

NOVATO UNIFIED SCHOOL DISTRICT
SPECIAL Meeting of the Board of Trustees
December 15, 2015
6:30 PM, Closed Session - 7:00 PM, Open Session
Novato Education Center - 1015 Seventh Street, Novato, CA 94945

Attendance Taken at 6:30 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 - 6:30 p.m.

President Knell called the Board meeting to order at 6:30 p.m.

2. CLOSED SESSION AGENDA

3. CLOSED SESSION ANNOUNCEMENT/RECESS TO CLOSED SESSION - 6:32 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 Sections 54957 and 54957.6: Conference with Labor Negotiators (Kris Cosca, Assistant Superintendent, Human Resources) Employees Organization: California School Employees Association - Ewing Study

4. PUBLIC COMMENT ON CLOSED SESSION AGENDA

None

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

President Knell called the Board meeting to order at 7:00 p.m.

5.a. Pledge of Allegiance

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 Cooper reported on action taken in closed session:

- With respect to every item of business to be discussed in closed session pursuant to Gov Code Sections 54957 and 54957.6: Conference with

Labor Negotiators (Kris Cosca, Assistant Superintendent, Human Resources) Employees Organization: California School Employees Association - Ewing Study - direction given to staff.

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. Gregory Mack 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

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

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

None

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

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

Trustee Mack requested item "13.a" - *Memorandum of Understanding between Novato Unified School District/Hamilton Elementary School and AARP Experience Corps Marin* be pulled for discussion.

Motion Passed: A motion to approve the Consent Agenda, except item "13.a" - *Memorandum of Understanding between Novato Unified School District/Hamilton Elementary School and AARP Experience Corps Marin*, passed by a vote of 7-0. Passed with a motion by Mr. Ross Millerick and a second by Mr. Thomas Cooper.

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

Present Knell asked the Trustees if pulled consent items could be discussed after the approval of the Consent Agenda instead of at the end of the meeting. The Trustees agreed to discuss pulled consent items after the approval of the Consent Agenda.

10. PRESENTATION - 7:15 p.m.

10.a. Marin School of the Arts Donation - 7:15 p.m.

Matt Meblin, Marin School of the Arts Foundation President, shared their recent donation of 25 iMac computers to Novato High School for a total of 36 computers donated by the MSA Foundation. These computers will be available for all students. He also described some of the Foundation's activities as well as introduced some of his Board members.

11. STAFF REPORTS - 7:30 p.m.

11.a. NUSD Graduate Profile - 7:30 p.m.

Jim Hogeboom, Superintendent, shared a PowerPoint presentation on a Graduate Profile and why this profile is necessary as the world has changed dramatically in the past decade along with knowledge and skills necessary for students to be successful. He described the process for developing a Graduate Profile that included two meetings of the District Advisory Committee (DAC) as well as meetings with students, staff, parents, and community groups to gather input. The DAC is comprised of students, teachers, classified staff, administrators, parents, ELAC representatives and community members. At the December 2 DAC meeting, the Committee developed the proposed final list of skills for a Graduate Profile which were broken down to three Big C's and three Little C's. The differentiation being that the three Big C's of Collaboration, Communication and Critical Thinking would be taught and assessed by all teachers while the three Little C's of Character, Cultural Competence and Conscientious Learner would be the responsibility of each school to foster and promote but would not be assessed.

The next steps include finalizing the list of skills and key components and then presenting the Graduate Profile to the Board of Trustees at the February 23 Special Board meeting. Once approved, the Graduate Profile will be passed along to a District Leadership Team consisting of teachers and administrators who will prioritize the skills, determine the next steps of how to ensure these skills are taught and assessed, and ensure that teachers have the support and resources to make the Graduate Profile a reality.

Student Board Members Reilly Agmon, Novato High School, and Jane Williams, San Marin High School, commented on the Graduate Profile.

Public Comment:

A community member commented on the Graduate Profile and requested to be a participant on the District Advisory Committee.

11.b. Update on the Completion of the Media Center and Model Classroom at the Community Education Center at Hamilton - 7:50 p.m.

