

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

November 1, 2016 - 7:00 PM

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

**Attendance Taken at 7:00 PM:**

Present:

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

Absent:

Mr. Ross Millerick

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

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

**1.a. Pledge of Allegiance**

**2. APPROVAL OF AGENDA - 7:03 p.m.**

President Knell announced Trustee Millerick would be absent from the meeting, because he was away on business.

**2.a. Approval of Agenda**

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

**3. PUBLIC COMMENT ON CONSENT AGENDA - 7:06 p.m.**

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

None

#### 4. APPROVAL OF CONSENT AGENDA - 7:12 p.m.

Trustee Scott requested Consent Agenda Item "10.h" - *Ratify Warrant Register for Warrants Issued October 11, 2016 through October 24, 2016* be pulled for discussion.

##### 4.a. All Consent items approved by a single action

**Motion Passed:** A motion to approve the Consent Agenda, including Item "10.c" - *Approve 2017-2018 School Calendar with the corrected 2017-2018 School Calendar, and excluding Item "10.h" - Ratify Warrant Register for Warrants Issued October 11, 2016 through October 24, 2016*, passed by a vote of 6-0, 1 (Trustee Millerick Absent) Passed with a motion by Mrs. Shelly Scott 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

#### 5. STUDENT PRESENTATION - 7:15 p.m.

##### 5.a. Sinaloa Middle School: "CCT ELD Program" (Clark Consulting and Training English Language Development Program)

Jim Larson, Sinaloa Middle School Principal, introduced Sinaloa teachers Mary McGurkey and Jennifer Becker who gave some background on the CCT ELD program. Five students presented a model lesson, and they collaborated with the Board of Trustees to answer questions from their lesson.

#### 6. ANNOUNCEMENTS: BOARD, SUPERINTENDENT AND STUDENT BOARD MEMBERS - 7:30 p.m.

##### 6.a. Questions, Comments and Announcements: Board, Superintendent and Student Board Members

###### STUDENT BOARD MEMBERS:

No Student Board Members were present.

###### TRUSTEE ANNOUNCEMENTS:

- October 20, the Executive Committee of the Novato Blue Ribbon and the Bullying Prevention subcommittee met and Superintendent Hogeboom attended.
- October 22, Kermes Festival at Lynwood Elementary School and the Blue Ribbon Bullying Prevention Committee had a craft table for students and parents to participate sharing a link of what made them special.
- October 24, Farewell Retirement Luncheon for Karen Maloney, Assistant Superintendent, Business & Operations
- October 27, Marin County Office of Education Schools Rule of Marin distributed \$130,000 to School Fuel to support Novato students and

appreciation was expressed for Tom Peters, President/CEO, Marin Community Foundation, and his staff for hosting the event for the past five years.

- October 28 and 29, "Novato's Scream on the Green", and the Novato Blue Ribbon Bullying Prevention Committee had a table with information about bullying.
- Novato High School Homecoming Week with a parade, football game and dance
- Marin School of the Arts performance "How to Succeed in Business"
- Marin County Joint Legislative Action Committee is developing its priorities to present in Sacramento in January. President Knell is on the subcommittee and he encouraged comments on the priorities. He invited Student Board Members to attend the Sacramento Legislative event.

#### **SUPERINTENDENT ANNOUNCEMENTS:**

- October 27 and 28, Dual Enrollment Conference in Ontario, California. Ivan Chaidez, Assistant Superintendent, Education Services, also attended.
- November 1, the District Leadership Committee had its second meeting and they are developing rubrics for Communication, which is one of the 6Cs of the Graduate Profile.
- A Marin Oaks High School student was congratulated for his poem that was selected from over 500 submissions for the California State Anthology of Student Poets and having it published in the Statewide Anthology, "Where Animals Move Like Planets." He read his poem to the Board of Trustees.

#### **7. NON-AGENDA PUBLIC COMMENT - 7:40 p.m.**

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

Aaron Fix, President, Novato Federation of Teachers (NFT) commented on support of Measure G, the Novato school bond.

