

INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE



NOVATO UNIFIED SCHOOL DISTRICT

MINUTES OF THE REGULAR MEETING OF THE ICOC

Wednesday May 19, 2021

6:00 – 8:00

Novato Unified School District Office

Due to COVID-19, meeting was held remotely online via Zoom. Public comment was available during the public comment period via Zoom and email.

Members Present: Erich Mesenburg, Jeff Vaillant, Judy Adison- Hight, Ali Iqbal, Sylvia Barry, Brigit Nevin, Kelly Mathysson

Members Absent: None

Others Present: Mike Woolard (Executive Director of Facilities)
Melissa Duggan (Facilities Project Manager)
Julie Jacobson (Trustee) Joined during Announcements

Call to Order: The meeting was called to order at 6:01pm

Flag Salute/Pledge of Allegiance

Welcome/Introductions:

Mike Woolard welcomed the committee.

Approval of the ICOC Agenda for May 19, 2021

MOVED	SECOND	APPROVED
Jeff Vaillant	Ali Iqbal	A motion to approve the Agenda for the May 19, 2021 regular meeting was approved and passed by a vote of 7-0.



Approval of the ICOC Regular Meeting Minutes for March 18, 2021

MOVED	SECOND	APPROVED
Jeff Vaillant	Ali Iqbal	A motion to approve the Minutes for the March 18, 2021 regular meeting was approved and passed by a vote of 7-0.

Announcements:

Mike reminded everyone to turn in their Form 700 forms. He announced the Board reappointment of ICOC members Jeff Vaillant and Ali Iqbal to a third term of July 1, 2021 through June 30, 2023 and let the committee know of Erich Mesenburg's resignation upon completion of his second term on June 30, 2021. A new member filling his PTA member role will be sought out for application.

Public Comment No public comment was received during the public comment period.

Discussion/Action

Nomination and Election of Chair and Vice Chair for 2021/22

Mike explained the basic process of succession as outlined in the By-laws, of the Vice Chair automatically rotating into the Chair position and a new Vice Chair receive nomination and election. Upon the resignation of the committee's initial Chairperson, the Vice Chair declined to accept the new role and a new Chair was elected. Mike offered to the committee that as precedence has been set, they could decide to follow either format in selecting a Chair and Vice Chair and turned the floor back to the committee for debate and discussion.



Approval of the Chair for the 2021/2022 ICOC

MOVED	SECOND	APPROVED
Jeff Vaillant	Judy Adison-Hight	A motion to elect Ali Iqbal to the position of Chair for the 2021-2022 year was approved by a vote of 7-0

Approval of the Vice Chair for the 2021/2022 ICOC

MOVED	SECOND	APPROVED
Ali Iqbal	Brigit Nevin	A motion to elect Jeff Vaillant to the position of Vice Chair for the 2021-2022 year was approved by a vote of 7-0

ICOC Meeting Calendar for the Summer Site Walk and Fall Meeting

Doodle Poll will be sent out for a late August Construction Site Walk date selection and for the Fall meeting in September or October. The Fall meeting will include a project update, Annual Report subcommittee selection, and any other pieces of business the committee may want to have agendized.

Staff Report

Measure G ICOC Roles and Responsibilities and Requirements Review

Combining information from the first two agendized staff reports into one Powerpoint presentation, Mike Woolard began by going over the purpose of the ICOC, Education Code language regarding Citizens' Oversight Committees, permissible activities and powers, and the Measure G Bond Ballot Language. He shared Ed Code language as it pertains to an ICOC public report, and began a review of a sampling of annual reports as done by other school districts.

Judy Adison-Hight asked for historical background on the Measure G Annual Report as to how and when it came to be in the format that it is. Melissa Duggan read the minutes from the ICOC meeting in January 2018 where samples of annual reports were presented, and she recapped discussions that were had

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regarding the purpose and scope of the report. Sylvia Barry added that because Measure G was such a large financial investment for the community, a conscientious decision was made to include photos of projects for the public to understand and see where and how the Bond funds were being spent. She emphasized that the use of photos was not marketing but assurance to the public of how the monies were expended per the ballot language. Information was presented about how and where the annual report is available to the public, and suggestions were made about additional avenues of electronic messaging to reach the widest audience possible. Melissa reminded the committee that staff was here to help facilitate if needed, but the decisions about what and how information is presented in the report is theirs to direct.

Erich Mesenburg reminded the committee that specific discussion at this meeting of what works and doesn't work in the annual report needs to be an agendaized discussion/action item at the next meeting. He also supported comments that once a basic template or format is agreed upon by the full committee, that the specific decisions made by the selected annual report sub-committee should be respected by the rest of the committee when it is presented.

Sylvia Barry asked for clarification on the slide outlining permissible ICOC activities, as it pertains to reviewing any deferred maintenance proposals or plans. Mike acknowledged that the legal definition was vague, and if the committee requested more information he could do research if desired. He did remind the committee that the Board of Trustees had allocated \$44M to deferred maintenance projects at one of their meetings, and Sylvia verified that the committee only has the ability to review those plans, not direct them, if so desired. No action was directed.

Bond Facilities Project Update Summer 2021

A power point presentation was given to the committee by Mike Woolard that focused on project updates for work coming Summer 2021 for San Marin HS, Lynwood ES, Olive ES, the IT Infrastructure Upgrade project, and the IT Classroom Technology Toolkit. This included work for the San Marin High School Exterior Siding Replacement project and the Synthetic Turf Fields Project; Lynwood Elementary School Classroom Modernization and New Kitchen; Olive Elementary School Classroom Modernization and New Administration building; IT

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Infrastructure upgrades at Sinaloa Middle School, Lu Sutton, San Ramon, Lynwood and Olive Elementary schools; and installation of the Classroom Technology package at those same five sites.

In responding to committee questions, Mike confirmed that a new administrative/conference building for Olive ES was in the initial proposal of projects in the Facility Master Plan, and that construction escalation costs and materials delays due to the pandemic may impact projects coming in 2022 and 2023. Kelly Mathysson asked a question regarding the scheduling decisions for the IT upgrade projects, and Mike explained the matrix of school sites developed so as to not impact all schools over one summer, minimizing disruption to other needed District summer programs, as these IT projects require the closure of a campus to do the work. Jeff Vaillant asked to see Measure G costs per school with concern looking toward any future board action in closing a school.

Topics and Information for Next Meeting

As requested, agendaized for the next meeting will be an item regarding discussion and direction of the ICOC annual report and selection of the annual report sub-committee.

Future meeting dates will be discussed, and if the committee will be able to meet in person in the Fall, a committee photo will be taken following adjournment.

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

Adjourned: The meeting was adjourned by Chair Erich Mesenburg at 7:23 pm.

Witnessed: Jeff Vaillant
Vice-Chair of the Independent Citizens' Oversight Committee
Attested to on this 14th day of October, 2021