

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

June 13, 2017 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  
Mr. Ross Millerick

Absent:

Mrs. Shelly Scott

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

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

**1.a. Pledge of Allegiance**

**2. APPROVAL OF AGENDA - 7:02 p.m.**

President Cooper announced Trustee Scott would not be attending the meeting.

**Motion Passed:** A motion to approve the Agenda passed by a vote of 6-0, 1 absent (Trustee Scott). Passed with a motion by Mrs. Debbie Butler 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
Absent	Mrs. Shelly Scott

President Cooper requested the reordering of the Agenda so that each Public Hearing would follow the corresponding Staff Report. Staff Report item "6.a." - 2017-2018 Local Control and Accountability Plan (LCAP) would be followed by Public Hearing item "7.a." - 2017-2018 Local Control and Accountability Plan (LCAP), then Staff Report item "6.b." - 2017-2018 Preliminary General Fund Budget, and Public Hearing item "7.b." - 2017-2018 Preliminary General Fund Budget, and then Staff Report item "6.c." - 2017-2018 Budget Reserves, and Public Hearing item "7.c." - 2017-2018 Budget Reserves.

**Motion Passed:** A motion to approve the reordering of the Agenda so that each Public Hearing would follow the corresponding Staff Report. Staff Report item "6.a." - 2017-2018 Local Control and Accountability Plan (LCAP) would be followed by Public Hearing item "7.a." - 2017-2018 Local Control and Accountability Plan (LCAP), then Staff Report item "6.b." - 2017-2018 Preliminary General Fund Budget, and Public Hearing item "7.b." - 2017-2018 Preliminary General Fund Budget, and then Staff Report item "6.c." - 2017-2018 Budget Reserves, and Public Hearing item "7.c." - 2017-2018 Budget Reserves, passed by a vote of 6-0, 1 absent (Trustee Scott). Passed with a motion by Mr. Ross Millerick 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
Absent	Mrs. Shelly Scott

### 3. PUBLIC COMMENT ON CONSENT AGENDA - 7:04 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 - 7:07 p.m.

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

**Motion Passed:** A motion to approve the Consent Agenda passed by a vote of 6-0, 1 absent (Trustee Scott). Passed with a motion by Mrs. Debbie Butler 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
Absent	Mrs. Shelly Scott

### 5. PUBLIC COMMENT ON AGENDA ITEMS - 7:10 p.m.

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

None

## 6. STAFF REPORTS - 7:15 p.m.

### 6.a. 2017-2018 Local Control and Accountability Plan (LCAP) - 7:15 p.m.

Julia Kempkey, Director of Curriculum, Instruction and Innovation, reported that California school districts are required to prepare a Local Control and Accountability Plan (LCAP) to accompany the District budget. This is a three-year plan, updated annually. The LCAP is designed to be a comprehensive planning tool that outlines the District's goals with specific action plans and identified costs. Districts are required to use a State designated LCAP template, and the format cannot be changed.

District Staff last updated the Board about the LCAP in April with an overview of the California Dashboard. Since that time, the District Advisory Committee, the group of stakeholders including students, parents, community partners, staff, and teachers, provided final input for the LCAP development process. From this input as well parent, staff and student surveys and other community meetings, the LCAP document was updated to reflect the feedback from our different stakeholders, a summary of the strategies are outlined in the LCAP "Short Version". The additional services and changes in expenditures from LCAP 2016-2017 to LCAP 2017-2018 are shown in red.