#### **8. DISCUSSION/ACTION - 7:45 p.m.**

**8.a. Approval of the Get Focused Stay Focused! Course for High School Graduation Requirement and the Second Reading of Board Policy 6146.1 High School Graduation Requirements - 7:45 p.m.**

Julia Kempkey, Director, Instruction and Innovation, reported that Get Focused Stay Focused (GFSF)! is an initiative designed to provide every student with the necessary information and experiences to develop college and career readiness skills as well as facilitate the development of an online 10-year Career and Education Plan. The GFSF course will replace Geography as a requirement for incoming freshmen. However, both high schools will continue to offer Geography as an elective as well as the Advanced Placement course, AP Human Geography. Further, World History and United States History will continue to provide high school students with a strong background in geography within the

historical context. This also aligns with the new History-Social Framework recently released by the California Department of Education.

The GFSF course outline has already been approved by the UC and CSU's as a college preparatory course in the "g" category (elective). In the spring, Novato teachers will finalize the course outline for approval for A-G requirements, and the course outline and rubric will be presented to the Board for approval.

Additionally, an articulation agreement with College of Marin (COM) means that all freshmen in NUSD will be enrolled at COM and the majority of students will receive college credit (grade dependent).

An updated version of the NUSD Board Policy 6146.1 was shared to reflect the changes to graduation requirements, adding the desire of the Board of Trustee to prepare each student to obtain a high school diploma and to complete the high school requirements that meet the college entrance requirements for the University of California and California State University (A-G requirements). The CAHSEE (California High School Exit Exam) as one of the graduation requirements for students was removed, and language was added to reflect the district goal to increase the number of students who meet the college entrance requirements. Finally, there were small errors corrected in the Board Policy.

**Motion Passed:** A motion to approve the Get Focused Stay Focused! Course for High School Graduation Requirement and the Second and Final Reading of Board Policy 6146.1 High School Graduation Requirements passed by a vote of 6-0, 1 (Trustee Millerick Absent) Passed with a motion by Mrs. Debbie Butler 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

#### **8.b. Resolution No. 14 - 2016/2017 - In Support of Proposition 55: The California Children's Education and Health Care Protection Act of 2016 - 8:00 p.m.**

Jim Hogeboom, Superintendent, reported on Resolution No. 14 - 2016/2017 - In Support of Proposition 55: The California Children's Education and Health Care Protection Act of 2016. Proposition 55, the California Children's Education and Health Care Protection Act, temporarily extends current income tax rates on the wealthiest Californians for 12 more years - singles earning more than \$250,000 and couples earning more than \$500,000 a year.

- This measure does not raise taxes on anyone.
- Middle-class families and small businesses will benefit when the temporary quarter-cent sales tax increase expires as planned at the end of this year. Proposition 55 does not extend this sales tax.
- The initiative will generate an estimated \$8 billion per year on average.
- The initiative allocates these tax revenues to education and health care.

- The initiative includes tough accountability and transparency requirements.

**Motion Passed:** A motion to adopt Resolution No. 14 2016/2017 In Support of Proposition 55: The California Children's Education and Health Care Protection Act of 2016 passed by a vote of 6-0, 1 (Trustee Millerick Absent) Passed with a motion by Mrs. Shelly Scott 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

**8.c. Board Policy 3555 Nutrition Program Compliance - Addition of Bad Debt Policy (First Reading) - 8:15 p.m.**

Yancy Hawkins, Assistant Superintendent, Business and Operations, reported on the federal requirement that the district have a bad debt policy as part of Nutrition Program Compliance. Federal guidance defines bad debt as unrecovered/delinquent debt that, after all reasonable steps have been taken, has not been recovered by, or before, the end of the school year in which the debt was incurred.

After all reasonable steps have been taken to recover the unrecovered / delinquent debt, and if the district is unsuccessful in collecting the unrecovered / delinquent debt by the end of the school year, then the debt is considered bad debt and nonfederal funding sources must repay the school food service account for the total amount.

**Motion Passed:** A motion for Board Policy 3555 Nutrition Program Compliance - Addition of Bad Debt Policy as a First and Final Reading passed by a vote of 6-0, 1 (Trustee Millerick Absent) Passed with a motion by Mr. Gregory Mack and a second by Ms. Maria Aguila.

