

REGULAR Meeting of the Board of Trustees

October 3, 2017 - 6:00 PM

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

LOCATION for Trustee Mack who will be connected via conference phone.
Georgia Tech Hotel & Conference Center, Room 234, 800 Spring St

Attendance Taken at 6:00 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 - 6:00 p.m.

President Cooper called the Board meeting to order at 6:00 p.m.

2. CLOSED SESSION AGENDA

3. CLOSED SESSION ANNOUNCEMENT/RECESS TO CLOSED SESSION - 6:02 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 §54957 and §54957.6: Conference with Labor Negotiators (Kris Cosca, Assistant Superintendent, Human Resources) Employees Organization: Novato Federation of Teachers (NFT)

3.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 (Kris Cosca, Assistant Superintendent, Human Resources) Employees Organization: California School Employees Association (CSEA)

4. PUBLIC COMMENT ON CLOSED SESSION AGENDA - 6:05 p.m.

None

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

President Cooper called the Board meeting to order at 7:05 p.m.

5.a. Pledge of Allegiance

President Cooper announced that there would be a moment of silence for Stacey Etcheber, a San Ramon Elementary and Sinaloa Middle School parent, who died during the Las Vegas tragedy. A vigil at San Ramon Elementary School was held at 7:00 p.m. tonight in her honor. Our hearts go out to the all victims and their families who were affected by this tragic event.

President Cooper announced Trustee Mack was participating in the meeting via phone from Atlanta, GA. He also welcomed two (2) Student Board Members, Jeffrey Ramirez, San Marin High School and Manuela De Leon, Marin Oaks High School. Ausad Carey, Novato High School, was unable to attend the meeting, because he was ill.

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 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 §54957 and §54957.6: Conference with Labor Negotiators (Kris Cosca, Assistant Superintendent, Human Resources) Employees Organization: Novato Federation of Teachers (NFT) - direction given to staff
- 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 (Kris Cosca, Assistant Superintendent, Human Resources) Employees Organization: California School Employees Association (CSEA) - no discussion

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. 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

8. PUBLIC COMMENT ON CONSENT AGENDA - 7:08 p.m.

None

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

9. APPROVAL OF CONSENT AGENDA - 7:12 p.m.

9.a. All Consent items approved by a single action

Trustee Aguila requested item "16.c" - Resolution No. 8 - 2017/2018 - Resolution on Board Compensation for Missed Meetings, be pulled for discussion.

Motion Passed: A motion to approve the Consent Agenda, except for item "16.c" - Resolution No. 8 - 2017/2018 - Resolution on Board Compensation for Missed Meetings, 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

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

10.a. Lynwood Elementary School: Tech Teammates

Andy Cline, Principal, Lynwood Elementary School, introduced eight (8) fourth and fifth grade Tech Teammates who assist students and teachers with education technology needs. He introduced Debra Mattson, who was a fourth grade teacher last year, but is now a Kindergarten teacher. She shared how the Tech Teammates assisted Kindergarten students in the care of the equipment, the use of different applications, and the building of a caring culture.

The Tech Teammates shared a video they created, filmed and edited.

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

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

STUDENT BOARD MEMBERS:

Jeffrey Ramirez, San Marin High School, had nothing to report. Manuela De Leon, Marin Oaks High School, reported on her school activities. Ausad Carey, Novato High School, was not present due to illness.

TRUSTEE ANNOUNCEMENTS:

- NUSD and the Novato Chamber of Commerce hosted the "State of the District" with a presentation by Superintendent Hogeboom to learn more about the state of NUSD on September 27 in the NUSD Board Room.
- Trustee Scott announced she would be leaving the meeting at 8:00 p.m. due to a prior commitment.

SUPERINTENDENT ANNOUNCEMENTS:

- Great support from NUSD Special Education Department with Karin Jinbo's team at San Ramon Elementary and Sinaloa Middle Schools, and appreciation expressed for the psychologists and counselors supported by the Novato Youth Center and Bay Area Community Resources (BACR), and also the Marin County Office of Education, in assisting NUSD staff, students and families because of the Las Vegas tragedy.
- The District Advisory Committee, with a focus on Equity and the Local Control and Accountability Plan (LCAP), met on October 2.

