90%
DSC/Muir	Fencing	Measure TT	Part of \$2 Million District-wide	\$98,900	\$98,900	7/06/09	8/28/09 – 100%

SCHOOL	PROJECT	FUNDING	FMP ALLOCATION*	STAFF ESTIMATE	LATEST ESTIMATE	ESTIMATED START DATE	ESTIMATED COMPLETION DATE
Aveson (re-bid)/Rose City	Canopy/MPR roofing	Deferred Maintenance	\$225,000	\$195,000	\$195,000	7/06/09	8/28/09 – 50%
San Rafael and Altadena	Ceiling Tiles	Williams	\$297,000	\$208,000	\$208,000	7/06/09	8/28/09 – 95%
Willard	Grass Field	Measure TT	Part of \$997,208	\$160,000	\$160,000	7/06/09	8/28/09 – 100%
Willard	New Multi-use Modular	Measure TT	Part of \$997,208	\$446,000	\$456,000	6/01/09	8/28/09 – 95%
San Rafael	Exterior Painting Etc.	Deferred Maintenance	\$335,000	\$307,000	\$310,000	6/19/09	8/28/09 – 93%
15 sites	Energy Savings Measures	Measure TT and SCE/PWP	Part of \$5,000,000**	Part of \$3,477,000**	\$3,477,000**	6/19/09	10/07/09 – 15%
27 sites	Bogen Clock Speaker System	Measure TT	\$2,638,521	\$1,452,500	\$1,452,500	7/08/09	9/07/09 – 70%
Linda Vista, Wilson, Aveson	Interior Clean-up/Demolition	Measure TT	Part of \$1,000,000 District-wide	\$110,000	\$110,000	7/23/09	8/28/09 -70%
TOTALS			\$16,963,930	\$13,747,100	\$13,790,100		

*Facilities Master Plan allocation - includes grant portion, if applicable

**Prior to rebate of \$400,000

DM = Deferred Maintenance