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

**9. STAFF REPORTS - 8:25 p.m.**

**9.a. Presentation on the District Plan for Student Achievement - 8:25 p.m.**

Ivan Chaidez, Assistant Superintendent of Education Services reported that during the past two October School Board Meetings the Board of Trustees approved all the Schools Single Plan for Student Achievement (SPSA). The District

Plan for Student Achievement supports the strategies and actions steps to support school plans and to implement district-wide goals and priorities: Equity, Student Success, Staff Success, and Community Involvement and Engagement. The District Team in collaboration with site Principals will monitor the implementation of the District Plan which supports and is in alignment with Site Plans and LCAP throughout the 2016-17 school year.

The District Team, which included Superintendent Hogeboom, Ivan Chaidez, Assistant Superintendent, Education Services, Melissa Diaz, EL Coordinator, Jen Larson, Coordinator of Secondary Instruction, Michelle Stephens, Coordinator of Elementary Education, Julia Kempkey, Director of Instruction and Innovations, Kris Cosca, Assistant Superintendent, Human Resources, Lynn Erikson, Coordinator of Student Services, Leslie Benjamin, Director, Communications and Community Engagement, and Yancy Hawkins, Assistant Superintendent, Business and Operations, shared a presentation on the 2016-2017 District Plan for Student Achievement (DPSA).

The Trustees requested the DPSA presentation be well communicated, because it represents how well NUSD is supporting its students, families, and staff, and encouraging community participation.

#### **9.b. School Psychologist Awareness and Behavioral Health Update - 8:45 p.m.**

Liz Smith, Director of Special Education, introduced Karin Jinbo, who shared a PowerPoint presentation on the National Association of School Psychologists School Psychology Awareness week which is the week of November 14. Highlighted were how the small steps students take can help build the academic and social-emotional skills they need to promote personal achievement, growth, and resilience, as well as a sense of belonging and well-being. Small acts are essential in building greater successes.

Superintendent Hogeboom and Liz Smith recognized two NUSD psychologists, Arezu Iranipour and Sunny Im-Wang.

The Board of Trustees expressed appreciation for all NUSD's school psychologists.

#### **9.c. Schoolzilla Data System - 9:05 p.m.**

Ivan Chaiez, Assistant Superintendent of Education Services, Sean Rozell, Director of Information Technology, and Alex Perez, Data Systems Supervisor, shared a presentation on Schoolzilla which serves as a data warehouse and data analytics tool. As a data warehouse, Schoolzilla serves as a single repository for all of the critical data points that are tracked by the District. The system continuously pulls data from all of NUSD's various data systems on a regular basis to ensure that the information is current and up-to-date. Now that most of the data is in one place, meaningful reports have been created that administrators and staff can use to make informed decisions.

The first two reports that we created were an A-G Tracker and a Student Profile Report. The A-G Tracker was created for high school counselors and administrators to monitor students' progress towards meeting the UC/CSU A-G

requirements. The Student Profile report was created to help teachers, counselors and administrators observe student success by showing them data on attendance, grades, discipline, assessment scores, etc. The Student Profile Report is presented as a standardized dashboard for an "at-a-glance" view into a particular student's progress. The data points displayed in both reports are also dynamic links that will allow staff to explore a deeper understanding of any particular data point.

#### **9.d. Teacher Retention Data - 9:25 p.m.**

Kris Cosca, Assistant Superintendent, Human Resources, shared a presentation on teacher retention data from 2013-2016 and discussed efforts to increase teacher retention. Highlights of the presentation included the understanding of past employees perspectives, current employees perspectives, support of current teachers, and finding tools to better understand employee perspectives. The TELL survey will help NUSD to know more about teacher perspectives, and assist with teacher retention.

#### Public Comment:

Aaron Fix, President, Novato Federation Teacher (NFT), commented on the importance of teacher retention.

#### **9.e. Student Retention Data - 9:40 p.m.**

Leslie Benjamin, Director, Communication and Community Engagement, shared information on students who did not continue with the Novato Unified School District in the 2016-17 school year. An analysis of the results focusing on the responses that included both the school the student attended and the school the student is now attending, excluding extenuating circumstances and students that moved, found that 53 students and their families chose not to continue at NUSD. Of those 53, 16 were at the elementary level and 37 at the secondary level.

