

**NOVATO UNIFIED SCHOOL DISTRICT**  
**REGULAR Meeting of the Board of Trustees**

August 2, 2016 - 6:30 PM

Novato Education Center - 1015 Seventh Street, Novato, CA 94945

**Attendance Taken at 6:30 PM:**

Present:

Ms. Maria Aguila  
Mrs. Debbie Butler  
Mr. Derek Knell  
Mr. Gregory Mack  
Mr. Ross Millerick

Absent:

Mr. Thomas Cooper  
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 (Jim Hogeboom, Superintendent) Unrepresented Employee: Assistant Superintendent

**4. PUBLIC COMMENT ON CLOSED SESSION AGENDA - 6:35 p.m.**

None

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

President Knell called the Board meeting to order at 7:04 p.m.

**5.a. Pledge of Allegiance**

**6. ANNOUNCEMENT OF REPORTABLE ACTION/CLOSED SESSION - 7:04 p.m.**

President Knell announced Trustee Butler would be the acting Vice President/Clerk and would make the closed session announcement.

## 6.a. Board Action in closed session must be reported in open session

Acting Vice-President/Clerk Butler 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 (Jim Hogeboom, Superintendent) Unrepresented Employee: Assistant Superintendent - information only

## 7. APPROVAL OF AGENDA - 7:06 p.m.

President Knell announced Trustee Cooper was absent due to a traveling engagement, and Trustee Scott was absent because of a family medical situation. President Knell requested a motion to excuse Trustee Scott's absence.

**Motion Passed:** A motion to approve Trustee Scott's absence passed by a vote of 5-0, 2. Passed with a motion by Mr. Gregory Mack and a second by Ms. Maria Aguila. (Trustees Cooper and Scott Absent)

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

**Motion Passed:** A motion to approve the Agenda passed by a vote of 5-0, 2. (Trustees Cooper and Scott Absent) Passed with a motion by Mr. Ross Millerick and a second by Mr. Gregory Mack.

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

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

None

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

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

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

**Motion Passed:** A motion to approve the Consent Agenda, except "15.j" - Approve Award of Contract for Site Work on Portable Preschool Classrooms at Lu Sutton and Olive Elementary Schools to Ft. Bragg Electric, passed by a vote of 5-0, 2. (Trustees Cooper and Scott Absent) Passed with a motion by Mr. Ross

Millerick and a second by Ms. Maria Aguila.

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

## **10. ANNOUNCEMENTS: BOARD AND SUPERINTENDENT - 7:15 p.m.**

### **10.a. Questions, Comments and Announcements: Board and Superintendent**

#### **TRUSTEE ANNOUNCEMENTS:**

- Trustee Millerick announced that with the passing of the College of Marin bond there are plans for a new swimming pool and landscape improvement. There will be a preliminary meeting on Monday, August 8, with Indian Valley College about extending a water pipeline for recycled water from Ignacio Boulevard and Fairway Drive up to Indian Valley College with an opportunity to have recycled water for the San Jose Middle School campus.
- Trustee Mack attended the Friends of College of Marin and Indian Valley College reception after the bond election, and the proposed new swimming pool will be built very close to San Jose Middle School.
- Fourth of July Parade
- On July 26 Memorial Services for Ethel Seiderman who was a zealous Marin advocate for children and families

#### **SUPERINTENDENT ANNOUNCEMENTS:**

- Superintendent Hogeboom announced all administrators returned to work on August 1 and participated in a Project Based Learning exercise along with administrators from the Marin County Office of Education at Angel Island. Bob Lenz, Buck Institute, facilitated the project which was based on the time when the Chinese were interred at Angel Island through the Chinese Exclusion Act. Two young women from the E3: Education, Excellence and Equity organization founded by Dr. JuanCarlos Arauz, shared their experiences. Hugh Vasquez, National Equity Project, was also present. This morning, August 2, was a debriefing session about the Project Based Learning (PBL) project and also how the Single Plans for Student Achievement support PBL.
- San Marin High School will be hosting three days of Project Based Learning training for administrators, teachers and coaches from August 3-5. The Board of Trustees was invited to visit the trainings.

## **11. NON-AGENDA PUBLIC COMMENT - 7:20 p.m.**

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

A parent commented and demonstrated hands-only CPR with a

recommendation that all athletic coaches be trained on how to do it.

