

INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE

NOVATO UNIFIED SCHOOL DISTRICT (NUSD)

1015 Seventh Street, Novato, CA 94945

MINUTES OF THE REGULAR MEETING OF THE ICOC

January 11, 2018

6:00 – 8:00 pm

Marinovation Center (CEC Makerspace)

931 C Street, Novato CA

Members Present: Sylvia Barry, V-Anne Chernock, Greg Coté, Ali Iqbal, and Brigit Nevin.

Members Absent: Erich Mesenburg, Jeff Vaillant

Others Present: Tom Cooper (Board of Trustees)
Yancy Hawkins (Assistant Superintendent Business Operations)
Mike Woolard (Director of Facilities)
Melissa Duggan (Bond Project Coordinator)

Call to Order: The meeting was called to order at 6:14pm

Pledge of Allegiance – The pledge was deferred as there was no flag at the meeting location.

Approval of the ICOC Agenda for January 11, 2018

MOVED	SECOND	APPROVED
Greg Coté	Brigit Nevin	A motion to approve the Agenda for the January 11, 2018 meeting was approved by a vote of 5-0.

Approval of the ICOC Regular Meeting Minutes of September 13, 2017

MOVED	SECOND	APPROVED
Sylvia Barry	Brigit Nevin	A motion to approve the minutes from September 13, 2017 was objected to by Ali Iqbal, due to a typo in his name in the Welcome and Introductions. The minutes were accepted as corrected and passed by a vote of 5-0.

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Announcements

Marinovation Classroom

Mike Woolard, Director of Facilities, gave a brief overview and description of the sample 21st Century Flexible Classroom Furniture on display, and invited the committee to try out the furniture after the meeting.

Bond Facilities Project Update

Yancy Hawkins, Assistant Superintendent Business & Operations, gave a brief update on the status of current project programming and advised the committee that a full project update will be presented to the committee at the February 7, 2018 meeting.

Staff Reports

Annual Report Draft Options

Mike Woolard presented sample options of other ICOC annual reports, as well as a sample draft option that staff created for the committee. Greg Coté asked for clarification as to the target audience of the report. Yancy Hawkins delineated that the report is directed to the Board of Trustees, but also to the community at large, and a discussion ensued as to the purpose and scope of the narrative of the report. Greg suggested that year over year, the narrative should be a following up of the promise of the bond, as well as the bond project progress. Sylvia Barry requested that for the initial annual report that the narrative include an explanation of the Facilities Master Plan process and the Bond Implementation Committee processes, and the stakeholders involved in the setting of the project prioritization.

Annual Report Sub-Committee

Chair V-Anne Chernock asked for two volunteers to be on the annual report sub-committee, tasked with working with District staff to create the draft annual report to be presented to the full committee at the February 7, 2017 meeting. Greg Coté and Sylvia Barry volunteered, and will work electronically and in person with Mike Woolard and Melissa Duggan to create the draft annual report. The chair will present the committee-approved report to the Board of Trustees on March 6th, with the flexibility of presenting at the March 20th meeting if needed.

Form 700 – Yancy Hawkins discussed best practices in having members of the committee fill out a Form 700 Conflict of Interests form, and offered assistance to the committee members if needed to fill out the form. Melissa

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Duggan will send the current year form to the committee once made available by the state.

Public Comment

There were no public comments.

Topics and Information for Next Meeting

The ICOC discussed agenda topics for the next meeting February 7, 2018 at the District Office.

The draft agenda will include a Bond Facilities Project Update, 2016-17 Financial Audit and Performance Audit presentation, and the sub-committee presentation of the draft annual report

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

The next previously scheduled regular ICOC meeting will be on Wednesday February 7, 2018, 6:00 – 8:00pm at the NUSD office. The committee expressed a preference for future meetings to be held on Thursday evenings, and so selected Thursday May 17th, 6:00 – 8:00pm at the District Office to follow the February 7th meeting.

Adjourned: The meeting was adjourned at 6:52 pm.

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

Attested to on this 7th day of February, 2018

