

OAK PARK UNIFIED SCHOOL DISTRICT  
5801 E. CONIFER STREET  
OAK PARK, CALIFORNIA 91377  
(818) 735-3254

**OAK PARK CITIZEN OVERSIGHT COMMITTEE**  
REGULAR MEETING  
**Minutes**

DATE: Tuesday, October 10, 2017

TIME: 7:00 p.m. Open Session

PLACE: Oak Park Unified School District Office – Conference Room  
5801 Conifer Street  
Oak Park, CA 91377

PRESENT: Members: Shary Trux, Audrey Israel, Marc Shapiro, Bing Xu, Durga Kosaraju, Philip Bryne, Ty Avendano, District Staff: Martin Klauss, Linda O’Gara. ABSENT: Michael Schneider, Danny Cohen, Grant Meikle, Andrew Cook, & Adam Findley.

- I. Call to Order by Shary Trux at 7:10 PM
- II. Roll Call/Introductions – Were conducted
- III. Public Comments – No Public Attendance.
- IV. Approval of Agenda for October 10, 2017 Meeting - On motion of Marc Shapiro, Seconded by Audrey Israel, the Committee approved the Agenda of October 10, 2017. Motion Shary Trux, Audrey Israel, Marc Shapiro, Bing Xu, Durga Kosaraju, Philip Bryne, Ty Avendano, No - 0, Not Present Michael Schneider, Danny Cohen, Grant Meikle, Andrew Cook, & Adam Findley.
- V. Approval of Minutes from September 12, 2017 Meeting - : Minutes of the September 12, 2017, on motion of Marc Shapiro, Seconded by Bing Xu, the Committee approved the Minutes of September 12, 2017. Motion Shary Trux, Audrey Israel, Marc Shapiro, Bing Xu, Durga Kosaraju, Philip Bryne, Ty Avendano, No - 0, Not Present Michael Schneider, Danny Cohen, Grant Meikle, Andrew Cook, & Adam Findley.
- VI. Establish Preferred Measure S Expenditure Reporting – The committee received a sample of preferred Measure S Reporting from Shary Trux. It was explained that the system is unable to general a report exactly as requested but will be able to reflect the following 1. Budget stays the same, 2. Drill down capability 3. Tracking of change orders with the new software for the construction for R & S. It was decided that a report will be generated quarterly March, June, etc...to the full committee The new software training will start on November 8<sup>th</sup> with the second training to take place after Thanksgiving holiday.
  - A. Establish a mocked-up summary report to request that the district provide (sample provided)
  - B. Establish frequency of reporting from district (quarterly)
  - C. Establish a process for requesting detailed back up for certain expenditures (All requests will be sent to Martin, Martin will inform Shary of the requests, Martin will send out the information via eMail)
- VII. Establish How the Committee Will “Inform the Public” – The committee has questions Section 3.1 of the Committee responsibility and measures resolutions & bylaws: What is the districts’ plan on how to inform the public? Martin will get that information. On motion of Marc Shapiro, Seconded by Ty Avendano, the Committee approved that How the committee will inform the public be tabled and continue to present annual reports to the board annually. Motion Shary Trux, Audrey Israel, Marc Shapiro, Bing Xu, Durga Kosaraju, Philip Bryne, Ty Avendano, No - 0, Not Present Michael Schneider, Danny Cohen, Grant Meikle, Andrew Cook, & Adam Findley.

- A. Annual report to the Board – Status Quo
- B. Other – Banners placed up at school sites to be viewed by public.

- VIII. Establish How the Committee will satisfy Bylaws Section 4.1.d - Discuss how we will satisfy section 4.1.d:
  - A. "Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures."
- IX. Establish How the Committee Will Satisfy Bylaws Section 4.1.c "Review copies of deferred maintenance plans developed by the District"
  - A. The committee requested from the district copies of deferred maintenance plans developed by the District. Martin stated the district does not have a deferred maintenance plan as the state no longer matches funds paid out.
- X. District Report Detailing Facilities Expenditures from Measures R and S Greater than \$1000, 000.00.
  - A. Report detailing facilities expenditures from Measures R and Measure S greater than \$1000, 000 for use during facilities tour 12/9/2017, The Committee thanked Martin for the Handout/Report of the expenditures for the 12/9/17 tour.
- XI. Schedule January Meeting for Audit Presentation by Christy White Associates: The committee decided on January 23, 2018 for the presentation and meeting with Christy White and Associates.
- XII. Open Discussion/Future Agenda Items (Discussion): The Subcommittee membership that was elected at the last meeting had too many members on the committee due to the requirement of the Brown Act. On motion of Shary Trux, Seconded by Marc Shapiro, the Committee approved the removal of Michael Schneider from the Subcommittee – Measure R, Measure C6, & Parcel Tax C. Motion Shary Trux, Audrey Israel, Marc Shapiro, Bing Xu, Durga Kosaraju, Philip Bryne, Ty Avendano, No - 0, Not Present Michael Schneider, Danny Cohen, Grant Meikle, Andrew Cook, & Adam Findley. Martin will inform Michael Schneider of the decision.

b. **\*\*NEW \*\***Subcommittee Membership is as follows:

Wind Down of Measure R, Measure C6, & Parcel C	
Audrey Israel - Chair	Adam Findley
Danny Cohen	Bing Xu
Marc Shapiro	Grant Meikle

- XIII. Adjournment – the meeting was adjourned at 8:50 PM – On Motion of Shary Trux, the Committee approved Adjournment.

Recorded by Linda O’Gara