12. NON-AGENDA PUBLIC COMMENT - 7:40 p.m.

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

Two (2) Novato High School parents commented on the sports programs and the baseball field.

13. PUBLIC HEARING - 7:45 p.m.

13.a. Sufficiency of Instructional Materials 2017-2018

Melissa Diaz, English Learner Coordinator, reported that all Novato students have been provided with sufficient instructional materials.

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

14. DISCUSSION/ACTION - 7:50 p.m.

14.a. Resolution No. 7 2017/2018 - Williams Act Sufficiency of Instructional Materials - 7:50 p.m.

Melissa Diaz, English Learner Coordinator, reported that all Novato students have been provided with sufficient instructional materials.

Motion Passed: A motion to adopt Resolution No. 7 2017/2018 - Williams Act Sufficiency of Instructional Materials 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

14.b. Resolution No. 5 - 2017/2018 - Latino/Hispanic Heritage Month - 8:05 p.m.

Melissa Diaz, English Learner Coordinator, reported on Resolution No. 5-2017/2018 - Latino/Hispanic Heritage Month. Latino/Hispanic Heritage Month is a special annual tribute to learn and celebrate the generations of Latino / Hispanic Americans who have positively influenced and enriched our nation and society.

Student Board Member, Manuela De Leon, commented that the Marin Oaks High School math teacher put up posters of famous Hispanics, and she hoped the other schools were recognizing Latino/Hispanic Heritage Month.

Trustee Aguila requested the wording in paragraph four of the Resolution be changed because the date "1810" is not accurate. She also requested the countries be listed in chronological order as they became independent. The countries would be listed as Mexico, Chile, Costa Rica, El Salvador, Guatemala, Honduras, Nicaragua and Belize.

Trustee Aguila made a motion to adopt Resolution No. 5 - 2017/2018 - Latino/Hispanic Heritage Month to read: "WHEREAS, Latino/Hispanic Heritage Month, whose roots go back to 1492, begins each year on September 15, the anniversary of independence of 8 Latin American countries: Mexico, Chile, Costa Rica, El Salvador, Guatemala, Honduras, Nicaragua and Belize all celebrate their independence days during this period."

Trustees recommended only deleting the words in paragraph four of the Resolution which read: "whose roots go back to 1810."

Trustee Aguila amended the motion to adopt Resolution No. 5 - 2017/2018 - Latino/Hispanic Heritage Month with the deletion of the words: "whose roots go back to 1810." Trustee Scott seconded the amended motion.

Motion Passed: An amended motion to adopt Resolution No. 5 - 2017/2018 - Latino/Hispanic Heritage Month with the deletion of the words: "whose roots go back to 1810," 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

14.c. Resolution No. 6 - 2017/18 - National Bullying Prevention Month - 8:20 p.m.

Karen Valentine, Coordinator of Student Services, and Evie Zuroske, Healthy Novato Coordinator, reported on Resolution No. 6 - 2017/18 - National Bullying Prevention Month. October is National Bullying Prevention Month, the goal of which is to encourage communities to work together to stop bullying and

cyberbullying by increasing awareness of the prevalence and impact of bullying on children of all ages.

Evie Zuroske reported about the NUSD Bullying Survey, which was given at the end of May, and assessed the current climate of NUSD schools. The results will be compared with the results of the California Healthy Kids Survey, which will be available in the Spring 2018. There is also an online bullying reporting system which provides useful information for follow up on bullying reports. Some of the programs at the schools such as No Bully Solution Training and teams, Restorative Justice, Restorative Circles, Peer Court and Soul Shop, are being analyzed for their effectiveness in preventing bullying.

Trustees expressed their appreciation for NUSD's anti-bullying programs and recognized the Novato Blue Ribbon Coalition Bullying Prevention Committee and Trustee Aguila and Michele Sheehan for the hard work done with bullying prevention.

Student Board Members commented on the Bullying Survey and the importance of students taking it seriously.

Motion Passed: A motion to adopt Resolution No. 6 - 2017/18 - National Bullying Prevention Month 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

14.d. Board and District Committees for 2017-2018 - 8:35 p.m.