Julia Kempkey invited Ivan Chaidez, Assistant Superintendent, Education Services to share a PowerPoint presentation on the Local Control and Accountability Plan (LCAP) Highlights of the presentation included:

- District goals must address three (3) required State Priorities:
  - Conditions of Learning
  - Pupil Outcomes
  - Engagement
- Eight (8) essential state elements include:
  - Basic Services
  - Implementation of State Standards
  - Parent Involvement
  - Pupil Achievement
  - Pupil Engagement
  - School Climate
  - Course Access
  - Other Pupil Outcomes
- Features of this year's LCAP include:
  - Mental Health Counseling
  - Bilingual Community Liaisons
  - Instructional Coaches & Strategic Professional Learning
  - Advanced via Individual Determination (AVID)
  - Summer Programs for English Learners
  - Access to Intervention Software
- Review of Progress:
  - English Learners Progress - 71% make one year's growth
  - Suspension Rate - 2.7% suspended (.4% decline)
  - Graduation Rate - 96.5% students graduate from high school
- NUSD meets all of the Performance Indicators:

- Suspension Rate (K-12)
- English Learner Progress (K-12)
- Graduation Rate (9-12)
- English Language Arts (3-8)
- Mathematics (3-8)
- Student Groups furthest from opportunity include:
  - African American Students
  - Students with Disabilities
  - English Learners
- Addressing the Opportunity Gap: Targeted strategies to improve curriculum and instruction to better serve all students
- Full Budget incorporated into the LCAP:
  - Goal One:
    - Teachers, site administrator salaries, EL Coordinator, Student Services, Athletics
    - Instructional Support Staff
    - Clerical, maintenance, operations and transportation
  - Goal Two:
    - District Administrators and Department Budget
    - Curriculum & Instruction
    - Materials/Supplies/Coaches
  - Goal Three:
    - Community Liaisons
    - Translation & Interpretation Services
    - Parent Institute for Quality Education (PIQE)
    - Communication & Community Engagement
    - Food Services Contribution
- Stakeholder Engagement:
  - District Advisory Committee
  - DELAC
  - LCAP survey of parents, students and staff
  - Parent Leadership Groups
  - School and District Staff
  - Consultants influence in LCAP process:
    - Simplify Metrics
    - Create Needs Assessment
    - More Parent Education Opportunities
    - Increase work of Pk-3 Grant
    - Increase student voice and mentoring programs
    - Seek and hire bilingual educators as well as more educators of color
    - Create Positive Relationships with PBL
- Goal 1: Student Success - Metrics:
  - SBAC Data
  - UC/CSU Entrance Requirements/A-G Rate
  - Attendance Rates
  - Suspension Rates
  - Graduation Rate
  - Chronic Absenteeism
  - EL Progress

- Goal 1: Student Success - Actions and Services:
  - Mental Health Counselors - Evidence-based practices
  - AVID - College skills development & to close the achievement gap
  - Expanded English Language Development Program - Academic language skills
  - Academic Counselors - Social & academic support
  - Site Allocations to support targeted students - Close the achievement gap
  - Camp University - Academic language development for ELLs
- Goal 2: Staff Success - Metrics:
  - SBAC Data
  - Coaches Support & PD Effectiveness
  - Mis-assignment Rate
  - Turnover Rate
  - % of PBL trained teachers
  - Teacher Leaders
- Goal 2: Staff Success - Actions and Services:
  - Instructional Coaches - Training, modeling, support to teachers
  - Clark Consulting & Training - Implement accelerated ELD program to access content-area studies & tasks
  - Assessment & Accountability Software & Support - Programs support identifying areas of need & making data driven goals for students
  - National Equity Project - Training & coaching to close the achievement gap for specific student groups
  - Buck Institute for Education (BIE) - PBL Training focused on differentiated instruction to ensure access to relevant instruction
- Goal 3: Community Involvement - Metrics:
  - SBAC Data
  - Increase Participation in LCAP survey
  - Parent Education Participation
- Goal 3: Community Involvement - Actions and Services:
  - Community Liaisons - Support sites with family & student outreach & engagement
  - Translation & Interpretation Services - Ensure Spanish speaking families have materials and communication from school in home language
  - Parent Institute for Quality Education (PIQE) - Program supports parents in creating a positive educational environment at home & at school for their students
- Goal 3: Community Involvement - Actions and Services:
  - Demonstration of Increased & Improved Services
  - Increased = Quantity
    - AVID Sections
    - ELD Sections
    - EL Coordinator
    - Community Liaisons
  - Improved = Quality
    - PBL
    - Equity Work
    - Mental Health Counselors

The 7.03% proportionality state requirement was described on page 73 of the LCAP. Services provided for unduplicated pupils were increased or improved by at least the percentage identified (7.03%), either qualitatively or quantitatively, as compared to services provided for all students in the LCAP year.

