

# ***Novato Unified School District Minutes***

*Created: December 16, 2014 at 01:35 PM*

## **Agenda Regular Meeting of the Board of Trustees**

**December 09, 2014**

**Tuesday, 05:30 PM**

Novato Education Center

1015 Seventh Street

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### **Attendees**

Maria Aguila  
Debbie Butler  
Cindi Clinton  
Tom Cooper  
Derek Knell  
Ross Millerick  
Shelly Scott

### **1. CALL TO ORDER AND ROLL CALL - 5:30 p.m.**

Minutes

President Scott called the Board meeting to order at 5:30 p.m.

### **2. APPROVAL OF CLOSED SESSION AGENDA**

### **3. PUBLIC COMMENT ON CLOSED SESSION AGENDA**

Minutes

None

### **4. CLOSED SESSION ANNOUNCEMENT/RECESS TO CLOSED SESSION - 5:35 p.m.**

#### **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 in accordance with the Public Comment Announcement statement at the end of the agenda.

**b. With respect to every item of business to be discussed in closed session pursuant to Gov Code §54957: Public Employees Discipline/Dismissal/Release - Certificated**

**c. 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 (Pam Conklin, Assistant Superintendent, Human Resources) Unrepresented Employees: Certificated**

**Management Employee**

**d. 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 (Pam Conklin, Assistant Superintendent, Human Resources) Employees Organization: Novato Federation of Teachers**

**e. 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 (Dr. Shalee Cunningham, Superintendent) Unrepresented Employees: Assistant Superintendent, Human Resources**

**5. CALL TO ORDER AND ROLL CALL - 6:30 p.m.**

Minutes

President Scott called the Board meeting to order at 6:30 p.m.

**a. PLEDGE OF ALLEGIANCE**

**6. ANNOUNCEMENT OF REPORTABLE ACTION / CLOSED SESSION - 6:32 p.m.**

Minutes

**Approval of Closed Session Agenda**

Trustee Cooper	Trustee Knell	A motion to approve the Closed Session Agenda passed by a vote of 7-0.
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Motion made by: Tom Cooper

Seconded by: Derek Knell

Votes

- Maria Aguila      Yes
- Debbie Butler    Yes
- Cindi Clinton    Yes
- Tom Cooper        Yes
- Derek Knell        Yes
- Ross Millerick    Yes
- Shelly Scott        Yes

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

Minutes

Vice-President/Clerk Butler reported on action taken in closed session.

- With respect to every item of business to be discussed in closed session pursuant to Gov Code Section 54957: Public Employees Discipline/Dismissal/Release - Certificated - direction given to staff
- With respect to every item of business to be discussed in closed session pursuant to Gov Code Section 54957 and Section 54957.6: Conference with Labor Negotiators (Pam Conklin, Assistant Superintendent, Human Resources) Unrepresented Employees: Certificated Management Employee - discussion only
- With respect to every item of business to be discussed in closed session pursuant to Gov Code Section 54957 and Section 54957.6: Conference with Labor Negotiators (Pam Conklin, Assistant Superintendent, Human Resources) Employees Organization: Novato Federation of Teachers - discussion only, no action taken
- With respect to every item of business to be discussed in closed session pursuant to Gov Code Section 54957 and Section 54957.6: Conference with Labor Negotiators (Dr. Shalee Cunningham, Superintendent) Unrepresented Employees: Assistant Superintendent, Human Resources - discussion only

**7. APPROVAL OF AGENDA - 6:34 p.m.**

**a. Approval of Agenda** (1)

Motion made by: Derek Knell

Seconded by: Maria Aguila

Votes

Maria Aguila	Yes
Debbie Butler	Yes
Cindi Clinton	Yes
Tom Cooper	Yes
Derek Knell	Yes
Ross Millerick	Yes
Shelly Scott	Yes

**8. PUBLIC COMMENT ON CONSENT AGENDA - 6:36 p.m.**

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

Minutes

President Scott asked if there were any public comments on the Consent Agenda items.

*Public Comment:*

None

**9. APPROVAL OF CONSENT AGENDA - 6:41 p.m.**

**a. All Consent items approved by a single action (V)**

Minutes

Trustee Aguila requested Item "m" - *Approve Gifts or Donations to the District per Board Policy 3290* be pulled for discussion.

<b>MOVED</b>	<b>SECOND</b>	<b>APPROVED</b>
Trustee Millerick	Trustee Knell	A motion to approve the Consent Agenda, except for Item "m" - <i>Approve Gifts or Donations to the District per Board Policy 3290</i> , passed by a vote of 7-0.