Trustee Scott left the meeting because of a prior commitment.

President Cooper reported on the Board and District Committees for 2017-2018, and asked if Trustees had any changes or recommendations for the committees. Trustee Knell requested to be an alternate on the Independent Citizen's Bond Oversight Committee. Trustee Aguila mentioned that the Novato Blue Ribbon Coalition for Youth would not be meeting this year, because it is being reorganized. Trustee Mack asked that the Dual Immersion Task Force Committee be added to the District Appointed Committees. The participants are Trustees Mack and Aguila, and Trustee Butler is the alternate.

President Cooper reminded the Trustees of their role and responsibilities as committee representatives, which included:

1. Reporting out at board meetings to update trustees on committee work
2. Representing trustees on committees
3. Acting as a non-voting member of the committee

Motion Passed: A motion to approve the revisions to the Board and District Committees for 2017-2018 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

15. STAFF REPORTS - 8:50 p.m.

15.a. Multiple Measures of Student Success - 8:50 p.m.

Superintendent Hogeboom shared a PowerPoint presentation on Multiple Measures of Student Success. A review of the five phases of an effective data cycle were presented as a process for developing a plan to improve student success. The five phases are:

1. Data
2. Information
3. Knowledge
4. Decision
5. Action

To dive deep into a data cycle, the two goals for Equity and Student Success were identified to improve student learning.

Other highlights of the presentation included:

- Currently 76% of NUSD Kindergarten students enter kindergarten having participated in a preschool experience.
- 188 English Language Learner (ELLs) students Reclassified to Fluent English Proficient
- In 2017, 297 Seniors took the SAT out of 595 students enrolled, the median score was 1137 from a range of 400-1600. The national average is 1080
- The National Clearinghouse information Percent of students Enrolled in College or Post-Secondary Program in Fall following High School Graduation 2013=81.5%, 2014=81.5%, 2015=77.25%, 2016=74.2%
- Percent of students who earned a college degree, most current data is:

Class of 2009	42.2%
Class of 2010	43.5%
- In measures of academic progress report, middle school student's literacy proficiency is 57.9%, up .2% from prior year. This year high school 9th and 10th grade students were given for the first time the MAP assessment in their English classes. 61% of 9th grade and 69% of 10th grade students are at grade level.
- In measures of academic progress report, elementary school students in grades 3-5, 47.3% are reading at grade level

- The District annual attendance rate went up this past year by .10% from 96.52% to 96.62%
- Suspensions went up by 146 students, and this is an area of focus for this year with restorative practice
- Expulsions went down by 4 students with 2 last year

The Student Board Members commented on the relevance of taking tests and why the tests are important so that student scores will improve. They also commented on discipline and accountability.

The Trustees commented on:

- Attendance reasons for not attending school
- Trends in data to cover three to four years
- Demographic data to make the data more relevant
- Graduation rate for last five years and include the dropout rate
- AP Advanced Placement Test how many enrolled, actually took the test, and demographics
- College graduation state average in context with national average
- Suspensions why is the rate so high?
- High Schools - School Plans for Student Achievement (SPSA) to have a community engagement element
- English Learners - a goal to reclassify within four years

Superintendent Hogeboom stated that staff will be reporting to the Trustees on:

- National Clearinghouse data
- New English Language Proficiency Exam ELPAC (English Language Proficiency Assessments for California)
- CAASPP (California Assessment of Student Performance and Progress)
- Secondary SPSAs in November
- Elementary SPSAs in December

15.b. Communication and Community Engagement Plan Update - 9:20 p.m.

Leslie Benjamin, Director, Communications & Community Engagement, shared a PowerPoint presentation on the Communications Plan 2017-2018. Highlights of the presentation included:

Multiple platforms:

- Face to face conversations
- Presentations
- Participating in community events/groups
- District committees
- Phone calls
- Emails
- Media (print, TV and radio)
- Social Media (Facebook, Twitter, etc.)
- Surveys
- Newsletters
- Website

Audiences

- Students
- Parents
- Staff
- Community

Highlights

Students:

- Working with Youth Leadership Institute (YLI) to establish secondary school and district youth advocacy councils to promote student voice in the schools and district.
- LCAP Survey: Received proposal from YouthTruth Student Survey which would streamline our surveys (eliminate TELL Survey) and increase our feedback and provide improved analysis. Marin Community Foundation is funding the survey for our elementary schools.