The LCAP will be translated and posted on the NUSD website, and page numbers will be added to the PowerPoint presentation.

The required Public Hearing was held during the June 13, 2017 Board meeting in order to receive public comments on the District's LCAP. Final adoption of the LCAP will be presented to the Board of Trustees at the June 20, 2017 Board meeting.

#### **6.b. 2017-2018 Preliminary General Fund Budget - 7:35 p.m.**

Yancy Hawkins, Assistant Superintendent, Business and Operations shared a PowerPoint presentation on the 2017-18 Preliminary General Fund Budget. The Preliminary General Fund for 2017-2018 is based on activities identified in the LCAP. Some of the highlights included:

- Investments in Student Learning
  - Attract & Retain Staff (Salary/H&W Benefits/PERS & STRS)
  - Increased Services to Unduplicated Pupils (LCAP)
  - Maintaining Lower Class Size
  - Equity Imperative
  - PBL Training
  - 1:World Technology Program
  - Dual-Immersion Program Implementation
- Budget Constraints
  - Slowing Increases in State Income
  - Declining Enrollment
  - STRS & PERS Increases
- Actions Moving Forward
  - Budget Advisory Committee
  - Budget Solutions

Per the Governor's May Revision, NUSD is expected to receive "restored" state funding in the amount of \$63,014,537 under the LCFF. This is a net year-over-year increase in LCFF funding of \$737,210. As NUSD is experiencing declining enrollment, funding for 2017-2018 is based on 2016-2017 ADA. The increase of \$737,210 is net of the loss of funding from the decline of 95.99 ADA translating into a loss of \$821,674 in funding.

Starting with the adopted 2014-2015 State budget, rate increases to CalSTRS and CalPERS contributions, by both employees and employer, were implemented. CalSTRS rate increases continue until 2020-2021 when the rate will be 19.1% (10.85% higher than in 2013-2014). At this time, all increases are funded from the LCFF base grant. Fund 17 has been established to provide a reserve for the increase in STRS/PERS. \$1 million dollars was transferred from the General Fund in

The Multi-Year Projection (MYP) demonstrates that the District will be able to meet its financial obligations for the two years subsequent to 2017-2018. The Governor's proposal provides that 43.97% of the total remaining cost of implementation will be funded in 2017-2018. Funding the implementation in years 2018-2019 and 2019-2020, years 2 and 3, respectively, is shown at 71.53% and 73.51%, respectively. Otherwise stated, NUSD will be 99% funded at the target level in 2019-2020. These funding levels would provide for an estimated LCFF State funding net increase (after loss of funding due to decline in ADA) of \$1,961,074 (3.11%) in 2018-2019, and \$913,659 (1.41%) in 2019-2020.

All positions and allocations from the 2016-2017 budget are rolled forward and adjusted for the projected decline in student enrollment (as noted above). Current staffing ratios, removal of one-time revenues and expenditures, and estimated increases for step and/or column movement, as well as associated payroll related taxes, including the increase in STRS and PERS rate and CPI (Consumer Price Index), are included in the preliminary 2017-2018 budget and subsequent years.

Trustees requested more detailed information on how the Budget Advisory Committee will help with budget solutions to be presented at the next Board meeting.

#### **6.c. 2017-2018 Budget Reserves - 7:55 p.m.**

Yancy Hawkins, Assistant Superintendent, Business and Operations, reported that in 2015, SB858 and Education Code 42127(a)(2)(B) was put into law requiring new transparency and public hearing requirements with the adoption of the annual budget. The education code requires that a public hearing be held regarding the need of reserves in excess of the State minimum required reserve. The State requires that Novato Unified School District (NUSD) maintain a minimum reserve of at least 3% of total expenditures. This is referred to as the Reserve for Economic Uncertainties.

