

**NOVATO UNIFIED SCHOOL DISTRICT
REGULAR Meeting of the Board of Trustees**

January 12, 2016 - 6:00 p.m.

Novato Education Center - 1015 Seventh Street, Novato, CA 94945

Attendance Taken at 6:00 p.m.

Present:

Ms. Maria Aguila
Mrs. Debbie Butler
Mr. Thomas Cooper
Mr. Derek Knell
Mr. Gregory Mack
Mr. Ross Millerick
Mrs. Shelly Scott

1. CALL TO ORDER AND ROLL CALL - 6:00 p.m.

President Knell called the Board meeting to order at 6:00 p.m.

2. CLOSED SESSION AGENDA

3. CLOSED SESSION ANNOUNCEMENT/RECESS TO CLOSED SESSION - 6:02 p.m.

3.a. ANNOUNCEMENT: Prior to adjourning into closed session, a representative of the legislative body must orally announce items to be discussed. Individuals may address the Board on these items of the agenda.

3.b. With respect to every item of business to be discussed in closed session pursuant to Gov Code 54957 and 54957.6: Conference with Labor Negotiators (Kris Cosca, Assistant Superintendent-Human Resources) Employees Organization: Novato Federation of Teachers

4. PUBLIC COMMENT ON CLOSED SESSION AGENDA - 6:05 p.m.

None

5. CALL TO ORDER AND ROLL CALL - 7:00 p.m.

President Knell called the Board meeting to order at 7:00 p.m.

5.a. Pledge of Allegiance

6. ANNOUNCEMENT OF REPORTABLE ACTION/CLOSED SESSION - 7:04 p.m.

6.a. Board Action in closed session must be reported in open session

Vice-President/Clerk Cooper reported on action taken in closed session:

- With respect to every item of business to be discussed in closed session pursuant to Gov Code 54957 and 54957.6: Conference with Labor Negotiators (Kris Cosca, Assistant Superintendent, Human Resources) Employees Organization: Novato Federation of Teachers - direction given to staff.

7. APPROVAL OF AGENDA - 7:06 p.m.

Motion Passed: A motion to approve the Agenda passed by a vote of 7-0. Passed with a motion by Ms. Maria Aguila and a second by Mr. Gregory Mack.

- Yes Ms. Maria Aguila
- Yes Mrs. Debbie Butler
- Yes Mr. Thomas Cooper
- Yes Mr. Derek Knell
- Yes Mr. Gregory Mack
- Yes Mr. Ross Millerick
- Yes Mrs. Shelly Scott

8. PUBLIC COMMENT ON CONSENT AGENDA - 7:08 p.m.

8.a. Individuals may address the Board in accordance with the Public Comment statement on the last page of the agenda.

None

9. APPROVAL OF CONSENT AGENDA - 7:12 p.m.

9.a. All Consent items approved by a single action

Trustee Aguila requested items "15.d" - Acceptance of the Peter E. Haas Jr. Family Fund / Marin Oaks High School Grant, "15.e" - Acceptance of Dedication to Special Education Grant Awards Commitment to the Novato Unified School District for the 2015/2016 School Year, and "15.j." - Notice of Completion to Romkon, Inc. for Site Work at the Community Education Center at Parcel 1B in Hamilton be pulled for discussion.

Trustee Millerick requested item "15.f" - Field Trip - San Marin High School - Robotics Club - UC Davis - March 24-26, 2016 be pulled for discussion.

Motion Passed: A motion to approve the Consent Agenda, except items "15.d" - Acceptance of the Peter E. Haas Jr. Family Fund / Marin Oaks High School Grant, "15.e" - Acceptance of Dedication to Special Education Grant Awards Commitment to the Novato Unified School District for the 2015/2016 School Year, "15.f" - Field Trip - San Marin High School - Robotics Club - UC Davis - March 24-26, 2016, and "15.j." - Notice of Completion to Romkon, Inc. for Site Work at the Community Education Center at Parcel 1B in Hamilton, passed by a vote of 7-0. Passed with a motion by Mr. Ross Millerick and a second by Mrs. Shelly Scott.