Parents:

- Transitioned from Constant Contact to MarketVolt newsletter platform as it interfaces with Aeries providing the most current email addresses for parents.
- Contracted with Peachjar, an online flyer distribution system, to more effectively distribute school and appropriate community flyers to parents
- Facebook 'likes' continue to grow and currently at 958 followers. Some posts have had 'reaches' of over 2,000 people.
- Started Superintendent Talks after North Marin Council meetings and invited all parents.
- LCAP Survey: YouthTruth Student Survey will be used for parent surveys.

Staff:

- District Office staff to visit school sites, attend staff meetings
- LCAP Survey: YouthTruth Student will be used for the community surveys.
- Contracted with Titan HST, emergency notifications texting app for staff. Piloting at Sinaloa, Olive and Hamilton.

Community:

- Co-hosted with Chamber of Commerce 'State of the District' in September
- Holding meeting with Marin Realtors in October
- Speak at Rotary Club meetings at least once a year
- Speak at one school PTA meeting at least once a year (this year's topic is the Budget; last year was Safety)
- NISA Awards in collaboration with the Chamber of Commerce
- Strengthening relationship with College of Marin, Novato Community Hospital, City of Novato, Novato Police, Novato Fire District

District Identity:

- Working with Kiosk to create a more relevant brand with the goal to build greater awareness, pride and respect for the great work being done in NUSD schools.
- Final drafts will be presented for Board approval at the October 17 Regular Board meeting.

Next Steps:

- Continue our efforts outlined in the Communications Plan 2017-18
- Collaborate with the IT Department on making the website ADA accessible
- Collaborate with the IT Department on analyzing the website analytics to understand the heavy and low traffic webpages in order to better focus our efforts in maintaining a current website

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

16.a. Minutes of the Regular Meeting of September 19, 2017

Motion Passed: 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.b. Personnel Actions of October 3, 2017

Motion Passed: 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.c. Resolution No. 8 - 2017/2018 - Resolution on Board Compensation for Missed Meetings

Trustee Aguila requested item "16.c" - *Resolution No. 8 - 2017/2018 - Resolution on Board Compensation for Missed Meetings*, be pulled because she was not at the meeting, and she abstained from voting.

Motion Passed: A motion to adopt Resolution No. 8 - 2017/2018 - Resolution on Board Compensation for Missed Meetings passed by a vote of 4-2 absent (Trustees Mack and Scott), 1 abstain (Trustee Aguila). Passed with a motion by Ms. Maria Aguila and a second by Mr. Ross Millerick.

Abstain Ms. Maria Aguila
Yes Mrs. Debbie Butler
Yes Mr. Thomas Cooper
Yes Mr. Derek Knell

Absent Mr. Gregory Mack
Yes Mr. Ross Millerick
Absent Mrs. Shelly Scott

16.d. Notice of Completion (NOC) for the Lu Sutton Pre-School Portable Building

Motion Passed: 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.e. Approval for Change Order #1 to Pre-School Portable Electrical and Site Work Contract at Lu Sutton ES

Motion Passed: 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.f. Review and Approve Updated Board Bylaw 9270 - Conflict of Interest

Motion Passed: 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.g. Review and Approve New Business and Operations Related Administrative Regulation (1)

Motion Passed: 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.h. Review and Approve Business and Operations Related Board Policy and Administrative Regulation Updates (3)

Motion Passed: 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.i. 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 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.j. Ratify Warrant Register for Warrants Issued September 14, 2017 through September 27, 2017

Motion Passed: 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.k. Approve Disposal of Obsolete Textbooks/Instructional Materials

Motion Passed: 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.I. Approve Disposal of Obsolete Property/Equipment

Motion Passed: 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

17. ADJOURNMENT - 10:00 p.m.

President Cooper adjourned the meeting in memory of all those affected by the Las Vegas tragedy.

The meeting was adjourned at 9:16 p.m.

WITNESSED: 
Vice President/Clerk of the Board of Trustees

Attested to on this 17th day of October 2017.