

<p><b>INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE</b></p> <p><b>NOVATO UNIFIED SCHOOL DISTRICT (NUSD)</b></p> <p><b>1015 Seventh Street, Novato, CA 94945</b></p>
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**MINUTES OF THE REGULAR MEETING OF THE ICOC**

July 7, 2017

6:00 – 8:00 pm

Novato Unified School District Office, Room 107

**Members Present:** Sylvia Barry, V-Anne Chernock, Erich Mesenburg, Brigit Nevin, and Jeff Vaillant

**Members Absent:** Greg Coté

**Others Present:** Tom Cooper (Board of Trustees)  
 Yancy Hawkins (Assistant Superintendent Business Operations)  
 Mike Woolard (Director of Facilities)  
 Todd Lee (Greystone West Construction Manager)  
 Janet Mueller (DWK Attorneys at Law)  
 Sarah Fiehler (Christy White Associates)

**Pledge of Allegiance**

**Presentation:**

**Role of the Independent Citizens' Oversight Committee**

Ms. Janet Mueller, DWK Attorney, provided an in-depth presentation on the roles and responsibilities of an Independent Citizens' Oversight Committee (ICOC) to the newly selected committee members. Information included ICOC purpose, make-up, meeting schedule, reporting requirements, Measure G language, and Brown Act requirements. Committee members asked questions to clarify certain points of information.

**Discussion/Action:**

**ICOC Draft Bylaws and Code of Conduct**

Ms. Janet Mueller, DWK Attorney, presented draft committee bylaws and a code of conduct for committee review and discussion. Specific items discussed were the requirement to select an ICOC Committee Chair and Vice-Chair, approve Bylaws and Code of Conduct, set a meeting schedule (at least for the next meeting), and determine if the committee supports staggered terms for some of the committee members.

MOVED	SECOND	APPROVED
V-Anne Chernock	Sylvia Barry	A motion to approve and adopt the draft ICOC Bylaws (as edited by the committee) and the ICOC Code of Conduct passed by a vote of 5-0, 1 absent (Greg Coté)

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## ICOC Chair and Vice-Chair

The ICOC quickly discussed each committee member's experience, and based on the discussion made nominations for the Chair/Vice-Chair.

MOVED	SECOND	APPROVED
Jeff Vaillant	Erich Mesenburg	A nomination/motion for V-Anne Chernock to be Chair of the ICOC passed by a vote of 5-0, 1 absent (Greg Coté)

MOVED	SECOND	APPROVED
Eric Mesenburg	V-Anne Chernock	A nomination/motion for Jeff Vaillant to be Vice-Chair of the ICOC passed by a vote of 5-0, 1 absent (Greg Coté)

## ICOC Member Terms

The ICOC discussed the pros/cons of staggering committee member terms and decided to randomly select 3 committee members to serve 1-year terms, and the remaining 3 committee members would serve 2-year terms.

*ICOC Members serving 1-Year Terms:* Greg Cote, Sylvia Barry and Brigit Nevin.

*ICOC Members serving 2-year Terms:* V-Anne Chernock, Erich Mesenburg and Jeff Vaillant.

## ICOC Meeting Schedule/Calendar

The ICOC discussed the timing and need for future meetings and decided to schedule the next two meetings as follows:

Wednesday, September 13, 2017, from 6:00 to 8:00 pm at NUSD office  
Wednesday, February 7, 2018, from, from 6:00 to 8:00 pm at NUSD office

The committee also agreed that other meetings could be scheduled, if needed, around these two dates with a majority vote.

## Staff Reports

### NUSD's Sale of Series A Bonds

Yancy Hawkins, Assistant Superintendent Business Operations, presented detailed information on the finance plan for the Series A Bonds, including

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the 25-year Plan of Finance for all bond series, and the expected receipt of each bond series.

## Facility Master Plan and Project Implementation to Date

Mike Woolard, Director of Facilities, and Todd Lee, Greystone West Construction Manager, provided a general overview of the NUSD Master Plan, the Bond Implementation Committee and the 1<sup>st</sup> Round of Board-approved facility projects funded by Measure G bonds.

## Auditors

Ms. Sarah Fiehler, Christy White and Associates, presented a brief overview of the Proposition 39 Financial and Performance Audit process, including objectives, stages, control testing, and substantive procedures.

## Annual Report

Due to time constraints, the ICOC voted to table this report and add it to the agenda for the next meeting.

## Public Comment

There were no public comments.

## Topics and Information for Next Meeting

The ICOC discussed agenda topics for the next scheduled meeting (Wednesday, September 13, 2017). The committee agreed to the following draft agenda:

- Project Update (List/Status)
- Additional Audit Information
- Financial Results/Annual Report
- ICOC Webpage

The final agenda will be reviewed/approved by the ICOC Chair and publically posted 72-hours prior to the next meeting.

Chair V-Anne Chernock announced the next regular ICOC meeting will be September 13, 2017.

Adjourned: The meeting was adjourned at 8:15 pm.

Witnessed:   
Vice-Chair of the Independent Citizens' Oversight Committee

Attested to on this 13<sup>th</sup> day of September 2017.