

INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE



NOVATO UNIFIED SCHOOL DISTRICT

MINUTES OF THE REGULAR MEETING OF THE ICOC

Thursday, October 14th, 2021
Novato USD District Office
1015 Seventh Street, Novato CA

Members Present: Ali Iqbal, Jeff Vaillant, Judy Adison- Hight, Brigit Nevin

Members Absent: Kelly Mathysen, Sylvia Barry

Others Present: Lois Standring (Assistant Superintendent, Business & Operations)
Mike Woolard (Executive Director of Facilities)
Melissa Duggan (Facilities Bond Project Manager)

Call to Order: The meeting was called to order at 6:02 pm

Pledge of Allegiance:

Welcome/Announcements:

Mike Woolard introduced Lois Standring to the committee.

Approval of the ICOC Agenda for October 14, 2021

MOVED	SECOND	APPROVED
Brigit Nevin	Jeff Vaillant	A motion to approve the Agenda for the October 14, 2021 meeting was approved and passed by a vote of 4-0. (Kelly Mathysen & Sylvia Barry absent).

Approval of the ICOC Regular Meeting Minutes for May 19, 2021

MOVED	SECOND	APPROVED
Jeff Vaillant	Brigit Nevin	A motion to approve the Minutes for the May 19, 2021 regular meeting was approved 4-0. (Kelly Mathysen & Sylvia Barry absent).



Approval of the ICOC Construction Site Walk Meeting Minutes for August 30, 2021

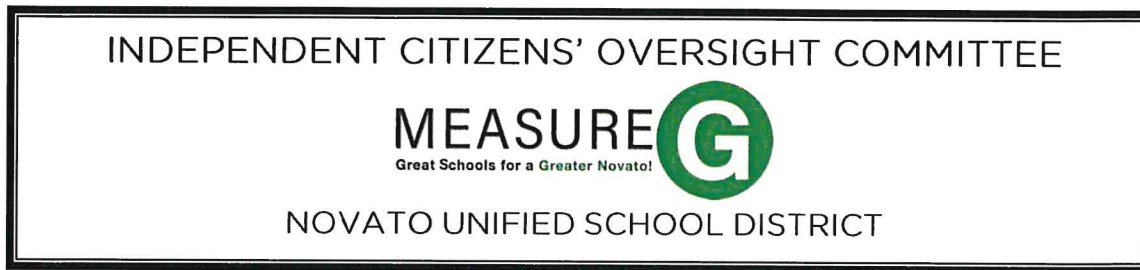
MOVED	SECOND	APPROVED
Judy Adison-Hight	Brigit Nevin	A motion to approve the Minutes for the August 30, 2021 construction site walk meeting was approved 3-0. (Kelly Mathysen & Sylvia Barry absent, Jeff Vaillant abstained as he did not attend site walk meeting).

Public Comment No public comment.

Discussion/Action:

ICOC Annual Report Format – Committee Discussion and Direction

Judy Adison-Hight began the discussion to affirm a new group direction for the annual report, outlining her perspective that what has been presented in the past was more public relations in tone with a lot of highly duplicative color photos and narrative. She expressed that it was more marketing than what was required of the committee for their report. Brigit Nevin and Ali Iqbal agreed with how pictures help drive people to want to see the report, and that examples of other district's oversight committee reports framed the committee's original direction. Judy then walked through the committee an outline of a modified version she drafted. Ali asked a question about whether including project information by school only for projects from the specific fiscal year would create an issue for schools that would not have projects appear in that annual report. Jeff Vaillant reiterated that the report should address only that specific fiscal year, and should direct the community to the web page for other additional information. Mike Woolard added that some projects overlap fiscal years, and that projects at those school sites from a prior fiscal year could appear in the report, as work would be ongoing during the reporting year. Ali explained that his concern was that you might get community response as to "Why not us, why not our school" and that as taxpayers who voted for the bond, "Why are you not doing more at our school." Mike reminded the committee that it is the Board of Trustees that have set the priorities for the Bond, and Jeff agreed with him that it's up to the Board to explain their policy decisions to the community. Mike affirmed that it's not the responsibility of the committee to explain, that their responsibility is to report what happened in the



prior year. He also mentioned that by summer of 2022 every school will have been touched by Bond expenditures.

Mike also spoke to the committee about the benefit of maintaining an annual report subcommittee of two people to work with on the annual report; that without a subcommittee, all discussions of the annual report would have to be done at an agenda'd public meeting. He said it could happen either way, and would be up to the committee to decide how they wanted to handle. Mike asked if the committee wanted to still include the pie graph information on specifics of the actual bond issuances and the consensus was that it was not needed if bonds were not sold during the reporting period.

