

**NOVATO UNIFIED SCHOOL DISTRICT**  
**REGULAR Meeting of the Board of Trustees**  
September 5, 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  
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**

The Novato High School Air Force JROTC Color Guard led the Pledge of Allegiance.

**2. ANNOUNCEMENT OF REPORTABLE ACTION/CLOSED SESSION - 7:04 p.m.**

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

There was no Closed Session.

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

**3.a. Approval of Agenda**

**Motion Passed:** Passed with a motion by Mr. Derek Knell 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

#### **4. PUBLIC COMMENT ON CONSENT AGENDA - 7:08 p.m.**

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

None

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

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

**Motion Passed:** Passed with a motion by Mr. Derek Knell 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  
Yes Mrs. Shelly Scott

#### **6. ANNOUNCEMENTS: BOARD AND SUPERINTENDENT - 7:15 p.m.**

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

##### **TRUSTEE ANNOUNCEMENTS:**

- The Canal Alliance Community Forum on Deferred Action for Childhood Arrivals (DACA) Legal Contexts and Resources on September 5, 4:00-6:00 p.m. at the Marin County Office of Education
- Marin County School Boards Association (MCSBA) Superintendents and Trustees 2017-18 Kick Off Dinner with Congressman Jared Huffman on August 30
- Lu Sutton Elementary School Garden Ribbon Cutting Ceremony on August 23
- Hamilton, Loma Verde, Lu Sutton, Olive, and Rancho Back to School Nights

##### **SUPERINTENDENT ANNOUNCEMENTS:**

- Appreciation expressed for those who attended the DACA Community Forum this afternoon, and information supporting NUSD students will be sent out later in the week
- Since most of NUSD's schools do not have air conditioning, a review of temperatures for the last five years and estimates of future temperatures in Novato, along with estimated costs for air conditioning to be installed in schools without air conditioning, will be presented to the Board of Trustees at a future meeting.

## **7. NON-AGENDA PUBLIC COMMENT - 7:25 p.m.**

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

One (1) NUSD parent commented on the Novato High School Athletics program, one (1) former NUSD parent commented on a student possibly returning to NUSD, and one (1) NUSD parent commented on air conditioning at Olive Elementary School.

## **8. STAFF REPORTS - 7:30 p.m.**

### **8.a. 2017-2018 Staffing and Enrollment Update - 7:30 p.m.**

Kris Cosca, Assistant Superintendent - Human Resources, shared a PowerPoint presentation on 2017-2018 staffing and enrollment. The overall enrollment from the projected enrollment was a difference of seventy-nine students (-79): elementary school difference of nineteen (-19) students, middle school difference of seventeen (-17) students, and high school difference of forty-three (-43) students. Thirty-six (36) teachers and five (5) administrators were hired. There are six (6) certificated vacancies: School Psychologist, Inclusion Specialist, Secondary, Resource Specialist Teacher, Social Cognition, Special Day Class, Biology and Kindergarten.

A request was made to include Novato Charter School in future enrollment reports.

## **9. DISCUSSION/ACTION - 7:50 p.m.**

### **9.a. Novato High School (NHS) AFJROTC Memorandum of Understanding - 7:50 p.m.**

Matthew Baldwin, Novato High School Principal, introduced the new AFJROTC instructor, Lt. Col. Robert Brich, and Master Sergeant Richard Muench, who shared a PowerPoint presentation about the JROTC program. The presentation included:

- Unique mission: "Develop citizens of character dedicated to serving their nation and community."
- A model cadet exemplifies the first Air Force (AF) Core Value of "Integrity First"
- Graduates have been awarded \$1 million in college benefits and scholarships in the past seven years
- Hybrid Air Force and AVID curriculum with a focus on leadership
- Cadet Corps is comprised of 100 students, and they practice the third AF Core Value of "Excellence In All We Do"
- The second AF Core Value of "Service Before Self" is demonstrated in the 1,500 community service hours completed each year

The NHS AFJROTC staff asked for help from NUSD in two specific areas:

1. To help provide greater access to the "feeder" middle schools with more opportunities to engage incoming (future) freshmen
2. To support enhanced marketing efforts by staff/students to market AFJROTC curriculum, particularly highlighting the numerous extracurricular activities, scholarship programs and potential for providing required community service

Susan Miller, President, Building Better Citizens for America, announced that the Marin's JROTC Dine and Donate will be at Grazie's Restaurant on September 6 from 7:00 a.m. to 9:00 p.m., and 20% of the participant's bill will be donated to support the Marin's JROTC program. On February 3, 2018, there will be a crab feed fundraiser sponsored by the Boosters and AFJROTC parents.

The Trustees were invited to visit the new JROTC facilities at Novato High School.