Yes Ms. Maria Aguila
Yes Mrs. Debbie Butler
Yes Mr. Thomas Cooper
Yes Mr. Derek Knell
Yes Mr. Gregory Mack
Yes Mr. Ross Millerick
Yes Mrs. Shelly Scott

10. STUDENT PRESENTATION - 7:15 p.m.

10.a. San Jose Middle School

Justin Mori, Principal, San Jose Middle School introduced Ms. Dalbesio, music teacher, and her ukulele class. The students performed several musical pieces.

11. NON-AGENDA NEW BUSINESS - 7:30 p.m.

11.a. Questions, Comments and Announcements: Board

STUDENT BOARD MEMBERS:

Jane Williams, San Marin High School, and Reilly Agmon, Novato High School, reported on activities at their schools. Marley Bynum, Marin Oaks High School, was absent.

TRUSTEE ANNOUNCEMENTS:

- COMPASS parent information night at San Marin High School on January 11 with 20 freshmen officially enrolled to receive college credit from College of Marin.
- The Governor's Budget has a specific focus on Community College education and guaranteeing students are accepted into the UC system. Trustee Millerick announced he would be leaving the meeting early.
- The Heart of Marin event at the Civic Center on January 7 recognizing many volunteers and organizations. Youth panelists presented the Youth Volunteer of the Year award. One of the panelists was Sarah Schoenbaum from San Jose Middle School and Marlon Alvarez from Novato High School. Trustee Aguila served as an interpreter for the event.
- San Jose Middle School Winter Festival on December 16 in which 12 different languages were presented in different songs.
- Brown Act, Ethics and Conflicts for New Board Members Workshop on December 17
- Novato City Council Meeting on December 22
- DELAC on January 5 with a discussion focusing on more involvement between ELACs and PTAs.

- Golden Bell Committee meeting at Marin County Office of Education and nominations for Trustee of the Year are being accepted.
- On January 22, the Judicial Legislative Action Committee is sponsoring a Sacramento Legislative Action Day. There is still room on the bus for Trustees who would like to attend.
- P3 Quality Control Dinner in collaboration with Marin Community Foundation and Marin County Office of Education on January 11 for Marin County participating schools for preschool through third grade. Two of the issues discussed are the struggle to be in alignment from first grade through third grade and to encourage family engagement. Lu Sutton Elementary School presented along with other Marin schools.

SUPERINTENDENT ANNOUNCEMENTS:

- The Governor's Budget looks very good, and on this Thursday, January 14, Superintendent Hogeboom, Assistant Superintendent, Business & Operations, Karen Maloney, and Nancy Walker, Director of Fiscal Services, will be attending a budget workshop.
- Superintendent Hogeboom requested Karen Maloney explain the good news about the Governor's Budget. Karen Maloney reported that revenues are up and Proposition 98 has increased the Local Control Funding Formula which has reached a 95% target for 2021 including a 5.4% increase in restoring dollars lost during the recession. There are also two new initiatives, one is the Early Education Block Grant funded by the State for additional funding for English learners, poverty and foster preschoolers. The other is a competitive grant for career technology education. The budget did not support improved facilities or a state-wide bond for facilities.

12. NON-AGENDA PUBLIC COMMENT - 7:40 p.m.

12.a. Individuals may address the Board in accordance with the Public Comment statement on the last page of the agenda.

None

13. STAFF REPORTS - 7:45 p.m.

13.a. English Language Arts and Math Benchmark Assessments - 7:45 p.m.

Instructional Coaches Laurie Campbell, Catherine Nam, and Leslie Smith, shared a PowerPoint presentation about English Language Arts and Math benchmarks. The teacher committees were formed to develop elementary grade level benchmarks to provide coherence of grade level expectations across all elementary schools in the district, to align grade level expectations to the new standards based report cards for reporting to parents, and to provide common local assessments aligned to district expectations in order to monitor student progress. They shared CAASPP (California Assessment of Student Performance and Progress) samples in English Language Arts and

math. Next steps included the committees' continued development of 2nd and 3rd trimester benchmarks and to obtain feedback from teachers and principals for revisions for the 2016-17 school year.

13.b. Program Transfer 2016/2017 - 8:00 p.m.

