

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

January 26, 2016 6:00 PM

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

Attendance Taken at 6:00 pm:

Present:

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

Absent:

Mr. Gregory Mack

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 (NFT)

3.c. With respect to every item of business to be discussed in closed session pursuant to Gov Code 54956.9 Subdivision (d)(1): Conference with Legal Counsel Existing Litigation: Rick Tucker v. Shalee Cunningham, Donald Scioli, NPAT, Inc., Novato USD, City of Novato; Civil Case No 1401954

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 Sections 54957 and 54957.6: Conference with Labor Negotiators (Kris Cosca, Assistant Superintendent, Human Resources) Employees Organization: Novato Federation of Teachers direction given to staff
- With respect to every item of business to be discussed in closed session pursuant to Gov Code Section 54956.9 Subdivision (d)(1): Conference with Legal Counsel Existing Litigation: Rick Tucker v. Shalee Cunningham, Donald Scioli, NPAT, Inc., Novato USD, City of Novato; Civil Case No 1401954 direction given to staff

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

7.a. Approval of Agenda

Motion Passed: A motion to approve the Agenda passed by a vote of 6-0, 1 absent (Trustee Mack). 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
Absent	Mr. Gregory Mack
Yes	Mr. Ross Millerick
Yes	Mrs. Shelly Scott

8. PUBLIC COMMENT ON AGENDA ITEMS - 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

President Knell announced that Trustee Mack was absent due to work related business.

Motion Passed: A motion to approve the Consent Agenda passed by a vote of 6-0, 1 absent (Trustee Mack). Passed with a motion by Mrs. Shelly Scott and a second by Mr. Ross Millerick.

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

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

10. SPECIAL RECOGNITION - 7:15 p.m.

10.a. Betsy Ussery, IT Department and Susie Treanor, Business Services

Sean Rozell, Director, Information Technology, recognized Betsy Ussery, IT Department, and Susie Treanor, Business Services, for working on the Microsoft K-12 Voucher reimbursements in which NUSD was reimbursed \$282,000.

11. STAFF REPORT - 7:25 p.m.

11.a. Organizational and Efficiency Review - 7:25 p.m.

Kris Cosca, Assistant Superintendent, Human Resources, introduced Debbie Fry, Director, Management Consulting Services, School Services of California, Inc., who shared a PowerPoint presentation reviewing the Human Resources Department as well as a review of the District's current independent status from the Marin County Office of Education (MCOE). The study included interviews of district employees including leadership and staff within the departments to better understand the District's mission, vision and goals; business processes; workload targets, indicators, and measures; distribution of time to tasks; responsibilities; authority; range of supervision; background, skills, and experience; and relationships with and dependencies on other District units. Additionally, the study included a review of existing documents, job descriptions, organizational charts, annual budgets, previous external reviews, administrative and Board policies, and audit reports.

Some of the recommendations included better communication throughout all levels of the organization as well as all employees that may be affected, customer service expectations, collaborative decision making when possible, implement a process for updating job descriptions, monitor evaluations of employees, standardized recruiting and interviewing processes, professional development training for all staff, provide training, support and monitoring of position control, and consider becoming a fiscally dependent district.

12. DISCUSSION/ACTION - 8:05 p.m.

12.a. District Office Reorganization: Human Resources, Business, Educational Services - 8:05 p.m.

Jim Hogeboom, Superintendent, reported on the proposed District Office reorganization of Human Resources, Business and Educational Services which was a follow up to the School Services of California report. The District Office reorganization includes adding staff to the Business, Human Resources and Curriculum & Instruction departments to enable them to run more effectively and efficiently in support of NUSD staff and students. The positions include adding a Human Resources Coordinator, approximately \$65,000, restoring the

Maintenance and Operations Supervisor and Custodial Supervisor (combining Facilities Coordinator duties), approximately \$65,000, and restoring the Assistant Superintendent of Education Services, approximately \$20,000 due to the elimination of a director level position. The recommendation for becoming fiscally dependent on Marin County Office of Education is being reviewed for the cost in relationship to the benefit received.

The Classified Supervisors/Coordinator Salary Schedule was not included for the Custodial Supervisor. The Custodial Supervisor is a "Range 4" on the Classified Supervisors/Coordinator Salary Schedule, and is not a "Classified 32" as stated on the Custodial Supervisor Job Description.

Public Comment:

Aaron Fix, Novato Federation of Teachers (NFT) President commented on the Human Resources Department self-evaluation, use of FTE comparisons, and the budget.

The recommendation was to approve bringing back the Maintenance and Operations Supervisor, Custodial Supervisor (combining Facilities Coordinator duties), and adding a Human Resources Coordinator position. The Assistant Superintendent for Education Services Job Description will be recommended for approval at the March 1, 2016, Regular Board meeting, and a discussion on fiscal dependency will be at future board meeting.

Motion Passed: A motion to approve the bringing back of the Maintenance and Operations Supervisor, Custodial Supervisor (combining Facilities Coordinator duties), and adding a Human Resources Coordinator position passed by a vote of 6-0, 1 absent (Trustee Mack). Passed with a motion by Ms. Maria Aguila and a second by Mrs. Debbie Butler.