**Motion Passed:** A motion to approve the revised annual Memorandum of Understanding between the Novato Unified School District and Building Better Citizens for America passed by a vote of 7-0. 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
- Yes Mr. Gregory Mack
- Yes Mr. Ross Millerick
- Yes Mrs. Shelly Scott

**9.b. Approval of Local Control Accountability Plan Technical Corrections - 8:10 p.m.**

Ivan Chaidez, Assistant Superintendent, Education Services, reported on the Local Control Accountability Plan (LCAP) Technical Corrections. The technical changes included:

- Under the "Goals, Actions and Services" (starting page 26), the required metrics for each of the Eight (8) state priority areas were updated within Goals 1, 2, and 3 to reflect accurate metrics within each goal.
- Under the "Increased and Improved Services for Unduplicated Pupils" (page 75), the district included additional information on the percentage increase or improvement that NUSDs provide to targeted students, through 2017-20 LCAP actions and services.

The technical changes to the LCAP have no effect on the budget or allocation of funds.

**Motion Passed:** A motion to approve the technical amendments of the 2017-2018 Local Control Accountability Plan (LCAP) passed by a vote of 7-0. Passed with a motion by Mr. Gregory Mack and a second by Mrs. Debbie Butler.

- 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

**9.c. Resolution No. 2-2017/2018 Authorizing the Issuance and Sale of Refunding Bonds and Approving Forms of Documents and Actions of Officers of the District Necessary in Connection Therewith - 8:30 p.m.**

Yancy Hawkins, Assistant Superintendent, Business and Operations, reported on Resolution No. 2-2017/2018 authorizing the issuance and sale of refunding bonds and approving forms of documents and actions of officers related to the refunding transaction. The costs of issuance are approximately \$140,000. It is anticipated that the net nominal savings to the taxpayers of the Novato Unified School District will be about \$1.1 million on a present value basis. The estimated present value savings as a percentage of refunded bonds is about 8%, which exceeds the 5% minimum present value savings requirement set forth in the Resolution for the 2017 General Obligation Refunding Bonds.

Total net present value of savings after issuance costs, for the three potential structures are estimated at:

- Upfront Savings: \$1,095,057
- Level Savings: \$1,122,950
- Deferred Savings: \$1,191,277

The Board of Trustees were asked to give direction to staff on preference of the three potential structures. The Trustees preferred a deferred savings structure.

**Motion Passed:** A motion to approve the technical amendments of the 2017-2018 Local Control Accountability Plan (LCAP) passed by a vote of 7-0. Passed with a motion by Mr. Gregory Mack and a second by Mrs. Debbie Butler.

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

**Motion Passed:** A motion to approve Resolution No. 2-2017/2018 Authorizing the Issuance and Sale of Refunding Bonds, using a deferred savings structure, and Approving Forms of Documents and Actions of Officers of the District Necessary in Connection Therewith passed by a vote of 7-0. 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

Yes Mrs. Shelly Scott

**9.d. Approval of Theatrical, Acoustics and Technology Consultant for Measure G Bond Performing Arts Projects - 8:50 p.m.**

Yancy Hawkins, Assistant Superintendent, Business and Operations, introduced Mike Woolard, Executive Director of Facilities, who shared a PowerPoint presentation by the Shalleck Collaborative Inc. of some of the Bay Area performing arts centers designed by them. Based on the theater consultant rankings and the in-person interview, the Shalleck Collaborative Inc. was the recommended Theatrical, Acoustics and Technology Consultant. The cost of consulting services is \$38,000.

**Motion Passed:** A motion to approve the Shalleck Collaborative Inc. as the Theatrical, Acoustics and Technology Consultant for Measure G Bond Performing Arts Projects passed by a vote of 7-0. Passed with a motion by Mr. Gregory Mack and a second by Mr. Derek Knell.

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

**9.e. Approval to Award Architect Contract with Carducci & Associates for the Planning, Development and Construction of Stadium Lights at San Marin HS - 9:10 p.m.**

Yancy Hawkins, Assistant Superintendent, Business and Operations, reported on the Architect Contract with Carducci & Associates for the Planning, Development and Construction of Stadium Lights at San Marin HS. The next step in the planning phase is to award a contract to a landscape architect firm to begin the programmatic planning, design and eventual construction of the Stadium Lights at San Marin HS. The scope of the Stadium Lights project also includes the installation of a new Public Address (PA) system. A contract for the sound mapping and consulting services for the PA system will be brought to the Board of Trustees on September 19.

The San Marin High School All Sports Booster Club will cost-share some of the design and construction costs of the lights portion of the project. The total amount of the contract is \$92,000. The net amount due on the contract is \$80,000, as the San Marin High School All Sports Booster Club already funded \$12,000 to the contract. Legal counsel has reviewed the contract.

A request was made to have a timeline or process plan for the San Marin Stadium Lights project to be included with the sound mapping and consulting services contract at the September 19 Board meeting.