NUSD has typically maintained a reserve of approximately between 15% and 20%, with Board intent of keeping approximately 15%. A reserve of 15% is crucial to the fiscal integrity of NUSD to provide protection against unpredictable or known factors as identified below:

- Increases in PERS/STRS Benefit Contributions
- Declining Enrollment
- Reserve for Restricted Programs
- Uncertainty of Continued Funding of the LCFF GAP at the Levels as Predicted by the Department of Finance
- Cash Flow due to Reserve ERAF and Possible State Deferrals
- Recommendation for Two Months of Operating Expenditures by GFOA - 17%

In addition to the known factors listed above, the following are specific factors related to the 2017-2018 year:

- Negotiations with NFT, CSEA and Unrepresented Groups (Management, Supervisors and Confidential) are not yet completed. Any increases from negotiations will decrease the fund balance available.
- Funding of LCFF is based on State economics and managed by Governor Brown. At the release of the May Report, the California economy appeared to be slowing down and it is possible that a recession could be forthcoming. A reserve in the amount of \$2,698,284 has been established in the event that the LCFF is not funded at the target amount.
- As the District is experiencing declining enrollment, a reserve in the amount of \$1,520,268 has been established.
- Due to the significant increase in STRS/PERS contributions, the District has established a reserve in Fund 21; transfers of \$1 Million were made for the 2015-2016 and 2016-2017 years.
- Assigned and restricted balances above the minimum reserve are projected at \$6,348,637.

## **7. PUBLIC HEARINGS - 8:15 p.m.**

### **7.a. 2017-2018 Local Control and Accountability Plan (LCAP) - 8:15 p.m.**

President Cooper opened and closed the public hearing with no public comments.

### **7.b. 2017-2018 Preliminary General Fund Budget - 8:20 p.m.**

President Cooper opened and closed the public hearing with no public comments.

### **7.c. 2017-2018 Budget Reserves - 8:25 p.m.**

President Cooper opened and closed the public hearing with no public comments.

## **8. DISCUSSION/ACTION - 8:30 p.m.**

### **8.a. Board Policy, Administrative Regulations and Exhibit 7325 - San Marin High School Stadium Light and Public Address System (First Reading) - 8:30 p.m.**

Jim Hogeboom, Superintendent, reported that part of the process of the proposed San Marin High School Stadium Lights project was the development of a board policy and administrative regulations to provide the San Marin community with some safeguards and limitations on field usage and conditions to reduce the impact on the neighbors.

Through community outreach meetings, changes included:

- Practice time to end at 7:30 pm
- Non-football games to end by 8:00 pm



- Language to include that the lights would be turned off as soon as possible after the completion of any practice or game.
- Restrictions on holiday use
- Improvements to the security plan

In addition, the Gary Gates Memorial Field, which also uses lights and a public address system, was included in this proposed board policy and administrative regulations.

Trustees recommended that the public address system at the Gary Gates Memorial Field only be used for games, and a better understanding of "Open Space."

**Motion Passed:** A motion for approval to move 7325 Board Policy, Administrative Regulations and Exhibit - San Marin High School Stadium Lights and Public Address System - First Reading to a second reading passed by a vote of 6-0, 1 absent (Trustee Scott). Passed with a motion by Mrs. Debbie Butler 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
Absent	Mrs. Shelly Scott

#### **8.b. Board Approval to Hire a Mechanical Engineer to Conduct a Feasibility Study at San Jose MS - 8:50 p.m.**

Yancy Hawkins, Assistant Superintendent, Business & Operations, reported that the Board had requested more information (current conditions, historical efforts, options and estimated operational costs) prior to making a decision on of the San Jose MS Air-Condition project. On June 6, 2017, District staff provided the Board information which included current site conditions, facility modification history, viable options for reduced classroom temperatures, and estimated installation/operating costs.