It appears that NUSD is losing students between their 8th and 9th grade year and some are leaving once they've entered high school. Some of the actions NUSD has been taking to strengthen the high schools include:

- Increasing the rigor and relevance as demonstrated in both Novato High and San Marin's Single Plans for Student Achievement recently presented to the Board.
- Get Focused Stay Focused!
- Developing pathways at both high schools:
  - San Marin: STEM, Academies
  - Novato High: MSA, No Bells Initiative

Specific areas to address further include:

- Continue developing a stronger and deeper relationship with the College of Marin
- Strengthen the extra-curricular activities for more student participation, e.g., speech and debate, mock trial, robotics, sports, etc.
- Review all advanced placement courses and offerings
- Continue to develop curricular pathways

**10. CONSENT: All items approved by a single action - 9:55 p.m.**

**10.a. Minutes of the Meeting of October 18, 2016**

**Motion Passed:** Passed with a motion by Mrs. Shelly Scott 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

**10.b. Personnel Actions of November 1, 2016**

**Motion Passed:** Passed with a motion by Mrs. Shelly Scott 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

**10.c. Approve 2017-2018 School Calendar**

**Motion Passed:** Passed with a motion by Mrs. Shelly Scott 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

**10.d. Approve Credential Programs Intern Agreement with Sonoma State University**

**Motion Passed:** Passed with a motion by Mrs. Shelly Scott 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

### **10.e. Memorandum of Understanding for the CoVitality Screening Tool**

**Motion Passed:** Passed with a motion by Mrs. Shelly Scott 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

### **10.f. Approval of Resolution No. 15-2016/17 Authorizing the Opening of Fund 12: Child Development Fund**

**Motion Passed:** Passed with a motion by Mrs. Shelly Scott 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

### **10.g. Approval of Field Trip Requests of Overnight Field Trips and Trips Exceeding 100 Miles Per Board Policy 6153**

- 1) Rancho Elementary School – Fourth Grade – Sonora, CA – May 17-19, 2017
- 2) Novato High School – 9-12 Jazz Music – Folsom Jazz Festival – January 27-28, 2017
- 3) Novato High School – 9-12 Theatre – Lenaea Theatre Festival – Folsom, CA - February 10-12, 2017
- 4) Novato High School – 9-12 Theatre – Ohlone College – March 17-18, 2017
- 5) Novato High School – 9-12 Music – Santa Cruz Jazz Festival – March 17-18, 2017
- 6) Novato High School – 9-12 Music – Monterey Next Generation Jazz Festival – March 31 – April 1, 2017
- 7) Novato High School – 9-12 Music – Oceanside, CA – April 7-9, 2017

**Motion Passed:** Passed with a motion by Mrs. Shelly Scott 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

**10.h. Ratify Warrant Register for Warrants Issued October 11, 2016 through October 24, 2016**

Trustee Scott requested Consent Agenda Item "10.h." - *Ratify Warrant Register for Warrants Issued October 11, 2016 through October 24, 2016* be pulled for clarification on a few of the warrants, and she requested better name identification for each warrant. Yancy Hawkins, Assistant Superintendent, Business and Operations, gave clarification.

**Motion Passed:** A motion to approve the Consent Agenda Item "10.h." - Ratify Warrant Register for Warrants Issued October 11, 2016 through October 24, 2016 passed by a vote of 6-0, 1 (Trustee Millerick Absent) Passed with a motion by Mrs. Shelly Scott and a second by Ms. Maria Aguila.

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

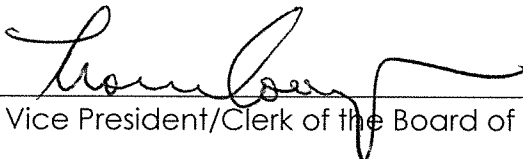
**10.i. Approve Gifts or Donations to the District per Board Policy 3290**

**Motion Passed:** Passed with a motion by Mrs. Shelly Scott 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

**11. ADJOURNMENT - 10:00 p.m.**

The meeting was adjourned at 10:37 p.m.

WITNESSED:   
Vice President/Clerk of the Board of Trustees

Attested to on this 15<sup>th</sup> day of November 2016.