

INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE



NOVATO UNIFIED SCHOOL DISTRICT

MINUTES OF THE REGULAR MEETING OF THE ICOC

August 22, 2018

5:00 – 7:00 pm

Measure G ICOC Site Walk

San Jose Intermediate School Parking Lot

1000 Sunset Parkway, Novato CA

Members Present: Erich Mesenburg, Brigit Nevin, Jeff Vaillant, Judy Adison-Hight.

Members Absent: Sylvia Barry (arrived during Public Comment); Greg Cote, Ali Iqbal.

Others Present: Tom Cooper (Board of Trustees)-Arrived during San Jose tour
Yancy Hawkins (Assistant Superintendent Business & Operations)-Arrived during San Jose tour
Mike Woolard (Executive Director of Facilities)
Melissa Duggan (Bond Project Coordinator)

Call to Order: The meeting was called to order at 6:00 pm

Pledge of Allegiance

The pledge was deferred due to being at an exterior location without a flag present in view.

Introductions: Judy Adison-Hight was introduced as the newest member of the committee. Judy was approved on August 21, 2018 as an at-large member by the Board of Trustees.

Approval of the ICOC Agenda for August 22, 2018

MOVED	SECOND	APPROVED
Jeff Vaillant	Judy Adison-Hight	A motion to approve the Agenda for the August 22, 2018 meeting was approved and passed by a vote of 4-0 (2 absent, 1 delayed).

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Public Comment There was no public comment

Project Site Walks

San Jose Middle School – The committee gathered in room B5, as Mike Woolard explained the details of the HVAC installation project. The committee was able to view the new heat exchangers, the exterior condensing units, and experience the efficacy of the units in the classroom. The HVAC project was on schedule, with a Board approved change order within the allowable 10 percent.

Also in room B5, the committee was able to see progress on the pilot classroom demonstrating elements from the IT Infrastructure, Classroom Toolkit and 21st Century Flexible Furniture Measure G projects.

The committee traveled via district van to Novato High School.

Novato High School – Mike Woolard led the committee out onto the stadium field and track to discuss the elements of the Stadium Re-Turf and Track Resurfacing project at Novato HS. The cork-filled synthetic turf field work was completed; the track was waiting for striping work to begin. The project had one Board approved change order due to needed drainage exploration, and is on schedule.

The committee traveled via district van to San Marin High School.

San Marin High School – The committee was able to view the Stadium Field Re-Turf and Track Resurfacing project from up in the grandstands. The project status was the same as at Novato HS. Mike explained that the additional end zone lettering was paid for by the SMHS Boosters and was not a Measure G expense. The project also had one Board approved change order and is on schedule.

The committee traveled via district van to San Ramon Elementary School.

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San Ramon Elementary School – The completed roofing, roof-edge flashing and re-installation of all HVAC equipment on every pod was viewable to the committee. Mike Woolard explained the energy efficiency function and water protective nature of the membrane “cool roof”. The committee was advised that some final flashing work, as well as the framework/screen sections to protect the HVAC system were left to complete. This project delay was due to a delay in materials from the screen system manufacturer.

Also at San Ramon, the committee heard about the sewer repair project that was completed at San Ramon, Olive Elementary and Novato High School this summer, as well as the roll-out of the second phase of 2500 chromebooks for the One to World Bond Project.

The committee traveled via district van back to the San Jose MS parking lot.

Topics and Information for Next Meeting

The ICOC discussed the agenda for the next meeting of the committee, to be held on September 26th, 2018 at the District Office from 6:00-8:00pm. The agenda will include an update of the Bond Projects, as well as an update on Change Orders.

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

The following meeting of the committee will be held on February 7th, 2019 6:00 – 8:00pm, at the District Office.

Adjourned: The meeting was adjourned by Chair Erich Mesenburg at 7:00pm. pm.

Witnessed: _____

A handwritten signature in black ink, appearing to read "J. Vaillant", is written over a horizontal line.

Vice-Chair of the Independent Citizens' Oversight Committee
Attested to on this 26th day of September, 2018