Liz Smith, Director of Special Education reported on Program Transfer 2016-2017. NUSD is planning to return students ages 3 to 5, currently served in county operated programs, to the District for the 2016/17 school year. The Marin County Office of Education (MCOE) currently operates programs for students with moderate to severe disabilities. NUSD currently serves 65 students ages 3 through 22 who attend classes in Marin. In June 2015, the District submitted a letter of intent to the Marin County Office Special Education Local Plan Area (SELPA) and MCOE that NUSD would begin the process of returning students with moderate/severe disabilities to the District for the 2016/2017 school year, beginning with students ages 3 to 5 years. In October 2015, the District submitted Program Assurances certifying our ability to provide these services compliant with federal and state laws and regulations, the special education local plan, and Individuals with Disabilities Education Act.

Some of the reasons for the program transfer included more efficiency with less administrative staff. The program transfer also supports the Board's four priorities of equity, student success, staff support, and community involvement and engagement including the development of family relationships. Hamilton K-8 School would be the preferable site because Headstart and a pre-school are already on that campus.

When asked about the teacher shortage, Kris Cosca, Assistant Superintendent of Human Resources, commented that he and Liz Smith will be aggressively recruiting Special Education teachers by visiting and presenting at many universities and colleges.

Liz Smith introduced Andrew Weiher, Board Certified Behavioral Health Specialist, who discussed the design of the program, the mentoring and training of staff and teachers, and engaging parents in information forums and individual family meetings for a smooth program transition.

Liz Smith reported that the absolute deadline for notifying SELPA of the Program Transfer would be March 1, 2016. The approval of the Program Transfer 2016-2017 will be on the January 26, 2016 Special Board meeting agenda.

Public Comment:

Four (4) parents commented on the Program Transfer 2016-2017 for a smooth transition for their students.

14. DISCUSSION/ACTION - 8:30 p.m.

14.a. New NUSD Website - 8:15 p.m.

Leslie Benjamin, Public Information Officer, and Sean Rozell, Director, Information Technology, reported on the new NUSD website agreement between NUSD and Entropic Studio. Mrs. Benjamin introduced Jeff Arnold and Todd Walker from Entropic Studio to discuss the benefits of the new website.

NUSD is currently in its third year of a three-year with SharpSchool, the current website designer and provider. For the past six years, NUSD has contracted with a website provider that has the capability of linking Aeries with the website with the goal of providing enhanced communication among teachers, parents and students. That goal has not been realized due to a number of reasons from not uploading Aeries information and lack of parent logins to teacher websites being created in a platform other than SharpSchool's platform. Feedback was received from school sites on the difficulty of maintaining their sites due to staff time and training (some webmasters are parents) and the overall challenge of editing the SharpSchool website. Principals and PTA presidents were asked what they would like to see in a new website and their responses included better calendars, mobile device optimization, better drop-down menus, one-stop portal, and easy navigation.

Entropic Studio's agreement includes providing website design, website production and consulting services for a new district website as well as new websites for all schools to begin on July 1, 2016. Some of the highlights of the agreement include develop websites based on the WordPress platform, which will allow greater accessibility, develop a consistent 'look' throughout all websites, design and development of NUSD.org as the master template for all schools, meetings with school sites to understand each school's needs and project requirements, provide 10 hours of District training, and provide ongoing website and subpage hosting and management. The five-year contract is a one-time cost of \$54,587 and an annual cost of \$4,774. The annual cost includes web hosting for all sites and up to 4 hours of management, training and support.

Motion Passed: A motion to approve the agreement between NUSD and Entropic Studio passed by a vote of 6-0, 1 absent (*Trustee Millerick*). Passed with a motion by Ms. Maria Aguila and a second by Mr. Gregory Mack.

Yes	Ms. Maria Aguila
Yes	Mrs. Debbie Butler
Yes	Mr. Thomas Cooper
Yes	Mr. Derek Knell
Yes	Mr. Gregory Mack
Absent	Mr. Ross Millerick
Yes	Mrs. Shelly Scott

14.b. Response to Assembly Bill (AB) 104 (Chapter 13/2015) - 8:30 p.m.

