

NOVATO UNIFIED SCHOOL DISTRICT
REGULAR Meeting of the Board of Trustees

November 15, 2016 - 6:30 PM

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

Attendance Taken at 6:30 PM:

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 - 6:30 p.m.

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

2. CLOSED SESSION AGENDA

3. CLOSED SESSION ANNOUNCEMENT/RECESS TO CLOSED SESSION - 6:32 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 Sections 54957 and 54957.6: Conference with Labor Negotiators (Kris Cosca, Assistant Superintendent, Human Resources) Employees Organization: California School Employees Association (CSEA)

3.c. With respect to every item of business to be discussed in closed session pursuant to Gov Code Section 54957: Public Employees Discipline/Dismissal/Release

4. PUBLIC COMMENT ON CLOSED SESSION AGENDA - 6:35 p.m.

None

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

President Knell called the Board meeting to order at 7:06 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: California School Employees Association (CSEA) - direction given to staff

- With respect to every item of business to be discussed in closed session pursuant to Gov Code Section 54957: Public Employees Discipline/Dismissal/Release – 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 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

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

Motion Passed: A motion to approve the Consent Agenda passed by a vote of 7-0. 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
- Yes Mr. Ross Millerick
- Yes Mrs. Shelly Scott

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

10.a. Novato High School/Marin School of the Arts Theater - "How to Succeed in Business without Even Trying" - 7:15 p.m.

Matt Baldwin, Novato High School Principal, introduced Tiffany Benson, Marin School of the Arts Assistant Principal, who introduced six (6) Marin School of the Arts students who performed songs from the fall musical "How to Succeed in Business without Even Trying."

11. PRESENTATION - 7:30 p.m.

11.a. Novato Youth Center Partnership with Novato Unified School District - 7:30 p.m.

Cheryl Paddack, Executive Director, Novato Youth Center, Debra Collins, Clinical Director, and Ruthie Ament, Child Development Program Manager, shared a PowerPoint presentation on Novato Youth Center's Partnership with NUSD which has been a partnership for the past forty (40) years to ensure youth and families are successful. Some

of the highlights include programs such as ECE and "Spark" Enrichment Program (elementary/middle), School-based counseling, Novato Teen Clinic and Health Education, and Family and Community Engagement. The committees and initiatives include the Novato Blue Ribbon Coalition, Marin Promise, County-wide Newcomers, ELAC, DELAC, North Marin PTA, Healthy Novato Initiative (Motivational Intervening and Promotores). Collaborations with sub-contractors such as Youth Leadership Institute, YMCA, 10,000 Degrees, North Bay Security and BACR also ensure success with youth and families.

12. ANNOUNCEMENTS: BOARD, SUPERINTENDENT AND STUDENT BOARD MEMBERS - 7:50 p.m.

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

STUDENT BOARD MEMBERS:

Stephanye De Oliveira, Marin Oaks High School Freshman, reported on school activities.

TRUSTEE ANNOUNCEMENTS:

- On November 2, Trustee Millerick presented at the Indian Valley College (IVC) Forum to President/CEO Dr. Wain Coon, the College of Marin (COM) Board of Trustees, and the community on ways to improve the Indian Valley College to serve NUSD students. College of Marin is supporting NUSD students with Get Focused Stay Focused, Entrepreneurial Class at Novato High School, Mandarin and Sign Language Classes for co-enrolled high school students at COM, COMPASS at San Marin High School to expand to Novato High School, Recycle Water Study Project with NUSD/ COM to extend recycled water to San Jose Middle School and Indian Valley College, expansion of Marin Transit to bus high school students to COM and IVC, Professional Development training for NUSD Math Department by COM teachers, and a new grant to fund an environmental science program to be offered to NUSD high school students.
- On November 12, Trustee Millerick met with San Marin High School technology teacher, Greg Irish, who is re-organizing the technology program with donated technology.
- On November 7, District Advisory Committee met to review the Equity Imperative Statement and Cultural Competence which is one of the 6Cs of the Graduate Profile.
- On November 10, EL Parent Information Night at Hill Middle School
- On November 14, Marin County School to Career Partnership at San Marin High School in which four to five high school students shared their Buck Institute experiences.
- On November 10, Novato High School No Bells Initiative Team visited New Tech and American Canyon High Schools.
- Judicial Legislative Action Committee may add a second day to the Legislative Action Day in Sacramento. Some of the items of focus are limit to reserve cap, retirement deficit, and how to spend Prop 55 funds.

