

INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE

NOVATO UNIFIED SCHOOL DISTRICT (NUSD)

1015 Seventh Street, Novato, CA 94945

MINUTES OF THE REGULAR MEETING OF THE ICOC

September 13, 2017

6:00 – 8:00 pm

Novato Unified School District Office, Room 107

Members Present: Sylvia Barry, V-Anne Chernock, Greg Coté, Ali Iqbal, Erich Mesenburg, Brigit Nevin, and Jeff Vaillant

Members Absent: None

Others Present: Tom Cooper (Board of Trustees)
Yancy Hawkins (Assistant Superintendent Business Operations)
Mike Woolard (Director of Facilities)
Melissa Duggan (Bond Project Coordinator)
Todd Lee (Greystone West Construction Manager)
Sarah Fiehler (Christy White Associates)

Call to Order: The meeting was called to order at 6:00pm

Pledge of Allegiance

Approval of the ICOC Regular Meeting Minutes of July 7, 2017

| MOVED | SECOND | APPROVED |
|---------------|------------------|---|
| Jeff Vaillant | Erich Meisenberg | A motion to approve the minutes from July 7, 2017 was objected to by Sylvia Barry due to a typo in her name. The minutes were accepted as corrected and passed by a vote of 6-0, 1 member abstained (Greg Coté) |

Announcements None

Staff Reports

Welcome and Introductions

Mike Woolard, Director of Facilities, introduced new committee member Ali Aqbal to the committee. Mr Aqbal is filling the role for a taxpayer group member. Mr. Aqbal shared his work experience with the committee. Committee member Mr. Greg Cote, who was not present at the first meeting was introduced, as well as Melissa Duggan, Bond Project Coordinator for Novato Unified School District.

INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE

NOVATO UNIFIED SCHOOL DISTRICT (NUSD)

1015 Seventh Street, Novato, CA 94945

Bond Facilities Project Update

Mike Woolard, Director of Facilities, with added information from Todd Lee, Greystone West Construction Manager, provided a presentation outlining each project of the 1st Round of Board-approved facility projects funded by Measure G bonds.

Additional Audit Information

Ms. Sarah Fiehler, Christy White and Associates, presented a brief review of her presentation of the Proposition 39 Financial and Performance Audit process given at the July 7, 2017 meeting, including objectives, stages, control testing, and substantive procedures.

2016-2017 Financial Results

Yancy Hawkins, Assistant Superintendent, Business and Operations, presented the annual financial results as of 6/30/2017.

Annual Report Subcommittee – Mike Woolard, Director of Facilities, opened a discussion on the annual report process, including the recommendation of a subcommittee to write the final report, and inserting a meeting into the calendar in January to present a rough draft and format options.

Public Comment

There were no public comments.

Topics and Information for Next Meeting

The ICOC discussed agenda topics for the next meeting in early January, 2018 at the Marinovation Center in Novato.

The committee agreed to the following draft agenda:

Annual Report Draft and Format Options

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 determined by a poll of the committee members for a date in January, 2018, followed by the previously scheduled regular meeting on February 7, 2018, 6:00 – 8:00pm at the NUSD office. The committee selected by online poll January 11, 2018 6:00-8:00pm for the next ICOC meeting.

Adjourned: The meeting was adjourned at 7:55 pm.

INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE

NOVATO UNIFIED SCHOOL DISTRICT (NUSD)

1015 Seventh Street, Novato, CA 94945

Witnessed: *N-Anne Chernock*
~~Vice~~ Chair of the Independent Citizens' Oversight Committee

Attested to on this 11th day of January