Ruthanne Bexton, Director of Elementary Curriculum & Instruction, reported on the response to Assembly Bill (AB) 104 (Chapter 13/2015). The bill amended the law pertaining to enrollment in transitional kindergarten (TK), by giving districts the choice of enrolling 4 year olds who turn 5 after December 2 within the school year. The recommendation was to have NUSD continue the present practice of enrolling students in TK classes to those with their 5th birthday occurring between September 2 and December 5. The recommendation is based on the critical concern relating to the fact that very few NUSD teachers have knowledge of the California Preschool Learning Foundations, 24 units of early childhood education or childhood development classes, qualified early childhood experience and a child development teaching permit. TK students will not be included in enrollment or the unduplicated pupil account and will not generate average daily attendance until they have their 5th birthday.

The Trustees agreed not to take action and leave the present practice of enrolling students in TK classes to those with their 5th birthday occurring between September 2 and December 5. They requested an update on funding for preschool and TK children after the Governor's May Revised Budget has been approved.

14.c. Accept 2014-2015 Annual Audit Report - 8:45 p.m.

Karen Maloney, Assistant Superintendent, Business & Operations, reported on the 2014-2015 Annual Audit Report as required by the Education Code. External auditors, Moss, Levy & Hartzheim, LLP CPAs completed the 2014-2015 Annual Audit Report, and it was very positive. The audit did not reveal any material weaknesses, but did identify a significant deficiency in internal controls which included the lack of supporting documentation to verify cash receipts in the area of Associated Student Body Funds (ASB). The District will work closely with staff to develop a corrective action plan for the deficiency. The other finding was partially implemented and it related to the Associated Student Body as well. There were no federal or state award findings.

Motion Passed: A motion to accept the 2014-2015 Annual Audit Report passed by a vote of 6-0, 1 absent (*Trustee Millerick*). Passed with a motion by Ms. Maria Aguila and a second by Mrs. Shelly Scott.

Yes	Ms. Maria Aguila
Yes	Mrs. Debbie Butler
Yes	Mr. Thomas Cooper
Yes	Mr. Derek Knell
Yes	Mr. Gregory Mack
Absent	Mr. Ross Millerick
Yes	Mrs. Shelly Scott

14.d. Board Committees and Assignments for 2015-16 - 9:00 p.m.

Derek Knell, Board President, reviewed the Board and District Committees Addendum. He asked the Trustees which committees they would like to participate on, which committees have changed, and some of the additional committees for 2016. The Budget Advisory Committee will be dropped because there is now the District Advisory Committee which will cover the LCAP (Local Control and Accountability Plan). Additional committees added will include the Equity Design Team, District Advisory Committee, Facilities Committee, Technology Advisory Committee and the GATE Leadership Team Committee. The Health Benefits Committee will continue to be a District Committee for this year. It was recommended that some of the committees meet in the evenings to accommodate working Trustees, parents and community members. President Knell requested that requests to be a participant on a committee be given to him, and he will draft a proposed Board and District Committee list to be approved at a future Board meeting.

15. CONSENT: All items approved by a single action - 9:15 p.m.

15.a. Minutes of the Meeting of December 8, 2015 and Minutes of the Special Meeting of December 15, 2015

Motion Passed: Passed with a motion by Mr. Ross Millerick and a second by Mrs. Shelly Scott.

Yes Ms. Maria Aguila
Yes Mrs. Debbie Butler
Yes Mr. Thomas Cooper
Yes Mr. Derek Knell
Yes Mr. Gregory Mack
Yes Mr. Ross Millerick
Yes Mrs. Shelly Scott

15.b. Personnel Actions of January 12, 2016

Motion Passed: Passed with a motion by Mr. Ross Millerick and a second by Mrs. Shelly Scott.

Yes Ms. Maria Aguila
Yes Mrs. Debbie Butler
Yes Mr. Thomas Cooper
Yes Mr. Derek Knell
Yes Mr. Gregory Mack
Yes Mr. Ross Millerick
Yes Mrs. Shelly Scott

15.c. Revised Board Meeting Dates 2015-2016

Motion Passed: Passed with a motion by Mr. Ross Millerick and a second by Mrs. Shelly Scott.

Yes Ms. Maria Aguila
Yes Mrs. Debbie Butler
Yes Mr. Thomas Cooper
Yes Mr. Derek Knell
Yes Mr. Gregory Mack
Yes Mr. Ross Millerick
Yes Mrs. Shelly Scott

15.d. Acceptance of the Peter E. Haas Jr. Family Fund / Marin Oaks High School Grant

Trustee Aguila requested item "15.d" - Acceptance of the Peter E. Haas Jr. Family Fund / Marin Oaks High School Grant be pulled to express appreciation for the Peter E. Haas Jr. Family Fund for its donation to Marin Oaks High School.