Motion made by: Ross Millerick

Seconded by: Derek Knell

Votes

- Maria Aguila            Yes
- Debbie Butler            Yes
- Cindi Clinton            Yes
- Tom Cooper            Yes
- Derek Knell            Yes
- Ross Millerick            Yes
- Shelly Scott            Yes

**10. RECOGNITION OF RETIRING BOARD PRESIDENT - 6:43 p.m.**

Minutes

Vice President Butler thanked Trustee Scott for her hard work and leadership as Board President during the past year. President Scott expressed her appreciation to the Board of Trustees and Superintendent Cunningham for supporting her as President. The Trustees also commended her on her hard work and leadership.

**11. ANNUAL REORGANIZATION OF THE BOARD - 6:50 p.m.**

**a. The Board President takes nominations for a new Board President.**

Minutes

- *The Board President takes nominations for a new Board President*

**b. The Board President calls for a motion to elect a new Board President. (V)**

Minutes

<b>MOVED</b>	<b>SECOND</b>	<b>APPROVED</b>

Trustee Knell	Trustee Aguila	A motion to nominate Trustee Butler as the Board President for 2014-15 was approved by a vote of 7-0.
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Motion made by: Derek Knell

Seconded by: Maria Aguila

Votes

- Maria Aguila            Yes
- Debbie Butler           Yes
- Cindi Clinton           Yes
- Tom Cooper             Yes
- Derek Knell             Yes
- Ross Millerick         Yes
- Shelly Scott            Yes

**c. The new Board President takes nominations for Board Clerk/Vice President.**

Minutes

- Trustee Butler was seated as the Board President
- *The new Board President takes nominations for Board Clerk/Vice President*

**d. The new Board President calls for a motion to elect a new Board Clerk/Vice President.** (1)

Minutes

<b>MOVED</b>	<b>SECOND</b>	<b>APPROVED</b>
Trustee Millerick	Trustee Clinton	A motion to nominate Trustee Knell as the Board Clerk/Vice President for 2014-15 was approved by a vote of 7-0.

- Trustee Knell was seated as Board Clerk/Vice President

Motion made by: Ross Millerick

Seconded by: Cindi Clinton

Votes

- Maria Aguila            Yes
- Debbie Butler           Yes
- Cindi Clinton           Yes
- Tom Cooper             Yes
- Derek Knell             Yes
- Ross Millerick         Yes

Shelly Scott Yes

**e. The new Board President calls for a motion to readopt the NUSD Board Policy Manual for the 2014-15 school year. (V)**

Motion made by: Ross Millerick  
Seconded by: Tom Cooper

Votes

Maria Aguila Yes  
 Debbie Butler Yes  
 Cindi Clinton Yes  
 Tom Cooper Yes  
 Derek Knell Yes  
 Ross Millerick Yes  
 Shelly Scott Yes

**f. The new Board President calls for a motion to confirm the Trustee Representative to the Marin County School Board Association Board of Directors. (V)**

Minutes

- *The new board President calls for a motion to elect the Trustee Representative to the Marin County School Board Association Board of Directors*

<b>MOVED</b>	<b>SECOND</b>	<b>APPROVED</b>
Trustee Aguila	Trustee Scott	A motion to elect Trustee Cooper as Representative to the Marin County School Board Association Board of Directors was approved by a vote of 7-0.

Motion made by: Maria Aguila  
Seconded by: Shelly Scott

Votes

Maria Aguila Yes  
 Debbie Butler Yes  
 Cindi Clinton Yes  
 Tom Cooper Yes  
 Derek Knell Yes  
 Ross Millerick Yes  
 Shelly Scott Yes

**12. STUDENT PRESENTATIONS - 7:00 p.m.**

**a. Novato High School/Marin School of the Arts**

Minutes

Matthew Baldwin, Novato High School Principal, introduced three students from the MSA

dance, theatre arts and the choral program who shared highlights at Novato High and also included appreciation for the new dance studio. One of the students from the choral program sang "At Last" by Etta James.

**b. High School Student Presentations - Students from Marin Oaks, Novato and San Marin High Schools**

Minutes

Samantha (Sam) Boyd, San Marin High School sophomore, and Katie Dominguez, Novato High School freshman, reported on school activities and upcoming events.

**13. PRESENTATION - 7:25 p.m.**

**a. Community Partnership - Novato Fire District - Fire Chief Mark Heine**

Minutes

Dr. Shalee Cunningham, Superintendent, announced Fire Chief Mark Heine was unable to attend the meeting because of emergency preparations for the anticipated storm. He will present at the February Board meeting.