SUPERINTENDENT ANNOUNCEMENTS:

- On November 10, Professional Development Day, teachers were given choices of sessions to attend.
- On November 15, presented at the Sunrise Rotary
- On the afternoon of November 14, high school students peacefully protested the election results. Administrators, teachers, District Office staff, North Bay Security and the Novato Police Department accompanied the students to City Hall to make sure they were safe and respectful.
- On November 16, the Superintendent will participate on the interview panel for the selection of a new Chief for the Novato Police Department.

13. NON-AGENDA PUBLIC COMMENT - 8:00 p.m.

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

None

14. STAFF REPORTS - 8:05 p.m.

14.a. Sports Update - Fall 2016 - 8:05 p.m.

Kris Cosca, Assistant Superintendent, Human Resources, introduced Craig Pitti and Dennis Davis, San Marin High School Co-Athletic Directors, and Nolan Godfrey, Novato High School Athletic Director, who share a PowerPoint presentation about fall sports at their schools. The Athletic Directors focused on areas for improvement based on the NUSD Athletic Task Force which included:

- Student Support - increase participation, Community Liaisons, student grade point averages
- Coach Support - recruitment, selection and retention
- Increase interface with coaches and students - coaches meetings, player meetings, parent meetings, one-on-one meetings with students, drop-in office hours for coaches, students and parents
- Student Safety - Full Time Athletic Trainer provided by Novato Community Hospital, and mandated ImPACT - Baseline Cognitive Testing in which all students must take before participating in athletics
- Increase Communications - websites, emails, newsletters, social networking, broadcasting games, names of former high school students participating in college athletics, and significant relationship with the Counseling Office

14.b. English Learner Program Overview - 8:25 p.m.

Melissa Diaz, English Learner (EL) Coordinator, and Innovation & Instruction, shared a PowerPoint presentation on how English Learners are supported in NUSD. In the 2015-16 LCAP, it was identified that community liaisons were needed at every school site. By the spring of 2016, NUSD had a community liaison at every school site, and they provide resources to families and students and connections to teachers and administrators.

Clark Consulting and Training (CCT) is in its second year of implementation. NUSD is currently implementing Clark Consulting Methods at the secondary level. However there is consideration to expand to the elementary schools in the coming year. The intent is to have NUSD self-sufficient with its own internal coaches.

Amber Hatfield, English Language and Development (ELD) Instructional Coach, has been providing professional development in Project-based Learning (PBL), Lucy Calkins, CCT Principles and Methods, and Measures for Academic Progress (MAP) goals, along with coach developmental skills. She has been supporting TK-12 teachers in using best practices to support EL students and attending trainings to increase her knowledge base around ELD.

Marta Posada, Newcomer Counselor, is supporting students and families through bilingual social and emotional intake and interventions, along with academic and career counseling, and helping create strong partnerships with community agencies.

The DELAC (District English Learner Advisory Committee), conducts an Annual Needs Assessment each year. The needs for this year were tutoring for students, parents desire to learn English and extracurricular activities outside of the school day. A free tutoring service for English Learners will begin on January 14, 2017, which will provide tutoring for TK-12 grade students and Rosetta Stone English Language Development for parents along with free childcare at the Hill Education Center.

In November of 2016, ELECT (English Learner Educational Collaborative Team) was formed, which consists of teachers, administrators, and instructional coaches. This group is working together to create a working plan in order for NUSD to be in compliance with state regulations around designed and integrated English Language Development (ELD), and to be more successful in educating English language learners.