Motion Passed: A motion to approve Consent Agenda item 15.d" - Acceptance of the Peter E. Haas Jr. Family Fund / Marin Oaks High School Grant passed by a vote of 7-0. Passed with a motion by Ms. Maria Aguila and a second by Mr. Thomas Cooper.

Yes Ms. Maria Aguila
Yes Mrs. Debbie Butler
Yes Mr. Thomas Cooper
Yes Mr. Derek Knell
Yes Mr. Gregory Mack
Yes Mr. Ross Millerick
Yes Mrs. Shelly Scott

15.e. Acceptance of Dedication to Special Education Grant Awards Commitment to the Novato Unified School District for the 2015/2016 School Year

Trustee Aguila pulled item "15.e" - Acceptance of Dedication to Special Education Grant Awards Commitment to the Novato Unified School District for the 2015/2016 School Year be pulled to express appreciation for the Dedication to Special Education Grant Awards Commitment.

Motion Passed: A motion to approve Consent Agenda item "15.e" - Acceptance of Dedication to Special Education Grant Awards Commitment to the Novato Unified School District for the 2015/2016 School Year passed by a vote of 7-0. Passed with a motion by Ms. Maria Aguila and a second by Mr. Ross Millerick.

Yes Ms. Maria Aguila
Yes Mrs. Debbie Butler

Yes Mr. Thomas Cooper
Yes Mr. Derek Knell
Yes Mr. Gregory Mack
Yes Mr. Ross Millerick
Yes Mrs. Shelly Scott

15.f. Field Trip - San Marin High School - Robotics Club - UC Davis - March 24-26, 2016

Trustee Millerick pulled item "15.f" - Field Trip - San Marin High School - Robotics Club - UC Davis - March 24-26, 2016 to comment that both Sinaloa Middle School and San Marin High School have Robotics Clubs and they have posted their upcoming challenge this week on YouTube. He requested the link be posted in the Board Weekly Update for Trustees to view the challenge and the work that will need to be completed before going to compete in Sacramento.

Motion Passed: A motion to approve Consent Agenda item "15.f" - Field Trip - San Marin High School - Robotics Club - UC Davis - March 24-26, 2016 passed by a vote of 7-0. Passed with a motion by Mr. Ross Millerick and a second by Mr. Gregory Mack.

Yes Ms. Maria Aguila
Yes Mrs. Debbie Butler
Yes Mr. Thomas Cooper
Yes Mr. Derek Knell
Yes Mr. Gregory Mack
Yes Mr. Ross Millerick
Yes Mrs. Shelly Scott

15.g. Field Trip - San Marin High School - Advanced Drama - Ashland, OR - April 15-17, 2016

Motion Passed: Passed with a motion by Mr. Ross Millerick and a second by Mrs. Shelly Scott.

Yes Ms. Maria Aguila
Yes Mrs. Debbie Butler
Yes Mr. Thomas Cooper
Yes Mr. Derek Knell
Yes Mr. Gregory Mack
Yes Mr. Ross Millerick
Yes Mrs. Shelly Scott

15.h. Field Trip - San Marin High School - Grades 9-12 - Stanford Invitational Tournament - January 16-18, 2016

⁴ **Motion Passed:** Passed with a motion by Mr. Ross Millerick and a second by Mrs. Shelly Scott.

Yes Ms. Maria Aguila

Yes Mrs. Debbie Butler
Yes Mr. Thomas Cooper
Yes Mr. Derek Knell
Yes Mr. Gregory Mack
Yes Mr. Ross Millerick
Yes Mrs. Shelly Scott

15.i. Resolution No. 10-2015/2016 Approval of Annual Statement of Investment Policy

Motion Passed: Passed with a motion by Mr. Ross Millerick and a second by Mrs. Shelly Scott.