## **12. PRESENTATIONS: 7:25 p.m.**

### **12.a. Special Employee Recognition - 7:25 p.m.**

Karen Maloney, Assistant Superintendent, Business & Operations recognized Cyndee Cannon for her 11 years of service in Business Services as the Executive Assistant. Cyndee Cannon will be the Executive Assistant to the Assistant Superintendent, Human Resources.

### **12.b. New NUSD Website - 7:35 p.m.**

Leslie Benjamin, Director, Communications and Community Engagement, and Sean Rozell, Director, Instructional Technology, reported that Entropic Studio consulting services along with IT support launched the new NUSD website about a month ago and all schools are online. Leslie Benjamin introduced Todd Walker, Jeff Arnold, both from Entropic Studios, and Nonny David, NUSD IT, who shared some of the features of the new website, and demonstrated the ease of finding information quickly.

Entropic Studio has been a great partner listening to NUSD's website needs and wants and designing a modern, forward thinking, and intuitive website that easily integrates social media, video and photos.

WordPress was chosen as the website platform as 26% of all websites globally are on WordPress as well as 50-60% of the global CMS market. This popularity and usage translates into its ease of use and the ability to find 'editors' easily if needed.

District and school websites need to be a place where students, potential students and their families can go to learn anything and everything they need to know about that school and district. Not only does it need to be eye-catching but also constantly updated and easy for the student or parent to use.

## **13. PUBLIC HEARINGS - 7:50 p.m.**

### **13.a. Resolution No. 1-2016/2017 Declaring Intention to Convey an Easement to Pacific Bell Telephone Company for Utility Purposes on Parcel 1A / 157-980-07 - 7:50 p.m.**

President Knell opened the Public Hearing for Resolution No. 1-2016/2017 Declaring Intention to Convey an Easement to Pacific Bell Telephone Company for Utility Purposes on Parcel 1A / 157-980-07, and closed the Public Hearing with no public comments.

### **13.b. Resolution No. 2-2016/2017 Declaring Intention to Convey an Easement to Pacific Bell Telephone Company for Utility Purposes on Parcel 1B / 157-980-08 - 7:53 p.m.**

President Knell opened the Public Hearing for Resolution No. 2-2016/2017

Declaring Intention to Convey an Easement to Pacific Bell Telephone Company for Utility Purposes on Parcel 1B / 157-980-08, and closed the Public Hearing with no public comments.

#### 14. DISCUSSION/ACTION - 7:55 p.m.

##### 14.a. Approve Resolution No. 1-2016/2017, No. 2-2016/2017, No. 3-2016/2017 and No. 4-2016/2017, Granting Utility Easements to Pacific Bell Telephone (AT&T) on Hamilton Parcels 1A & 1B

Karen Maloney, Assistant Superintendent, Business & Operations, reported on Resolution No. 1-2016/2017, No. 2-2016/2017, No. 3-2016/2017 and No. 4-2016/2017, Granting Utility Easements to Pacific Bell Telephone (AT&T) on Hamilton Parcels 1A & 1B. The District has received a request from Pacific Bell Telephone (AT&T) authorizing utility easements for Hamilton Parcels 1A & 1B, one easement per location. AT&T agrees to install their conduit(s) in-ground by means of boring, which is a non-intrusive means of installation. However, the conduits will remain as permanent obstacles that may or may not have to be intervened in the future. Therefore, the District requested compensation from the developer (ICI Corporation) to cover potential future costs associated with locating or re-routing these lines.

The District reached a tentative agreement with the developer; in exchange for allowing the easements, the District will receive compensation in the form of a one-time payment of \$25,000 from ICI. With Board approval of these easements, District staff will request payment from ICI in exchange for executing the easement applications.

Trustee Butler asked which fund the money would be deposited into and Karen Maloney responded Fund 41 which is designated for Hamilton.

**Motion Passed:** A motion to Approve Resolution No. 1-2016/2017, No. 2-2016/2017, No. 3-2016/2017 and No. 4-2016/2017, Granting Utility Easements to Pacific Bell Telephone (AT&T) on Hamilton Parcels 1A & 1B passed by a vote of 5-0, 2. (Trustees Cooper and Scott Absent) Passed with a motion by Mr. Ross Millerick and a second by Mr. Gregory Mack.

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

##### 14.b. Revised District Priorities and Goals for 2016-2017 - 8:05 p.m.

Jim Hogeboom, Superintendent, reported on the Revised District Priorities and Goals for 2016-2017. The Board of Trustees established four key priorities for the 2016-17 School Year: Equity, Student Success, Staff Support and Community Involvement and Engagement. Under each of these priorities were set three

SMART (Specific, Measurable, Achievable, Realistic and Time-bound) goals. Staff have revised and/or updated each of the 12 goals for Board consideration based on previous input from the Board and from Administrative Council. There were two areas in which information was missing, Goal 2 was missing SBAC assessments, and Goal 9 was missing the teacher retention numbers. Once those figures are obtained, then the District Priorities and Goals for 2016-2017 will be recommended for approval at a future Board meeting.