14.c. School Facilities Bond - Next Steps - 8:40 p.m.

Yancy Hawkins, Assistant Superintendent, Business and Operations, shared a PowerPoint presentation on the school facilities bond and next steps. With the approval of Measure G, the \$222 million school facilities bond to improve Novato Schools, the bond program is scheduled to be completed over the next five to eight years and will impact all sites throughout the district.

Five time sensitive items were reviewed:

1. **Certify election results** - It is the official beginning of the bond program and triggers many of the next steps, including formation of the citizen's oversight committee (must be formed within sixty days of the certification) and the process of issuance of the bonds.
2. **Recruit and hire bond administrative staffing** - Staff recommended immediate active recruiting to hire an Executive Director of Facilities and Operations and a classified support staff member
3. **Exempt all sites from local zoning and related ordinances** - The Board may exempt itself from local zoning and related ordinances (city or county) under Government Code Section 53094 and take full responsibility for its projects.
4. **Reconstitute the NUSD District Facilities Committee** - A high performing District Facility Committee to include teachers and other certificated staff, classified staff, administration, Board members, parents, representatives from other local agencies, as well as other community members.
5. **Citizen's Oversight Committee** - One of the most important aspects of Measure G's accountability is its requirement of a citizen's oversight committee (COC). The District will move swiftly to review its Board policies and administrative regulations, actively recruit, screen and interview, and appoint members within sixty (60) days of Board certification of election results.

14.d. School Security/Video Surveillance - 9:00 p.m.

President Knell announced Staff Report 14.d. - "School Security/Video Surveillance" be pulled and moved to the December 6, 2016 Regular Board Meeting.

15. DISCUSSION/ACTION - 9:15 p.m.

15.a. Approval of Resolution No. 16-2016/17 Rendering Local Zoning Ordinances Inapplicable at Properties Used for Instructional Purposes - 9:15 p.m.

Yancy Hawkins, Assistant Superintendent, Business and Operations, reported on Resolution No. 16-2016/17 Rendering Local Zoning Ordinances Inapplicable at Properties Used for Instructional Purposes. With the passage of Measure G, the \$222 million school facilities bond to improve Novato Schools, the bond program is scheduled to be completed over the next five to eight years and will impact all sites throughout the district. Within the bond timeline, several projects will go through the process of determining their potential impact on the community. The school district is typically the lead agency reviewing the impacts of these projects, but they can choose to abdicate a portion of the responsibility to other agencies (including cities) or keep full responsibility.

In order to retain full responsibility for the projects, the Board may exempt itself from local zoning and related ordinances under Government Code Section 53094. This is a routine action that many districts take, especially when going through a significant period of construction. The resolution requires a two-thirds (2/3) vote of the Board of Trustees. This action would give the Board greater oversight and control of projects like the proposed Lynwood and Hamilton community centers, the proposed Olive administrative building and multi-use room, and the Novato High School Performing Arts Center, as well as the proposed lights project at San Marin (not included in the Bond).

Trustee Millerick requested Attachment A be amended to include Novato Charter School, Parcels 1A & 1B, and other District properties used for educational purposes.

Motion Passed: A motion for Approval of Resolution No. 16-2016/17 Rendering Local Zoning Ordinances Inapplicable at Properties Used for Instructional Purposes, with amended Attachment A to include Novato Charter School, Parcels 1A & 1B, and other District properties used for educational purposes, passed by a vote of 7-0. Passed with a motion by Mr. Gregory Mack 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.b. Approve Teaching, Empowering, Leading, and Learning (TELL) Survey Agreement with New Teacher Center - 9:30 p.m.

