

# **INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE**

**NOVATO UNIFIED SCHOOL DISTRICT (NUSD)**

**1015 Seventh Street, Novato, CA 94945**

## **AGENDA**

Wednesday, September 13, 2017

6:00 – 8:00 pm

Novato Unified School District Office, Room 107

- I. Flag Salute (Pledge of Allegiance)**
- II. Welcome/Introductions**
- III. Approval of the Agenda**
- IV. Approval of the ICOC Regular Meeting Minutes of July 7, 2017**
- V. Announcements – Board and District Staff**
- VI. Staff Reports:**
  - Welcome New Committee Member Ali Iqbal – Mike Woolard
  - Bond Facilities Project Update (List/Status) – Mike Woolard
  - Additional Audit Information – Sarah Fiehler (Christy White & Associates)
  - 2016-17 Financial Results – Yancy Hawkins
  - Annual Report Subcommittee – Mike Woolard
  - ICOC Webpage Update – Mike Woolard/Melissa Duggan
  - Potential ICOC Meeting (early Jan 2018) – Mike Woolard
- VII. Discussion/Action:**
  - ICOC Meeting Schedule/Calendar - Yancy Hawkins
- VIII. Public Comment**
- IX. Adjournment**

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## DRAFT 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.

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## **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 1<sup>st</sup> 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.

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

Attested to on this 11<sup>th</sup> day of January

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