Based on these new goals, the new Assistant Superintendent for Education Services, Ivan Chaidez, and staff have aligned the template for our Single Plans for Student Achievement to these new goals as well as condense the information needed. These plans will be presented to the Board during the two October Board meetings.

**14.c. Approve the 2016 Facilities Master Plan as prepared by WLC Architects - 8:15 p.m.**

Karen Maloney, Assistant Superintendent, and Ector Mojica, WLC Representative, reported on the 2016 Facilities Master Plan as prepared by WLC Architects. Karen Maloney shared a Prezi presentation. In December 2015, the Board of Trustees approved a contract with the architectural firm WLC Architects to develop a comprehensive education facility master plan. WLC Architects began the process by conducting community and site meetings to provide information about facility needs, 21st century learning spaces and to gather input from stakeholder groups regarding needs and desires. As part of this process, WLC Architects also evaluated the educational suitability of current school facilities. Over 35 meetings were conducted, including teachers and staff, parents, PTA members, booster clubs, students, Cabinet, Board members, and District consultants including Greystone West, NUSD's construction management firm.

The 2016 Facilities Master Plan as prepared by WLC Architects is complete, and recommended for Board approval, but once the bond is passed, it will become a living document, and subject to changes.

Public Comment:

A parent commented on the 2016 Facilities Master Plan and the bond measure.

**Motion Passed:** A motion to Approve the 2016 Facilities Master Plan as prepared by WLC Architects passed by a vote of 5-0, 2. (Trustees Cooper and Scott Absent) Passed with a motion by Mr. Gregory Mack and a second by Mrs. Debbie Butler.

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

#### **14.d. Revision to Personal Finance Course Outline and Updated Textbook Adoption - 8:30 p.m.**

Julia Kempkey, Director of Curriculum & Instruction/Innovation, reported on the Revision to Personal Finance Course Outline and Updated Textbook Adoption. The Personal Finance course was initially developed based on student feedback on ways that NUSD can better serve their needs and make school more relevant. The course has been an exciting addition to course offerings for high school students. The course covers highly engaging and relevant topics (like taxes, car ownership, credit and independent living) while exposing students to advanced algebra concepts. The course was first approved and offered to students at each of the high schools (including Marin Oaks) during the 2015-2016 school year. In this first year, the teachers piloted a few different curriculums and textbooks in order to assess how well they aligned to the objectives of the course. The teachers unanimously chose a book used by many high schools in California that offer a similar math course, Financial Algebra: Advanced Algebra with Financial Applications. This textbook provides teachers with flexible units that are grounded in advanced algebra concepts. Further, the units are easily adapted into project or problem based learning opportunities for students. The book also provides instructional strategies to allow for differentiation so students who have more extensive math background are engaged as well as enough scaffolding to ensure students who may traditionally struggle in math are appropriately supported.

In addition to the update to the curriculum associated with the course, a team of teachers and administrators reviewed the course outline and made revisions to better align with the "g" requirement of the University of California college entrance requirements. This elevates the course to a college-preparatory elective course with a focus in mathematics. The team will continue to meet through this school year to collaborate and ensure the course provides NUSD students with a relevant, engaging approach to mathematics.

**Motion Passed:** A motion to approve the Revision to Personal Finance Course Outline and Updated Textbook Adoption passed by a vote of 5-0, 2. (Trustees Cooper and Scott Absent) Passed with a motion by Mr. Ross Millerick and a second by Mr. Gregory Mack.

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

#### **14.e. Board and District Committees for 2016-2017 - 8:45 p.m.**

Derek Knell, Board President, requested the Trustees review the Board and District Committees for 2016-2017, and let him know which committees they would like to participate on. A proposed Board and District Committee list will be approved at a future Board meeting.

