



PASADENA UNIFIED SCHOOL DISTRICT

MEASURE TT CITIZENS' OVERSIGHT COMMITTEE

MINUTES of the Citizens' Oversight Committee held on Wednesday, October 14, 2009 at the Education Center, 351 S. Hudson Avenue, Pasadena, CA 91101, in room 240.

PRESENT:

Committee: Joanna Bauer, George Fatheree, Carolyn Ellner, Jon Fuhrman, Lee Johnson, Sid Tyler, Gregory Barna, Arthur Aviles, Joel Sheldon.

Board Member: Ed Honowitz.

Staff: Steve Brinkman, Wendy Childress

ABSENT:

James Kossler, Paul Hunt, Charles Bryant, Carolyn Carlburg, Kenneth Hargreaves

A. CALL TO ORDER

Chairman Sid Tyler called the meeting to order at 5:07 pm.

B. PUBLIC COMMENT

Mr. Kevin Anderson parent of a student at McKinley attended a School Site Council meeting there. He was impressed by the presentation given by staff & the architects, learned that there were monthly C.O.C. meetings and decided to attend.

There were no additional public comments.

C. APPROVAL OF MINUTES OF 9-17 MEETING

Jon Fuhrman moved to approve the minutes as amended from the Committee's September meeting. The motion was seconded by Carolyn Ellner, and passed unanimously.

D. ADMINISTRATIVE ITEMS

1. Status of selecting a replacement member – Suggestion from Staff

There is a waiting list of 36 people who are interested in serving and will be vetted with the Facility Subcommittee. Committee and staff interested in getting the name of the potential replacement as soon as possible.

E. DISCUSSION/PRESENTATION ITEMS

1. Comments from 10/13 Board of Education Presentation

It was reported that there was a brief presentation to the Board on the C.O.C. report. There was some discussion and questions afterwards and the Board seemed pleased with the report.

2. Update from Staff on Facilities Plan

Projects that go out to bid under \$125,000 are pre-qualified. There are many bids out. Today was the first day that staff received a bid higher than expected by approximately \$12,000.

There is currently a good bid climate. 28 contractors walked the Franklin Library project. As for Blair MS, there is no staff estimate yet because site grading needs to be separated from the building portion.

As it relates to PHS, staff/architects tried to come up with best possible technology for the restrooms including those in the auditorium, pool area, and gymnasium. However, supervision and discipline will be necessary for the process to succeed.

There was discussion regarding the amount of information and what type of information should be received by the C.O.C. from the staff. Many committee members would like to adopt a practice of only reviewing and receiving documents at the C.O.C. meetings that are received in advance. In addition, there was the request that handouts/reports be concise and consistent. There was discussion about receiving information on how close a project is to completion. Staff reported that a project is not complete until a Notice of Completion (NOC) is filed. The committee suggests that they not see schedules until maybe 75% of the work has been complete and that they should come up with set parameters for the committees' purpose--maybe the staff can/should prepare a conceptual report.

F. INFORMATION ITEMS

1. Report from Outreach Sub-committee

It was reported that the public would like to see the information on the C.O.C. website in Spanish. Committee member suggested using the District's Spanish translator but staff informed the Committee that the Spanish translator from the Communication's Department is used often and may not have the capacity to take on more. Staff suggested using Google translator because of staff overload. Committee members stated the need to reach the community.

There was a recommendation made to explore ways to convert the information on the C.O.C. website to Spanish. It was also suggested that maybe the focus would be on key parts of site. The subcommittee would look over that site and suggest certain topics to be converted. It was noted that Board policy around translation is that if over 15% of population speaks a certain language then the District must make accommodations. It was noted that this topic is really a policy issue and should be raised at the Board level. A committee member stated that the subcommittee would seek to identify key topics/most important documents.

Discussion arose around the subject of having a committee liaison at the school. It was stated that the objective of having a liaison at schools is to have some face at each school that could be contacted if there are questions related to measure TT. It was suggested that the site council schedule could be posted on the C.O.C. site. It was also mentioned that the purpose of the liaison is to provide outreach from the TT Committee to the public regarding what is going on at their school. Some members believe this to be good outreach/relationship building.

Decision: A Committee member agreed to get the list of schools and have each member select two schools to serve as a liaison.