Yes Ms. Maria Aguila
Yes Mrs. Debbie Butler
Yes Mr. Thomas Cooper
Yes Mr. Derek Knell
Yes Mr. Gregory Mack
Yes Mr. Ross Millerick
Yes Mrs. Shelly Scott

15.j. Notice of Completion to Romkon, Inc. for Site Work at the Community Education Center at Parcel 1B in Hamilton

Trustee Aguila pulled item "15.j." - Notice of Completion to Romkon, Inc. for Site Work at the Community Education Center at Parcel 1B in Hamilton, because she does not approve of any construction being done in the Hamilton area because of potential contaminates.

Motion Passed: A motion to approve Consent Agenda item "15.j." - Notice of Completion to Romkon, Inc. for Site Work at the Community Education Center at Parcel 1B in Hamilton passed by a vote of 6-1. (*Trustee Aguila opposed*) Passed with a motion by Mr. Ross Millerick and a second by Mr. Gregory Mack.

No Ms. Maria Aguila
Yes Mrs. Debbie Butler
Yes Mr. Thomas Cooper
Yes Mr. Derek Knell
Yes Mr. Gregory Mack
Yes Mr. Ross Millerick
Yes Mrs. Shelly Scott

15.k. Facilities Change Directives/Change Orders

Motion Passed: Passed with a motion by Mr. Ross Millerick and a second by Mrs. Shelly Scott.

Yes Ms. Maria Aguila
Yes Mrs. Debbie Butler
Yes Mr. Thomas Cooper

Yes Mr. Derek Knell
Yes Mr. Gregory Mack
Yes Mr. Ross Millerick
Yes Mrs. Shelly Scott

15.l. Ratify Warrant Register for Warrants Issued December 3, 2015 through January 5, 2016

Motion Passed: Passed with a motion by Mr. Ross Millerick and a second by Mrs. Shelly Scott.

Yes Ms. Maria Aguila
Yes Mrs. Debbie Butler
Yes Mr. Thomas Cooper
Yes Mr. Derek Knell
Yes Mr. Gregory Mack
Yes Mr. Ross Millerick
Yes Mrs. Shelly Scott

15.m. Approve Gifts or Donations to the District per Board Policy 3290

Motion Passed: Passed with a motion by Mr. Ross Millerick and a second by Mrs. Shelly Scott.

Yes Ms. Maria Aguila
Yes Mrs. Debbie Butler
Yes Mr. Thomas Cooper
Yes Mr. Derek Knell
Yes Mr. Gregory Mack
Yes Mr. Ross Millerick
Yes Mrs. Shelly Scott

15.n. Approve Declaration of Disposal of Surplus/Obsolete and Unusable Property

Motion Passed: Passed with a motion by Mr. Ross Millerick and a second by Mrs. Shelly Scott.

Yes Ms. Maria Aguila
Yes Mrs. Debbie Butler
Yes Mr. Thomas Cooper
Yes Mr. Derek Knell
Yes Mr. Gregory Mack
Yes Mr. Ross Millerick
Yes Mrs. Shelly Scott

15.o. Approve Declaration for Disposal of Unusable Textbooks and/or Instructional Materials

Motion Passed: Passed with a motion by Mr. Ross Millerick and a second by Mrs. Shelly Scott.

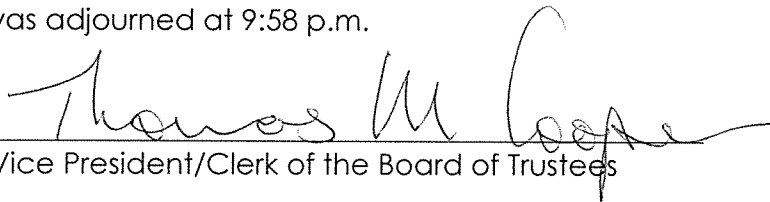
Yes Ms. Maria Aguila
Yes Mrs. Debbie Butler
Yes Mr. Thomas Cooper
Yes Mr. Derek Knell
Yes Mr. Gregory Mack
Yes Mr. Ross Millerick
Yes Mrs. Shelly Scott

16. ADJOURNMENT - 9:30 p.m.

President Knell announced there will be a Special Board Workshop on January 23 and a Special Solar Board meeting on January 26.

The meeting was adjourned at 9:58 p.m.

Witnessed:


Vice President/Clerk of the Board of Trustees

Attested to on this 26th day of January 2016.