Kris Cosca, Assistant Superintendent, Human Resources, reported on the TELL Survey Agreement with the New Teacher Center. New Teacher Center's (NTC) Teaching, Empowering, Leading, and Learning (TELL) initiative will help Novato Unified School District (NUSD) gather, document, and analyze educator perceptions of teaching and learning conditions in NUSD schools and the District. NTC will then guide NUSD school leaders in using the survey results to plan improvements, including professional development for teachers and school leaders. The strong partnership between NUSD and NTC is a critical element of the first implementation of the TELL Survey, which NUSD hopes to conduct annually.

NTC's proposed scope of work includes the following methodology and task/activities to design, deliver, analyze, and report on the TELL Novato Survey:

1. Partner Building, Communication, and Policy Support
2. Online Survey Design and Web Platform Development
3. Survey Hosting and Implementation
4. Survey Results (web results)
5. Using the TELL Data for School and District Improvement
6. Survey Reporting, Research, and Analysis

The cost of the survey is \$27,500, and it is anticipated that the support required from NTC will be reduced in future years of survey implementation.

Motion Passed: A motion to Approve Teaching, Empowering, Leading, and Learning (TELL) Survey Agreement with New Teacher Center 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

16. CONSENT: All items approved by a single action - 9:50 p.m.

16.a. Minutes of the Meeting of November 1, 2016

Motion Passed: 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
Yes Mr. Ross Millerick
Yes Mrs. Shelly Scott

16.b. Personnel Actions of November 15, 2016

Motion Passed: 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
Yes Mr. Ross Millerick
Yes Mrs. Shelly Scott

16.c. Revised Special Board Meeting Dates 2016-2017

Motion Passed: 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
Yes Mr. Ross Millerick
Yes Mrs. Shelly Scott

16.d. Approval of Field Trip Requests of Overnight Field Trips and Trips Exceeding 100 Miles Per Board Policy 6153

Motion Passed: 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
Yes Mr. Ross Millerick
Yes Mrs. Shelly Scott

16.e. Change Order to Ft. Bragg Electric for the Electrical and Site Work for the Olive Pre-School Portable

Motion Passed: 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
Yes Mr. Ross Millerick
Yes Mrs. Shelly Scott

16.f. Change Order to Murray Building, Inc. for the Alterations to the Science Classrooms at Novato High School and San Marin High School, and the Novato High School Scoreboard

Motion Passed: 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
Yes Mr. Ross Millerick
Yes Mrs. Shelly Scott

16.g. Notice of Completion for the Olive Pre-School Portable

Motion Passed: 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
Yes Mr. Ross Millerick
Yes Mrs. Shelly Scott

16.h. Notice of Completion for Science Classroom Conversions at Novato High School, Science Classroom Conversions at San Marin High School and Installation of New Novato High School Scoreboard

Motion Passed: 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
Yes Mr. Ross Millerick
Yes Mrs. Shelly Scott

16.i. Ratify the Quarterly Investment Report for the Quarter ending September 30, 2016 (Q3)

Motion Passed: 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
Yes Mr. Ross Millerick
Yes Mrs. Shelly Scott

16.j. Ratify Warrant Register for Warrants Issued October 25, 2016 through November 8, 2016

Motion Passed: 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
Yes Mr. Ross Millerick
Yes Mrs. Shelly Scott

16.k. Disposal of Obsolete Equipment and/or Property Belonging to Novato Unified School District

Motion Passed: 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
Yes Mr. Ross Millerick
Yes Mrs. Shelly Scott

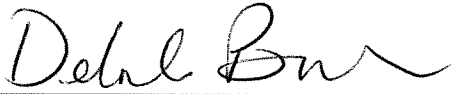
16.I. Approve Disposal of Obsolete Textbooks and/or Instructional Materials

Motion Passed: 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
Yes Mr. Ross Millerick
Yes Mrs. Shelly Scott

17. ADJOURNMENT - 10:00 p.m.

The meeting was adjourned at 10:25 p.m.

WITNESSED: 
Vice President/Clerk of the Board of Trustees

Attested to on this 6th day of December 2016.