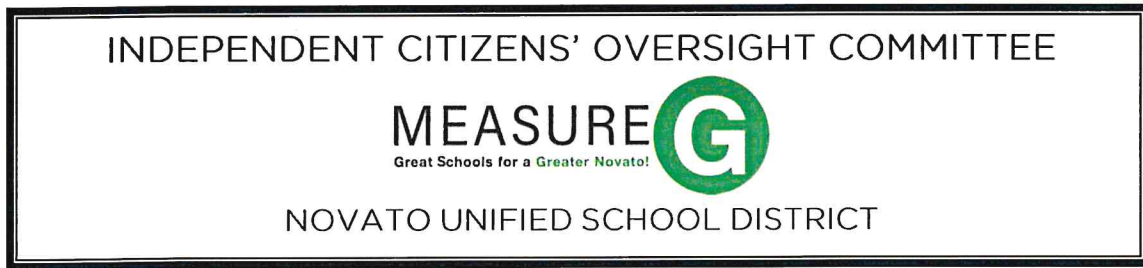
Annual Report Subcommittee Selection

MOVED	SECOND	APPROVED
Ali Iqbal	Jeff Vaillant	A motion to approve Judy Adison-Hight and Jeff Vaillant to the Annual Report Subcommittee, and approval of consensus to follow Judy's outline of a pared down annual report was approved 4-0. (Kelly Mathysen & Sylvia Barry absent).

Brigit followed up that while she appreciates that in the committee's role the direction that Judy is recommending works, she does see value in the original format, liking the pie charts, the visual, the pictures. Mike mentioned that the District is working on updating the website to include more of this information to be available online.

ICOC Meeting Calendar

Melissa discussed the tentative timetable for the committee winter meeting to be the end of February or early March, with the presentation of the annual report to the Board at the end of the month and will send out a doodle poll to the committee. The committee agreed to hold off on selecting a date for the spring meeting as it is so far off in the calendar. Jeff asked if there was a deadline to receive the audit, wondering why it takes so long after June. Lois mentioned that there is a March state deadline for the bond audit. Mike said that as soon as the



auditors are finished they send their report to us, and that we will send to the committee for review once we have received it.

2021/2022 Committee Photo

As two members of the committee were not in attendance, the photo was postponed to a later date.

Staff Reports:

Bond Facilities Summer 2022 Project Update

Presentation from Mike Woolard focused on the Summer 2022 projects. Mike explained that most of the summer projects are now in the planning stages. First discussed was the air conditioning installation project at Novato HS, Rancho Elementary and Lu Sutton Elementary. Hill Education Center has been scheduled for summer of 2023 as the campus' multiple uses are being evaluated and identified for the project scope of work. Mike confirmed to Ali's question that every school except for Hill campus will have air conditioning after the summer 2022 project.

The IT Infrastructure upgrade project will happen at Hamilton School, Rancho, Pleasant Valley and Loma Verde Elementary schools, Hill Education Center and at San Jose Middle School. These schools will also be receiving the classroom Technology Toolkit package, that includes a 70" display TV on a mobile cart, Apple TV, teacher iPad stylus and interactive software.

Deferred Maintenance projects include new roofs at San Jose Middle School and Hamilton School; and sewer repair projects at Lu Sutton and Loma Verde Elementary schools as well as at Hamilton School. New exterior painting projects will occur at Lu Sutton and Loma Verde Elementary schools.

San Jose Middle School will have their two kitchen areas renovated and receive a new fire alarm system and an update to their clock-bell system. Sinaloa Middle School will have their kitchen expanded to be a right-sized middle school kitchen, receive a gymnasium modernization, a new fire alarm and clock bell system, and

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get a new low-maintenance stucco exterior finish. Mike shared with the committee the process with the school's site committee and will be meeting with them to present color palette options. Work at Pleasant Valley Elementary will be adding a proper sized kitchen. Mike also let the committee know about additional work the Board has approved for the Olive Elementary modernization project due to window sill rot from the design of the original walkway roofs. The project will remove and replace the old clerestory windows with new double-paned gas-filled insulated windows and replace the adjacent walkway roofs and fix the drainage. The classroom furniture project will outfit Rancho, Lu Sutton, Pleasant Valley, San Ramon and Loma Verde Elementary Schools and the Hamilton School, using the standards already put in place for Lynwood and Olive Elementary schools.

Mike explained that all of this work will be completed over the summer prior to the start of school in August except for the kitchen work, which will carry over into the fall. Brigit asked about the Charter School, and a discussion was had over what work under Measure G might be identified for the school. Mike explained that there is money set aside under the "Other" allocation and a discussion about what other work might be considered under the IT Infrastructure, One to World and Classroom Technology package umbrella.

With all these upcoming projects, Jeff asked about where the Board stands on closing a school. Lois informed the committee that at this point, the direction from the County is that closing a school is not on the table. Brigit asked about the status of the other C-Street parcels, and Mike mentioned that the District has no new planning for those parcels at this time. She asked about the new Maintenance and Operations warehouse and Mike spoke to what a success it has been for the district, not only in getting district operations off of school sites but also the utility of the space especially during Covid for receiving and transporting large amounts of PPE supplies to all the school sites.

Adjourned: The meeting was adjourned by Chair Ali Iqbal at 7:45 pm.

Witnessed: _____

Vice-Chair of the Independent Citizens' Oversight Committee
Attested to on this 10th day of March, 2022