**14. NON-AGENDA NEW BUSINESS - 7:40 p.m.**

**a. Questions, Comments and Announcements: Board**

Minutes

**TRUSTEE ANNOUNCEMENTS:**

- The new Novato High School pool is impressive. If any Trustees are interested in seeing it, make an appointment with Dave Ashe.
- Superintendent Search Firm Committee met and will be interviewing search firms at the December 18 Special Board meeting. Once a search firm is selected, information, including a timeline, will be posted on the NUSD website under Superintendent Search
- Upcoming CSBA Annual Conference on December 14-16 at the Moscone Center, San Francisco. All Board of Trustees will be attending.

**SUPERINTENDENT ANNOUNCEMENTS:**

- Update on the anticipated storm: By Wednesday noon a decision will be made if schools will be closed both Thursday and Friday. Communications will be sent out in English and Spanish to parents, radio stations, TV stations and newspapers. The school marquees and the NUSD and school websites will contain notices.
- Superintendent Wain Coon, College of Marin, will present at the January Board meeting.

**15. NON-AGENDA PUBLIC COMMENT - 7:50 p.m.**

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

Minutes

None

**16. STAFF REPORTS - 7:55 p.m.**

**a. California Healthy Kids Survey 2013-2014**

Minutes

Lynn Erikson, Coordinator of Student Services and Co-chair of Novato Blue Ribbon Coalition for Youth, introduced Bill Welch, Co-chair of the Novato Blue Ribbon Coalition for Youth, Corinne Muelrath, Healthy Novato NUSD School-Based Prevention Coordinator, and Brittany Judd, Novato Blue Ribbon Coalition for Youth Coordinator, and they shared a PowerPoint presentation on the California Healthy Kids Survey 2013-2014 data which will assist schools in fostering a positive school climate and help prevent health-risk behaviors. The results of the California Healthy Kids Survey 2013-2014 are on the NUSD website under Curriculum & Instruction/CA Healthy Kids Survey 2013-14.

**b. Instructional Coaches**

Minutes

Dr. Shalee Cunningham, Superintendent, requested the eight instructional coaches introduce themselves. Laurie Campbell, Cindy Klinkman, Angela Kriesler, Catherine Nam, Mark Niemann, Allison Schulist, Leslie Smith and Michelle Stephens, introduced themselves and shared a Prezi presentation on "Moving NUSD Instruction into the 21<sup>st</sup> Century". The instructional coaches are a support to teachers and students by improving communication, providing access to ongoing support and fostering innovative instruction. The coaches also have a website, [www.nusdteach.org](http://www.nusdteach.org), which includes interactive lessons.

**c. Local Control and Accountability Plan (LCAP) Needs Assessment Tool**

Minutes

Megan Pettis, Secondary Curriculum and Instruction Coordinator, shared a PowerPoint presentation on the LCAP Needs Assessment Tool. The local needs assessment tool provides the foundation for data collection to allow for meaningful engagement of stakeholders in the development of goals and actions based on a variety of data elements. The needs assessment tool is specific to the local district, providing data for the entire district, individual schools, programs or subgroups of students. The LCAP data will be presented to the Board of Trustees at the January Board meeting.

**17. DISCUSSION / ACTION - 8:40 p.m.**

**a. Approve 2014-2015 First Interim Budget Report (D) (1)**

**Recommendation: The Superintendent and staff recommend approval of the**



**2014-2015 First Interim Budget Report with a positive certification as presented.**Minutes

Karen Maloney, Assistant Superintendent, Business & Operations, and Nancy Walker, Director, Fiscal Services, shared a PowerPoint presentation on the First Interim Budget. The First Interim Budget uses October 31st data, is due December 15th of each year, and is reviewed and approved by the Board of Trustees. The report documents that the District certifies its ability to meet its financial obligations for the current, and two subsequent fiscal years. Staff will attend the Governor's budget conference on January 15, 2015 to learn more detailed information regarding funding for 2015-2016.