**Motion Passed:** A motion to approve to Award Architect Contract with Carducci & Associates for the Planning, Development and Construction of Stadium Lights at San Marin HS passed by a vote of 7-0. Passed with a motion by Mr. Gregory Mack and a second by Mr. Derek Knell.

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

**9.f. Approval of Electrical/Mechanical Engineering Firms and Food Services Consultant to Provide Services for the Measure G Bond Facilities Projects - 9:30 p.m.**

Mike Woolard, Executive Director of Facilities, reported on the Electrical/Mechanical Engineering firms and the Food Services Consultant to provide services for the Measure G Bond facilities projects. The firms will be contracted on an as-needed basis for Measure G Bond facilities projects.

**Motion Passed:** A motion to approve the Electrical/Mechanical Engineering Firms and Food Services Consultant to Provide Services for the Measure G Bond Facilities Projects 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

**9.g. Approve Verification of Requirements for a Provisional Internship Permit - 9:50 p.m.**

Kris Cosca, Assistant Superintendent - Human Resources, reported on the Verification of Requirements for a Provisional Internship Permit for Brian Khoury who is an SDC Teacher at San Marin High School. He is new to the profession and meets the requirements for a credential under a Provisional Internship Permit. In a public meeting, staff must present a notice to the District's Board of Trustees that a thorough search has been conducted for a suitably credentialed Resource Specialist or suitably qualified intern Resource Specialist for this position.

**Motion Passed:** A motion to approve the Verification of Requirements for a Provisional Internship Permit for Brian Khoury passed by a vote of 7-0. Passed with a motion by Ms. Maria Aguila and a second by Mr. Derek Knell.

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

**10.a. Minutes of the Regular Meeting of August 22, 2017**

**Motion Passed:** Passed with a motion by Mr. Derek Knell 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  
Yes Mrs. Shelly Scott

**10.b. Personnel Actions of September 5, 2017**

**Motion Passed:** Passed with a motion by Mr. Derek Knell 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  
Yes Mrs. Shelly Scott

**10.c. Acceptance of the Grant Award from the Peter Haas Jr. Family Fund of the Marin Community Foundation to support Marin Oaks Bridges with purchase of Chromebooks and a cart for 2017-2018**

**Motion Passed:** Passed with a motion by Mr. Derek Knell 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  
Yes Mrs. Shelly Scott

**10.d. Approval of Memorandum of Understanding (MOU) with New Media Learning to provide Makerspace & Media Studio training and services to NUSD Staff, Teachers, and Students**

**Motion Passed:** Passed with a motion by Mr. Derek Knell 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
- Yes Mrs. Shelly Scott

**10.e. Clark Consultant Team Contract 2017-2018**

**Motion Passed:** Passed with a motion by Mr. Derek Knell 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
- Yes Mrs. Shelly Scott

**10.f. Approval of the Updated Novato High School's Voting Representatives to the California Interscholastic Federation (CIF) Athletic League for the 2017-18 School Year**

**Motion Passed:** Passed with a motion by Mr. Derek Knell 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
- Yes Mrs. Shelly Scott

**10.g. Review and Approve Business and Operations Related Board Policy and Administrative Regulation Updates (2) with New Policy and Administrative Regulations Created From Updates (5)**

**Motion Passed:** Passed with a motion by Mr. Derek Knell 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
- Yes Mrs. Shelly Scott

**10.h. Review and Approve Updated Board Bylaws (4) as a second reading**

**Motion Passed:** Passed with a motion by Mr. Derek Knell 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  
Yes Mrs. Shelly Scott

**10.i. Review and Approve Business and Operations Related Board Policy and Administrative Regulation Updates (5) - Second Reading**

**Motion Passed:** Passed with a motion by Mr. Derek Knell 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  
Yes Mrs. Shelly Scott

**10.j. Notice of Completion for Novato HS and Olive ES Sewer Repair Project**

**Motion Passed:** Passed with a motion by Mr. Derek Knell 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  
Yes Mrs. Shelly Scott

**10.k. Ratify Warrant Register for Warrants Issued August 16, 2017 through August 31, 2017**

**Motion Passed:** Passed with a motion by Mr. Derek Knell 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  
Yes Mrs. Shelly Scott

**10.l. Approve Disposal of Obsolete Textbooks/Instructional Materials**

**Motion Passed:** Passed with a motion by Mr. Derek Knell 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
- Yes Mrs. Shelly Scott

**10.m. Approve Disposal of Obsolete Property/Equipment**

**Motion Passed:** Passed with a motion by Mr. Derek Knell 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
- Yes Mrs. Shelly Scott

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


**Motion Passed:** Passed with a motion by Mr. Derek Knell 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
- Yes Mrs. Shelly Scott

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

President Cooper thanked the Peter Haas Jr. Family Fund for their generous donation in supporting NUSD students.

The meeting was adjourned at 8:55 p.m.

WITNESSED:   
Vice President/Clerk of the Board of Trustees

Attested to on this 19<sup>th</sup> day of September 2017.