Karen Maloney, Assistant Superintendent, Business & Operations reported on the completion of building modifications to the Media Center and Model Classroom at the Community Education Center (CED) at Hamilton, as well as the purchase

of computers and furniture. The CEC consists of four learning pods Marin County Free Library South Novato branch, MakerSpace Lab, Media Center and Model classroom. The construction of the library is complete and open to the public. The MakerSpace Lab is scheduled for completion in December 2015, and will open for student and community use in January 2016. The two remaining pods to be completed are the Media Center and the Model Classroom.

On February 3, 2015, the Board of Trustees approved a budget of \$483,168 for NUSD's portion of cost associated with construction and furniture needs of the CEC with approval of the Community Library Partnership Agreement. The total estimated cost to complete construction and furnish the CEC is \$97,500 which includes \$39,500 for computer equipment, \$37,700 for remodeling of the Media Center to support a sound studio, and \$20,000 for the Model classroom which will be equipped with modular and distance learning equipment.

12. DISCUSSION/ACTION - 8:05 p.m.

12.a. Approve the 2015-2016 First Interim Budget Report - 8:05 p.m.

Karen Maloney, Assistant Superintendent, Business & Operations, introduced Nancy Walker, Director of Fiscal Services, who shared a PowerPoint presentation on the highlights of the 2015-2016 First Interim Budget Report. The First Interim Budget uses October 31st data, is due December 15th of each year, and is reviewed and approved by the Board of Trustees. The report documents that the District certifies its ability to meet its financial obligations for the current, and two subsequent fiscal years. Staff will attend the Governor's budget conference on January 13, 2016 to learn more detailed information regarding funding for 2016-2017.

Motion Passed: A motion to approve the 2015-2016 First Interim Budget Report passed by a vote of 7-0. Passed with a motion by Mrs. Debbie Butler 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

12.b. Approve Agreement for Professional Design Services with WLC Architects for the Development of a District-Wide Educational Facility Master Plan - 8:20 p.m.

Karen Maloney, Assistant Superintendent, Business & Operations, reported on the Agreement with WLC Architects for the Development of a District-Wide Educational Facility Master Plan. In order to understand fully the District's educational facility needs, including the impact of the shift to 21st Century learning on classrooms and learning spaces, the District pursued the selection of an architect who will develop a District-wide Educational Facility Master Plan. On December 8, 2015, the Board of Trustees approved WLC Architects as the firm most qualified to develop the District-wide Educational Facility Master Plan. Staff

met with WLC on December 11, 2015, to develop the scope of work and negotiate the agreement for professional design services. The agreement was reviewed by legal counsel.

Motion Passed: A motion to approve the Agreement with WLC Architects for the Development of a District-Wide Educational Facility Master Plan passed by a vote of 7-0. Passed with a motion by Mr. Thomas Cooper 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

12.c. Authorization to Begin Public Bidding for the Renovation of Science Classrooms at Novato High School - 8:30 p.m.

Karen Maloney, Assistant Superintendent, Business & Operations, reported on the Authorization to Begin Public Bidding for the Renovation of Science Classrooms at Novato High School. On November 17, 2015, District staff met with Novato High School Administration and representatives of the Science Department to discuss their needs for the science program at Novato High, and concluded with a need for one additional lab space and two additional Biotechnology spaces. The renovations would include converting the old computer lab into a useable classroom with a storage room for science, converting one classroom into one lab space, and converting two classrooms into a Bio Tech space. This project does not require DSA approval and the work is expected to be done in the summer 2016.

Motion Passed: A motion to approve the Authorization to Begin Public Bidding for the Renovation of Science Classrooms at Novato High School passed by a vote of 7-0. Passed with a motion by Mr. Ross Millerick and a second by Mr. Gregory Mack.

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

12.d. Authorization to Begin Public Bidding for the Renovation of Existing Portables for the San Marin High School STEM Program - 8:40 p.m.