Motion made by: Ross Millerick

Seconded by: Shelly Scott

Votes

Maria Aguila	Yes
Debbie Butler	Yes
Cindi Clinton	Yes
Tom Cooper	Yes
Derek Knell	Yes
Ross Millerick	Yes
Shelly Scott	Yes

**18. CONSENT: All items approved by a single action - 9:10 p.m.****a. Minutes of the Meeting of November 18, 2014** (V) (C)

**Recommendation: Approval of Minutes of the Meeting of November 18, 2014.**

Motion made by: Ross Millerick

Seconded by: Derek Knell

Votes

Maria Aguila	Yes
Debbie Butler	Yes
Cindi Clinton	Yes
Tom Cooper	Yes
Derek Knell	Yes
Ross Millerick	Yes
Shelly Scott	Yes

**b. Personnel Actions of December 9, 2014** (V) (C)

**Recommendation: Approval of the Personnel Actions of December 9, 2014.**

Motion made by: Ross Millerick

Seconded by: Derek Knell

Votes

Maria Aguila	Yes
Debbie Butler	Yes
Cindi Clinton	Yes
Tom Cooper	Yes
Derek Knell	Yes
Ross Millerick	Yes
Shelly Scott	Yes

**c. Ratification of Tentative Agreement with California School Employees Association (CSEA) to settle negotiations for 2014-15 (V) (C)**

**Recommendation: Staff recommends approval of the ratification of the Tentative Agreement with CSEA for the 2014-15 school year.**

Motion made by: Ross Millerick

Seconded by: Derek Knell

Votes

Maria Aguila	Yes
Debbie Butler	Yes
Cindi Clinton	Yes
Tom Cooper	Yes
Derek Knell	Yes
Ross Millerick	Yes
Shelly Scott	Yes

**d. Approve Revisions to the Certificated Salary Schedule due to Changes in the State Teacher Retirement System (V) (C)**

**Recommendation: The Superintendent and staff recommend approval of revisions to the Certificated Salary Schedules due to changes in the State Teacher Retirement System (STRS) requirements.**

Motion made by: Ross Millerick

Seconded by: Derek Knell

Votes

Maria Aguila	Yes
Debbie Butler	Yes
Cindi Clinton	Yes
Tom Cooper	Yes
Derek Knell	Yes

Ross Millerick	Yes
Shelly Scott	Yes

**e. Approve the Amendment to the Employment Agreement for the Assistant Superintendent, Human Resources, due to Changes in the State Teacher Retirement System Requirements (V) (C)**

**Recommendation: The Superintendent and staff recommend approval to the Amendment to the Employment Agreement for the Assistant Superintendent, Human Resources, due to Changes in the State Teacher Retirement System Requirements.**

Motion made by: Ross Millerick  
Seconded by: Ross Millerick

Votes

Maria Aguila	Yes
Debbie Butler	Yes
Cindi Clinton	Yes
Tom Cooper	Yes
Derek Knell	Yes
Ross Millerick	Yes
Shelly Scott	Yes

**f. Governance Handbook Revisions (V) (C)**

**Recommendation: Superintendent recommends Trustees review recommended changes.**

Motion made by: Ross Millerick  
Seconded by: Derek Knell

Votes

Maria Aguila	Yes
Debbie Butler	Yes
Cindi Clinton	Yes
Tom Cooper	Yes
Derek Knell	Yes
Ross Millerick	Yes
Shelly Scott	Yes

**g. Approval of Revised Title I School Parent Involvement Policy for Hamilton Meadow Park and Lynwood Elementary School (V) (C)**

**Recommendation: The Superintendent and staff recommend approval of the revised Title I School Parental Involvement Policy for Hamilton Meadow Park and Lynwood Elementary School.**

Motion made by: Ross Millerick  
Seconded by: Derek Knell

Votes

Maria Aguila	Yes
Debbie Butler	Yes
Cindi Clinton	Yes
Tom Cooper	Yes
Derek Knell	Yes
Ross Millerick	Yes
Shelly Scott	Yes

**h. 2014-2015 Career and Technical Education (CTE) Advisory Committee**

**Representatives** (V) (C)

**Recommendation: The Superintendent and staff recommend approval of the 2014-15 Career and Technical Education (CTE) Advisory Committee Representative list.**

Motion made by: Ross Millerick  
Seconded by: Derek Knell

Votes

Maria Aguila	Yes
Debbie Butler	Yes
Cindi Clinton	Yes
Tom Cooper	Yes
Derek Knell	Yes
Ross Millerick	Yes
Shelly Scott	Yes

**i. Resolution No. 13-2014/2015 - Adopt District Facility Design Standards** (V) (C)

**Recommendation: The Superintendent and staff recommend approval of Resolution No. 13-2014/2015 to adopt district facility design standards.**

Motion made by: Ross Millerick  
Seconded by: Derek Knell

Votes

Maria Aguila	Yes
Debbie Butler	Yes
Cindi Clinton	Yes
Tom Cooper	Yes
Derek Knell	Yes

Ross Millerick	Yes
Shelly Scott	Yes

**j. Facilities Change Directives/Change Orders** (V) (C)

**Recommendation:** The Superintendent and staff recommend approval of the change orders as presented.

Motion made by: Ross Millerick  
Seconded by: Derek Knell

Votes

Maria Aguila	Yes
Debbie Butler	Yes
Cindi Clinton	Yes
Tom Cooper	Yes
Derek Knell	Yes
Ross Millerick	Yes
Shelly Scott	Yes

**k. Annual Accounting of Developer Fees for the 2013-2014 Fiscal Year** (V) (C)

**Recommendation:** The Superintendent and staff recommend approval of the Developer Fee Report for the 2013-2014 fiscal year.

