



**PASADENA UNIFIED SCHOOL DISTRICT
CITIZENS OVERSIGHT COMMITTEE MEETING
Meeting Minutes of August 11, 2015**

MINUTES of the Citizens' Oversight Committee held on August 11, 2015, at 351 South Hudson Avenue, Pasadena, California 91109, in the Conference Room 229.

PRESENT: Ed Barnum, Pam Boxley, Clifton Cates, Steven Cole, Geoffrey Commons, Quincy Hocutt, Joelle Morisseau-Phillips, Willie Ordonez, Dr. Mikala Rahn, Julie Root, Diana Verdugo, Gretchen Vance, Sheryl Turner,

Board Member: Pat Cahalan

Staff: Nelson Cayabyab, Chief Facilities Officer; Nadia Zendejas, Executive Secretary

A. CALL TO ORDER

Gretchen Vance, Vice-Chair, called the meeting to order at 6:31 p.m.

B. PUBLIC COMMENT

None

C. APPROVAL OF MINUTES

February 18, 2015, April 15, and May 27, 2015. The minutes were approved as submitted by a 12 to 1 vote.

D. SUBJECTS FOR DISCUSSION AND ACTION

1. Introduction of newly-appointed COC members

Mrs. Vance welcomed all new members. She asked that everyone introduce themselves and tell the committee something about themselves if they are part of a school or which category of membership they represent.

Mr. Barnum expressed his gratitude to all of the previous members for their service to the Committee.

2. Election of new Chair and Vice Chair

Mr. Cates proposed that Mrs. Vance be elected as Chair.

Action: The motion was approved with 8 votes in favor, 2 votes opposed and 3 abstentions.

Mrs. Vance made a motion to appoint Mrs. Boxley as Vice-Chair, Diana Verdugo second the motion.

Action: The motion was approved by a 13 to 0 vote.

3. Distribution and posting of meeting agendas, minutes and meeting schedule.
Mrs. Vance proposed to adopt a regular meeting schedule. She asked the committee which days they can meet. It was agreed that the Committee will have their meetings on the third Wednesday of each month. Ms. Zendejas will create a schedule for the Committee Meetings. Mrs. Vance proposed that the committee tour a newly constructed campus every other month.
4. Discussion of sub-committee appointments
Mrs. Vance suggested for the committee to create a School Site Council Committee. Mr. Cahalan briefed the committee on the functions of the school site council. Mrs. Vance asked if any member would like to volunteer to create a School Site Council sign-in sheet so that members can sign-up to attend the SSC. A sign-in sheet will be created and circulated for members to sign-up to attend a School site council meeting of their school choice. Mrs. Vance also invited members to participate in a sub-committee or create a new sub-committee. Members who would like to participate will email Mrs. Vance their recommendations.
5. Amendment of COC by-laws, including COC review
6. Updating the COC web site
Mrs. Vance moved Items #5 and #6 to the next meeting, due to lack of time.
7. Status of financial and performance audits
Mr. Cayabyab informed the committee that the first audit visits are scheduled for August 27th and 28th, 2015 staff is gathering all the information requested by Nigro and Nigro to prepare for their visit.
8. Measure TT Projects Update
Mr. Cayabyab presented a PowerPoint presentation on construction updates for all projects.

E. REPORTS FROM COMMITTEE CHAIRS

Mr. Barnum informed the committee that the Facilities department lost three of the Owners Representatives. He encouraged all of the members to attend the Facilities Subcommittee each month; they meet on the first Thursday, of the month. Mr. Barnum added that the new members can become informed with the Measure TT construction projects by attending the Facilities Committee meetings where projects are discussed in greater detail.

AGENDA ITEMS FOR FUTURE MEETINGS

- Amending of the COC By-Laws.
- Updating the COC web site.

F. FUTURE MEETING DATES AND LOCATIONS

September 16, 2015 at 5:30 p.m. a tour of McKinley followed by the monthly meeting at 6:30 p.m. at the district office, Room 240.

G. ADJOURNMENT

The meeting adjourned at 8:35 p.m.