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

**15.a. Minutes of the Meeting of June 21, 2016**

**Motion Passed:** Passed with a motion by Mr. Ross Millerick and a second by Ms. Maria Aguila.

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

**15.b. Personnel Actions of August 2, 2016**

**Motion Passed:** Passed with a motion by Mr. Ross Millerick and a second by Ms. Maria Aguila.

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

**15.c. Approve Counseling Experience Agreement with Sonoma State University**

**Motion Passed:** Passed with a motion by Mr. Ross Millerick and a second by Ms. Maria Aguila.

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

**15.d. Approve Student Teaching Agreement with Dominican University of California**

**Motion Passed:** Passed with a motion by Mr. Ross Millerick and a second by Ms. Maria Aguila.

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



#### 15.e. EdLeader 21 Membership Renewal

**Motion Passed:** Passed with a motion by Mr. Ross Millerick and a second by Ms. Maria Aguila.

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

#### 15.f. Acceptance of the Grant Award from the Peter Haas Jr. Family Fund to Expand the Contract with 10,000 Degrees for San Marin, Marin Oaks, and Novato High Schools for 2016-2017

**Motion Passed:** Passed with a motion by Mr. Ross Millerick and a second by Ms. Maria Aguila.

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

#### 15.g. Acceptance of the Grant Award from the Peter Haas Jr. Family Fund to Support Overall Coordination of the Healthy Novato Initiative Grants and a School-Based Prevention Counselor for 2016-2017

**Motion Passed:** Passed with a motion by Mr. Ross Millerick and a second by Ms. Maria Aguila.

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

#### 15.h. Pilot with Edgenuity, Inc.

**Motion Passed:** Passed with a motion by Mr. Ross Millerick and a second by Ms. Maria Aguila.

Yes	Ms. Maria Aguila
Yes	Mrs. Debbie Butler
Absent	Mr. Thomas Cooper
Yes	Mr. Derek Knell
Yes	Mr. Gregory Mack

Yes	Mr. Ross Millerick
Absent	Mrs. Shelly Scott

#### 15.i. Additional non-fiction title for 7th grade core classes

**Motion Passed:** Passed with a motion by Mr. Ross Millerick and a second by Ms. Maria Aguila.

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

#### 15.j. Approve Award of Contract for Site Work on Portable Preschool Classrooms at Lu Sutton and Olive Elementary Schools to Ft. Bragg Electric

Trustee Mack requested Consent Agenda Item "15.j" - Approve Award of Contract for Site Work on Portable Preschool Classrooms at Lu Sutton and Olive Elementary Schools to Ft. Bragg Electric, be pulled for discussion. Karen Maloney, Assistant Superintendent, Business & Operations, introduced Adam Coll, Construction Manager, who reported that the process for installing a portable at Lu Sutton will be slowed down by a request from the principal and the community. Mr. Coll recommended approving the award of contract to Ft. Bragg Electric, and at a future Board meeting a Change Order will be presented with the cost deduction for not installing a portable at Lu Sutton at this time.

Mr. Coll also reported a letter of protest was received about the bid process. Legal counsel reviewed the process and denied the bid protest because the process was transparent.

**Motion Passed:** A motion to approve Consent Agenda Item "15.j" - Approve Award of Contract for Site Work on Portable Preschool Classrooms at Lu Sutton and Olive Elementary Schools to Ft. Bragg Electric, passed by a vote of 5-0, 2. (Trustees Cooper and Scott Absent) Passed with a motion by Mr. Ross Millerick and a second by Mr. Gregory Mack.

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

#### 15.k. Approve Amendment to Greystone West Agreement for Construction Management Services

**Motion Passed:** Passed with a motion by Mr. Ross Millerick and a second by Ms. Maria Aguila.

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

**15.l. Field Trip - Rancho - Fifth Grade - Walker Creek, Marshall, CA - October 10-14, 2016**

**Motion Passed:** Passed with a motion by Mr. Ross Millerick and a second by Ms. Maria Aguila.

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

**15.m. Ratify Warrant Register for Warrants Issued June 8, 2016 through July 21, 2016**

**Motion Passed:** Passed with a motion by Mr. Ross Millerick and a second by Ms. Maria Aguila.

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

**15.n. Approve Disposal of Obsolete Property/Equipment**

**Motion Passed:** Passed with a motion by Mr. Ross Millerick and a second by Ms. Maria Aguila.

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

**15.o. Approve Disposal of Obsolete Textbooks/Instructional Materials**

**Motion Passed:** Passed with a motion by Mr. Ross Millerick and a second by Ms. Maria Aguila.

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

**16. ADJOURNMENT - 9:05 p.m.**

The meeting was adjourned at 9:31 p.m.

WITNESSED: \_\_\_\_\_  
Acting Vice President/Clerk of the Board of Trustees

Attested to on this 16<sup>th</sup> day of August 2016.