Motion made by: Ross Millerick  
Seconded by: Derek Knell

Votes

Maria Aguila	Yes
Debbie Butler	Yes
Cindi Clinton	Yes
Tom Cooper	Yes
Derek Knell	Yes
Ross Millerick	Yes
Shelly Scott	Yes

**l. Declaration of Disposal of Unusable Textbooks and/or Instructional Materials**

(V) (C)

**Recommendation:** The Superintendent and staff recommend the disposal of obsolete textbooks and instructional materials as declared.

Motion made by: Ross Millerick  
Seconded by: Derek Knell

Votes

Maria Aguila	Yes
Debbie Butler	Yes
Cindi Clinton	Yes
Tom Cooper	Yes
Derek Knell	Yes
Ross Millerick	Yes
Shelly Scott	Yes

**m. Approve Gifts or Donations to the District per Board Policy 3290 (V) (C)**

**RECOMMENDATION: The Superintendent and staff recommend approval of the gifts or donations as listed.**

Minutes

Trustee Aguila requested Item "m" - *Approve Gifts or Donations to the District per Board Policy 3290* be pulled for discussion. Trustee Aguila expressed appreciation for the \$5,000 donation to support the Canine Drug Program.

Motion made by: Maria Aguila

Seconded by: Tom Cooper

Votes

Maria Aguila	Yes
Debbie Butler	Yes
Cindi Clinton	Yes
Tom Cooper	Yes
Derek Knell	Yes
Ross Millerick	Yes
Shelly Scott	Yes

**n. Ratification of Warrant Register for Warrants issued November 10, 2014 through November 30, 2014. (V) (C)**

**Recommendation: The Superintendent and staff recommend ratification of the warrants issued November 10, 2014 through November 30, 2014 as presented.**

Motion made by: Ross Millerick

Seconded by: Derek Knell

Votes

Maria Aguila	Yes
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Debbie Butler	Yes
Cindi Clinton	Yes
Tom Cooper	Yes
Derek Knell	Yes
Ross Millerick	Yes
Shelly Scott	Yes

**19. ADJOURNMENT - 9:20 p.m.**

Minutes

President Butler announced that a Special Board Meeting on December 18 will select a superintendent search firm. There will be a regular board meeting on January 13, Open Session at 6:30 pm, and a Special Board Workshop on January 22 at 5:00 pm. Winter Break will be from December 20-January 4. Schools will be open on January 5, 2015.

The meeting was adjourned at 8:58 p.m.

**a. The Board believes that late night meetings deter public participation, can affect the Board's decision-making ability, and can be a burden to staff. No new item of business, except the consent agenda will be considered after 10:00 p.m., unless it is determined by a majority of the Board to extend to a specific time. The meeting shall be extended no more than once, or may be adjourned to a later date.**

**20. FUTURE BOARD MEETINGS**

**a. Future Board Meetings**

January 13, 2015	Regular Meeting	5:30 p.m.	District Education Center
January 22, 2015	Special Meeting	5:00 p.m.	District Education Center
February 3, 2015	Regular Meeting	5:30 p.m.	District Education Center

**b. All district meetings are open to the public. The public is encouraged to attend. The Board of Trustees meets regularly on the first and third Tuesdays of each month at 5:30 p.m. for Closed Session and 6:30 p.m. for Open Session unless noted otherwise.**

**21. AFFIDAVIT OF POSTING**

**a. Affidavit of Posting**

<b>AFFIDAVIT OF POSTING</b>
<p>I, Gladys Batz, certify that on Friday, December 5, 2014, I caused to be posted a notice of the meeting of the Novato Unified School District Board of Education.</p> <p style="text-align: center;"><i>Gladys Batz</i></p>

**22. MEETING PROCEDURES**

**a. Meeting Procedures**

1/13/15

\_\_\_\_\_  
Date



\_\_\_\_\_  
Board Vice President/Clerk