

INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE



NOVATO UNIFIED SCHOOL DISTRICT

MINUTES OF THE REGULAR MEETING OF THE ICOC

Thursday, September 27, 2022

Novato USD District Office

1015 Seventh Street, Novato CA

Members Present: Ali Iqbal, Nicole Tai, Kelly Mathysen

Members Absent: None

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

Call to Order: The meeting was called to order at 6:04 pm

Flag Salute:

Welcome/Announcements:

Mike Woolard discussed outreach to attract additional community members to apply to open positions on the ICOC. He also advised the committee that this would be his last ICOC meeting, as he has accepted a position at another District to lead their Bond Program.

Approval of the ICOC Agenda for September 27, 2022

MOVED	SECOND	APPROVED
Ali Iqbal	Kelly Mathysen	A motion to approve the Agenda for the September 27, 2022 meeting was approved and passed by a vote of 3-0.

INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE



NOVATO UNIFIED SCHOOL DISTRICT

Approval of the ICOC Regular Meeting Minutes for June 6, 2022

MOVED	SECOND	APPROVED
Ali Iqbal	Kelly Mathysen	A motion to approve the Minutes for the June 6, 2022 regular meeting was approved 3-0.

Approval of the ICOC Construction Site Walk Meeting Minutes for August 29, 2022

MOVED	SECOND	APPROVED
Ali Iqbal	Nicole Tai	A motion to approve the Minutes for the August 29, 2022 construction site walk meeting was approved 3-0.

Public Comment

There was one public comment speaking to the current condition of the natural grass baseball fields at San Jose MS and Sinaloa MS.

Discussion/Action:

ICOC Annual Report Format – Committee Discussion and Direction

Nicole Tai and Ali Iqbal, the ICOC annual report sub-committee, reviewed the two formats that had been used in years prior by the committee to communicate information to the public and felt it was best to return to the original long form report, including project photographs. Financial information displayed in the charts and graphs was deemed important; Melissa asked the subcommittee to focus on deciding specifically what information they feel important to communicate in those areas and staff would work on creating a table that would reflect that information. Nicole made a suggestion for future iterations of the report to look into the possibility of a more digitally interactive version for the district website, to allow the public to get a more up close look at the projects completed. They noted that this might be a good approach for the final report, to encompass the entire Measure G program. A request was made to include at some point a primer on bond issuance and how it relates more directly to an individual's property taxes. A preference was expressed for including more for bulleted items in the annual report to break up some of the long format paragraphs.

INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE



NOVATO UNIFIED SCHOOL DISTRICT

ICOC Meeting Calendar

Kelly suggested adding a meeting in the calendar to review the annual report before the normal March winter meeting, ideally in November. Melissa discussed a workback timeline to have structure and layout decisions made by the subcommittee and allow time for staff to create a draft of the report. It was noted that as of the date of this meeting, that would only allow 4-6 weeks for all that work to happen; the committee recognized that there probably wasn't enough time to turn around the annual report draft by November. Melissa will send out a doodle poll to the committee for the winter meeting. The committee agreed to hold off on selecting a date for the spring meeting as it is so far off in the calendar.

Other questions regarding fields came up. Trustee Jacobson asked how soon fields projects could happen and if they could happen during the school year instead of waiting for the summer, and Kelly Mathysson asked about use of the fields by soccer organizations. Mike Woolard addressed this question.

2022/2023 Committee Photo

As the committee is waiting to add more members, a committee photo was postponed until sometime the following year.

Staff Report:

Bond Facilities Project Update

Presentation from Mike Woolard focused on a recap of the Summer 2022 projects, a preview of what will be coming in Summer 2023, and a Measure G Bond Expenditure and Revenue financial overview.

Projects discussed were Sewer Upgrades at Hamilton, Olive, Loma Verde and San Jose; and Roof Replacements for the upper campus at Hamilton and most of San Jose MS. Added to the new HVAC installation at Rancho Elementary was a full roof replacement, originally scheduled for the summer of 2024. Mike mentioned that during construction it was discovered that due to structural reasons, the roof needed to be replaced and was completed within the summer construction

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NOVATO UNIFIED SCHOOL DISTRICT

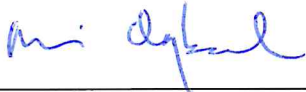
timeframe with the HVAC project. New exterior painting was completed at Loma Verde ES and Lu Sutton ES, and the upgrade to the IT Infrastructure fiber backbone was completed at Loma Verde, Rancho, Hamilton, Pleasant Valley and San Jose Middle School. Both San Jose and Sinaloa received new integrated clock/bell systems. All schools that received the IT upgrades received their Classroom Technology Toolkit package, and Pleasant Valley, Loma Verde, San Ramon, Rancho, Lu Sutton and Hamilton K-5 received new classroom furniture.

Mike explained that due to logistical impacts and material delays, both the Pleasant Valley and Sinaloa Kitchens and the Sinaloa fire alarm upgrade were waiting on electrical and kitchen equipment to complete. They both were estimated for completion by early Spring.

2023 most of the summer projects are now in the planning stages. These include classroom clerestory window replacement and replacement of a failed front parking lot at Olive ES; HVAC installation at Novato HS, Lu Sutton ES and the Hill Campus; a Track and Field renovation project at San Jose and Sinaloa Middle Schools; and exterior painting, kitchen upgrades and fire alarm replacement at San Jose Middle. Also scheduled for next summer are a roof replacement at the Hill campus; IT Infrastructure upgrades at the 819 Olive Avenue facility, Hill Campus and the District Office; classroom furniture installation at all high schools and middle schools, and installation of the Classroom Technology Toolkit for Marin Oaks/NOVA.

There was a brief recap of expenditures throughout the Measure G bond program year by year, and an update from June 30th 2022 to date for the current year. Review of current revenue and interest wrapped up the report.

Adjourned: The meeting was adjourned by Chair Kelly Mathysen at 7:04 pm.

Witnessed: 
Vice-Chair of the Independent Citizens' Oversight Committee
Attested to on this 5th day of April, 2023