Karen Maloney, Assistant Superintendent, Business & Operations, reported on the Authorization to Begin Public Bidding for the Renovation of Existing Portables for the San Marin High School STEM Program. On October 22, 2015, District staff met with San Marin High School Administration and representatives of the Science Department to discuss their needs to support the STEM program and concluded

with the need for one additional lab space and three additional Biotechnology spaces. An existing science room can be used for the requested lab space, requiring no modifications and directly behind the science wing are three portable buildings that can be converted to Biotechnology spaces. The work is expected to be done in the summer 2016.

Motion Passed: A motion to approve the Authorization to Begin Public Bidding for the Renovation of Existing Portables for the San Marin High School STEM Program 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

12.e. Authorization to Begin Public Bidding for the Installation of Leased Portables at San Marin High School - 8:50 p.m.

Karen Maloney, Assistant Superintendent, Business & Operations, reported on the Authorization to Begin Public Bidding for the Installation of Leased Portables at San Marin High School. With the conversion of the three portables for the San Marin STEM Program, additional space is needed for three regular classrooms. During the October 22, 2015, meeting with District staff, it was determined that short-term, leased portables, placed on the basketball courts by the concession stand, would be a good option. This project does not require DSA approval and the work is expected to be done in the summer 2016.

Motion Passed: A motion to approve the Authorization to Begin Public Bidding for the Installation of Leased Portables at San Marin High School passed by a vote of 7-0. Passed with a motion by Mr. Ross Millerick 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

13. CONSENT: All items approved by a single action - 9:00 p.m.

13.a. Memorandum of Understanding between Novato Unified School District/Hamilton Elementary School and AARP Experience Corps Marin

Trustee Mack pulled item 13.a" - Memorandum of Understanding between Novato Unified School District/Hamilton Elementary School and AARP Experience Corps Marin for discussion. The AARP Experience Corps Marin is a great program of volunteers and he encouraged expansion to more NUSD schools. Staff agreed

to present the program to other schools and report about the success of the program at a future board meeting.

Motion Passed: A motion to approve Consent Agenda item "13.a" - Memorandum of Understanding between Novato Unified School District/Hamilton Elementary School and AARP Experience Corps Marin passed by a vote of 7-0. Passed with a motion by Mr. Ross Millerick and a second by Mr. Gregory Mack.

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

13.b. Facilities Change Directives/Change Orders

Motion Passed: Passed with a motion by Mr. Ross Millerick and a second by Mr. Gregory Mack.

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

13.c. Approve Fourth Amendment to the Agreement with the Transportation Authority of Marin (TAM) to Provide Crossing Guard Services to Novato Unified School District for the 2015-2016 School Year

Motion Passed: Passed with a motion by Mr. Ross Millerick and a second by Mr. Gregory Mack.

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

13.d. Approve Gifts or Donations to the District per Board Policy 3290

Motion Passed: Passed with a motion by Mr. Ross Millerick and a second by Mr. Gregory Mack.

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

13.e. Approve Declaration for Disposal of Unusable Textbooks and/or Instructional Materials

Motion Passed: Passed with a motion by Mr. Ross Millerick and a second by Mr. Gregory Mack.

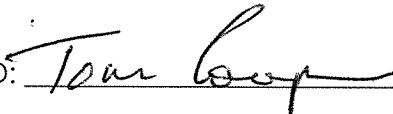
Yes Ms. Maria Aguila
Yes Mrs. Debbie Butler
Yes Mr. Thomas Cooper
Yes Mr. Derek Knell
Yes Mr. Gregory Mack
Yes Mr. Ross Millerick
Yes Mrs. Shelly Scott

14. ADJOURNMENT - 9:05 p.m.

Trustee Cooper announced School & College Legal Services of California is hosting a Brown Act, Ethics and Conflicts for New Board Members on December 17 from 4:00 - 7:00 p.m. at Sonoma County Office of Education.

President Knell announced the next regularly scheduled Board meeting will be on January 12, 2016, Closed Session at 5:30 p.m., and Open Session at 7:00 p.m.

The meeting was adjourned at 9:15 p.m.

WITNESSED: , Vice President/Clerk of the Board of Trustees

Attested to on this 12th day of January 2016.