2. Report from Liaisons to Facilities and Capital Subcommittee

The liaison did not attend yesterday's Facility Subcommittee meeting. However, the liaison shared that at the previous meeting they received an updated project report.

3. Report from Account-Ability Subcommittee

It was stated that the committee needs the reports to be clear, concise and consistent. The Committee already has the Facilities Master Plan, Facilities updated allocation, Project Out to Bid, and the Request for Capital Additions/Substitutions. A committee member reported that the source and use of funds report shows where the funding is coming from and where it is going and shows Measure TT as it is directly from the Facilities Master Plan.

The Account-Ability representative tried to summarize 4-5 reports on one sheet. The committee needs to decide exactly what they would like to see. C.O.C. member stated that staff has done a good job-the Facilities Master Plan shows the plan, dollar amount and ties directly to school website. A C.O.C. member suggested that the committee look at the form designed by staff and provide input on what they want to see. It was suggested that to the parents it is not necessarily important which budget pays for the work but, more importantly that the school is improved.

There was a question about what the Account-Ability software can actually generate. Staff stated that the District's objective is to do every project that was agreed on. Committee wants to be able to see how well the project is being managed. It is interested in tracking both the Facilities Master Plan, how close the District is to the budgeted amounts, and an easy way to present this information so that it will pop out at you if something is going awry. It was suggested that the information reported monthly might need to flow into a quarterly report if unable to get one complete report. Committee would like to know if the District is on budget and on target in terms of cost/expenditures and that, the project is completed on time. It was stated that the sample Consolidated Expenditure Report would work with addition of completed project date. One committee member pointed out that it is important to go back to the Facilities Master Plan budget per site and compare. If there are overages in each project this maybe an issue, however if overages appear to hinder ability to complete within the overall budget then that is definitely a problem. It was stated that the allocations of money in the Facilities Master Plan is what the Committee wants to tie back too. Hard cost soft cost can be reported quarterly or annually. A Committee member suggested using the "Immediate Needs" to generate adequate reports.

Conclusion: Suggest that the Account-Ability committee come back with a format for the report that conveys the information that the committee would like to see.

Additional comments: The Committee wants to see final cost estimates. In addition, the committee should not ask staff to come up with an annual capital bond budget. Question was raised-How do you know if a contractor will go over budget? Staff responded that the contractor provides a schedule, LD's are placed in contract, staff meets weekly with the contractor and the inspector validates payout on progress payments. When job is done by contract, it is checked against the Facilities Master Plan and this serves as a guide on time and budget.

Note -No federal stimulus money coming in only received \$150,000 for food service

4. Discussion of Committee's scope of work

It was stated that the ultimate bottom line of the Committee's scope is the Measure TT money. The Committee is not initiating or prioritizing projects that is done by the Facilities Subcommittee and the Board. The Committee is not in the business of determining when project should be done. Example given: the broad interpretation would be on a macro-basis if spending money on Blair is a thing to do in this economy, however a narrow approach/strict approach is that District and Board have done their homework and put monies/needs where they should be. There was discussion on the degree to which the C.O.C. should serve as sounding board to the

community. It was stated that the District has put out public information documents and mentions the C.O.C. and its role.

Discussion ensued on the Scope document prepared by the Chair. There was positive feedback. The document noted the following and the committee agreed:

- C.O.C. should limit scope to Measure TT funds – not resolved
- C.O.C. should not take on activist role
- Outreach to the public is important
- C.O.C.'s role is not to say whether change is appropriate but make sure change is done within guidelines/procedure
- Committee does not have even advisory role on issues

Conclusion: Suggest that by next meeting committee members look over the document and this would give everyone a chance to understand/determine the scope of the committee.

G. REQUESTS FROM MEMBERS FOR FUTURE AGENDA ITEMS

Activities to be done:

- Address question does the committee serve as sound board for the community or does some other body (add to list)
- Jon will prepare list of activities that committee will be able to say whether it is in or out
- Joel will revamp Account-Ability report
- George Fatheree will circulate list of schools with address
- Outreach committee will look over site to make recommendations for Spanish translation

H. ADJOURNMENT

6:50 p.m. meeting was adjourned by Chairman Tyler

Next meeting November 11, 2009 (**Note: the date for the next meeting has been changed due to the Veterans Day holiday it has been re-scheduled for November 18, 2009**)