During the Board discussion, staff was directed to conduct a Heating, Ventilation, and Air Conditioning (HVAC) feasibility study by a licensed mechanical engineer, to identify and estimate all plausible cooling options for San Jose MS classrooms. The Board agreed to table the vote on the approval of the San Jose MS Air-Condition project and requested an action/discussion report for the August 8, 2017 Board meeting.

All costs for the HVAC feasibility study (approximately \$15,000) at San Jose MS will be paid for by the District's Measure G Bond funds.

Trustee Millerick made the motion for Board Approval to Hire a Mechanical Engineer to Conduct a Feasibility Study at San Jose MS, but with further discussion by the Trustees, Trustee Milierick amended his motion for Board Approval to Hire a

Mechanical Engineer to Conduct a Feasibility Study at San Jose MS not to exceed \$15,000.

The Trustees recommended that the San Jose Middle School Air-Conditioning Project in the First Round of Board-Approved Measure G Bond Fund Projects be a discussion/action item at the June 20, 2017 Regular Board Meeting.

**Motion Failed:** A motion for Board Approval to Hire a Mechanical Engineer to Conduct a Feasibility Study at San Jose MS not to exceed \$15,000 failed by a vote of 3 ayes (Trustees Millerick, Knell and Cooper), 3 nays (Trustees Aguila, Mack and Butler), 1 absent (Trustee Scott). Failed with a motion by Mr. Ross Millerick and a second by Mr. Derek Knell.

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

### **8.c. 2017-2018 District Priorities and Goals (Draft) - 9:10 p.m.**

Jim Hogeboom, Superintendent, shared a PowerPoint presentation on the draft 2017-2018 District Priorities and Goals. Highlights of the presentation included metrics to support the goals.

#### Metrics for Goal 1 & 2 (Equity and Student Success)

- A-G requirements/UC/CSU completion by student group, more dynamic, doing along the way, for example, benchmark assessments, Algebra 1 grades, formative assessment proficiency, rubrics, currently very subjective grades, MAP assessment, etc.)
- 3rd grade literacy: MAP scores for winter reading for 3rd grade (breakup RIT score by student group instead of All) (Kinder Readiness as measured by ESGI during 2nd trimester)
- 8th grade readiness for Algebra 1: MAP, Common Assessments, Grades & MARS
- Graduate profile skills: 5th, 8th, 12th performance assessments, identify metrics to track district-wide growth

#### Metrics for Goal 3 (Staff Success)

- Learning walks to assess implementation of student-centered instructional strategies to include PBL (# and frequency ?)
- All teachers will be trained in PBL by December 2017 and implement at least one project based unit
- Feedback from Professional Development time (Wednesday & PD days)

#### Metrics for Goal 4 (Community Involvement & Engagement)

- LCAP Survey
- PIQE attendance rates
- Volunteer hours

The Trustees gave some recommendations which included:

- Improvement in concurrent enrollment with College of Marin
- Improvement on more parent involvement and create a matrix
- Better use of data to be more successful
- More restructuring of the evaluation of principals and teachers
- Equity metric for more resources and funding
- Student Voice metric
- Explanation of P-3 First Expansion - what is it and how is it benefiting NUSD

**Motion Passed:** A motion to approve the 2017-2018 District Priorities and Goals (Draft) 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
Absent	Mrs. Shelly Scott

## **9. CONSENT: All items approved by a single action - 9:30 p.m.**

### **9.a. Personnel Actions of June 13, 2017**

**Motion Passed:** Passed with a motion by Mrs. Debbie Butler and a second by Mr. Gregory Mack.

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

### **9.b. Novato Unified School District Response to the 2016-2017 Marin County Civil Grand Jury Report entitled "Overcoming Barriers to Housing Affordability" released on April 12, 2017**

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

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

President Cooper announced the next regular board meeting will be Tuesday, June 20, 2017.

The meeting was adjourned at 9:49 p.m.

WITNESSED: Delal B...  
Vice President/Clerk of the Board of Trustees

Attested to on this 20<sup>th</sup> day of June 2017.