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

12.b. Approval of the San Marin High School WASC Probationary Report and Action Plan - 8:35 p.m.

Adam Littlefield, Principal, San Marin High School, introduced Mike Casper, Assistant Principal, who served as the Progress Report and Visit Coordinator, and Allie Greene, English teacher and Instructional Coach, who was responsible for gathering information and the overall writing of the Progress Report. They shared a PowerPoint Presentation on the San Marin High School WASC Probationary Report and Action Plan. The Western Association of Schools and Colleges, or WASC, last visited San Marin High School in March 2014. During the four day visit, WASC representatives reviewed the school community and identified both the strengths and critical areas for follow-up. The WASC Commissioners granted San Marin Probationary Status, which means the Visiting Committee will return to San Marin on March 7-8, 2016, for a two-day follow-up.

The critical areas for follow-up included collaboration, lack of technology and reliable infrastructure, school vision, time to plan, implement and evaluate new and existing programs, achievement gap, and a lack of evidence that course content is standards based, a lack of a variety of instructional and assessment strategies employed by teachers, and the need for a comprehensive assessment system, including district and department-wide common assessments.

The Action Plan has six actions which include Common Core State Standards are being implemented, a focus on Closing the Achievement Gap for English Learners through the lens of grades, CAASPP results, eligibility rates, etc., the use of assessments to improve instruction, reduce the number of Hispanic males being suspended for behavior, Career Technical Education and Career Readiness by continuing the development of existing academies and creation of two new academies to be implemented during the 2017-18 school year, and focus on Equity and School Culture to increase the percentage of students, including Latino/Hispanic students, in meeting the a-g requirements, and to increase the percentage of graduates, including English Learners and Socioeconomically disadvantaged students.

Motion Passed: A motion to approve the San Marin High School WASC Probationary Report and Action Plan passed by a vote of 6-0, 1 absent (Trustee Mack). 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
Absent	Mr. Gregory Mack
Yes	Mr. Ross Millerick
Yes	Mrs. Shelly Scott

12.c. Approval of Data Analytics Tool: Schoolzilla - 8:55 p.m.

Julia Kempkey, Director of Secondary Curriculum & Instruction, and Sean Rozell, IT Director, shared a PowerPoint presentation on Schoolzilla, a data analytics, dashboard and management tool. Over the last few years, there has been a significant increase in the amount of data reports that the state and federal governments, local grant agencies and community based organizations require from the district office and school sites. Further, with the introduction of the LCAP and the focus on making data-driven budgetary decisions, there is a clear need for a comprehensive data analytics tool. A data analytics tool will allow for district and site administrators to assess the effectiveness of programs, policies and implementation efforts. Most importantly, it allows site administrators to pull and disaggregate student data in a way that is comprehensible for them and their teaching and support staff. This data analysis is critical to the work that NUSD is doing towards closing the achievement gap between student sub-groups.

In November, a collaborative team comprised of IT staff, principals, C & I staff and student support service representatives reviewed four different vendors who have different approaches to a data analytics tool. IT staff piloted one and

found it to be insufficient for NUSD needs. Then, the team reviewed the choices again and it was clear that a more robust data warehouse and management tool was needed. Schoolzilla, one of the original products reviewed, was a clear choice. Schoolzilla is a true object-oriented data management tool which allows us to disaggregate data from multiple databases (AERIS, Nutri-Kids, State Assessment, EADMS, etc). Schoolzilla has a superior user-interface that is easy and accessible to non-IT staff. It is also a well-established tool that is used by many school districts throughout California.

The cost will be \$75,286 for the first year subscription and implementation costs, and the ongoing subscription will be \$49,845.

Motion Passed: A motion to approve the Data Analytics Tool: Schoolzilla passed by a vote of 6-0, 1 absent (Trustee Mack). Passed with a motion by Mr. Ross Millerick and a second by Mr. Thomas Cooper.

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

13. CONSENT: All items approved by a single action - 9:10 p.m.

13.a. Minutes of the Meeting of January 12, 2016

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

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

13.b. Acceptance of the Adult Education Block Grant

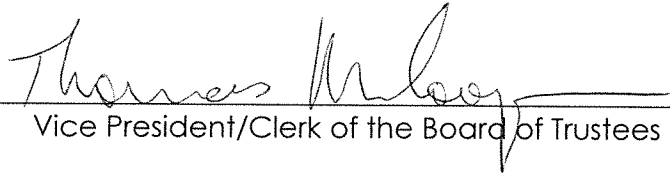
Motion Passed: Passed with a motion by Mrs. Shelly Scott and a second by Mr. Ross Millerick.

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

14. ADJOURNMENT - 9:15 p.m.

President Knell announced the next regularly scheduled Board meeting will be on February 2, 2016, Closed Session at 6:00 p.m., and Open Session at 7:00 p.m., and a Special Board meeting will be on February 23, 2016, Open Session at 7:00 p.m.

The meeting was adjourned at 9:00 p.m.

Witnessed: 
Vice President/Clerk of the Board of Trustees

Attested to on this 2nd day of February 2016.