

Regular Meeting of the Board of Trustees  
08/22/2023 05:00 PM  
Novato District Education Center  
1015 Seventh Street  
Novato, CA 94945

## MEETING MINUTES

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### **NUSD Mission**

Engage, inspire and empower all students, in a rapidly changing world, to realize their life goals.

### **NUSD Vision**

NUSD will provide an innovative and personalized learning experience for every student in a caring and supportive environment to develop the knowledge and skills necessary to be successful and productive citizens. NUSD will engage parents, teachers, and our community to actively support our students' growth and learning.

### **Board Priority/Goals**

1. Student and Staff Success
2. Financial Responsibility
3. Facilities Enhancements
4. Communications Expanded to All Stakeholders

### **Public Comments**

Individuals may address the Board of Trustees on agenda items on both the closed session and regular session agenda at the time they are under consideration. At a time so designated on the agenda at a **regular** meeting, individuals may address the Board on non-agenda items of interest to the public that are within the subject matter jurisdiction of the Board.

In general, individual speakers will be allowed three minutes to address the Board on each agenda or non-agenda item with a total time limit on each item to 20 minutes. However, in exceptional circumstances when necessary to ensure full opportunity for public input, the Board president may, with Board consent, adjust the amount of time allowed for public input and/or the time allotted for each speaker. (Board Bylaw 9323)

Persons wishing to be heard by the Board must complete and submit an individual Request for Public Comment form. A designated District employee will be available at the meeting to assist individuals who are unable to complete the form themselves. To address the Board in written form, please visit [nusd.org](https://www.nusd.org) for instructions.

### **Attendees**

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**Voting Members**

Debbie Butler, President

Diane Gasson, Trustee - Absent

Julie Jacobson, Vice President/Clerk

Greg Mack, Trustee

Ross Millerick, Trustee

Magali Limeta, Trustee

Abbey Picus, Trustee

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**1. CALL TO ORDER AND ROLL CALL - 5 PM**

President Butler called the meeting to order at 5 PM.

**2. PUBLIC COMMENT ON CLOSED SESSION AGENDA - 5:01 PM**

None

**3. CLOSED SESSION AGENDA****4. CLOSED SESSION ANNOUNCEMENT/RECESS TO CLOSED SESSION - 5:02 PM**

- 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.**
- b. **With respect to every item of business to be discussed in closed session pursuant to Gov Code §54957.1: Conference with Legal Counsel – Settlement of Pending Litigations (2)**
- c. **With respect to every item of business to be discussed in closed session pursuant to Gov Code §54957 and §54957.6: Conference with Labor Negotiators (Francesca Whitcomb, Executive Director of Human Resources) Employees Organization: California State Employee Association (CSEA)**
- d. **With respect to every item of business to be discussed in closed session pursuant to Gov Code §54957 and §54957.6: Conference with Labor Negotiators (Francesca Whitcomb, Executive Director of Human Resources) Employees Organization: Novato Federation of Teachers (NFT)**

**5. CALL TO ORDER AND ROLL CALL - 6 PM**

President Butler called the meeting to order at 6:02 PM. Trustee Gasson was absent for the meeting. President Butler reminded the audience that the meeting is being broadcasted on NUSD's YouTube channel at the direction of the Board. The broadcast may capture images and sounds of those attending the meeting.

**a. Pledge of Allegiance**

**6. ANNOUNCEMENT OF REPORTABLE ACTION/CLOSED SESSION - 6:02 PM**

**a. Board Action in closed session must be reported in open session.**

Vice President/Clerk Jacobson reported on action taken in closed session.

b. With respect to every item of business to be discussed in closed session pursuant to Gov Code §54957.1:Conference with Legal Counsel – Settlement of Pending Litigations (2) - Gave direction

On August 22, 2023, a majority of the Board, in Closed Session, voted to approve a settlement agreement with the parent of Statewide Student Identifier #1000057436 who asserted special education claims against the District. The Board approved reimbursement for services in exchange for releases and waiver of claim against the District. Trustee Millerick made a motion to approve the settlement agreement stated above. Trustee Limeta seconded the motion. A roll call vote was taken.

Voting:

Debbie Butler - Yes

Diane Gasson - Not Present

Julie Jacobson - Yes

Greg Mack - Yes

Ross Millerick - Yes

Magali Limeta - Yes

Abbey Picus - Yes

c. With respect to every item of business to be discussed in closed session pursuant to Gov Code §54957and §54957.6: Conference with Labor Negotiators (Francesca Whitcomb, Executive Director of Human Resources) Employees Organization: California State Employee Association (CSEA) - Information only

d. With respect to every item of business to be discussed in closed session pursuant to Gov Code §54957and §54957.6: Conference with Labor Negotiators (Francesca Whitcomb, Executive Director of Human Resources) Employees Organization: Novato Federation of Teachers (NFT) - Information only

**7. APPROVAL OF AGENDA - 6:04 PM**

- a. The Board reserves the right to change the order in which agenda items are discussed and/or acted upon at this meeting. Subject to further action by the Board, the agenda for this meeting is to be approved as**

**presented. Items may be added to this agenda for discussion or action only as permitted by the Brown Act.**

President Butler asked for a motion to approve the agenda. Trustee Mack made a motion to approve the agenda as presented.

Motion made by: Greg Mack

Motion seconded by: Magali Limeta

Voting:

Debbie Butler - Yes

Diane Gasson - Not Present

Julie Jacobson - Yes

Greg Mack - Yes

Ross Millerick - Yes

Magali Limeta - Yes

Abbey Picus - Yes

## **8. APPROVAL OF CONSENT AGENDA - 6:06 PM**

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

President Butler asked for a motion to approve the Consent agenda as presented. Corrections to Consent Item 12f were presented to the Board.

Trustee Limeta requested to pull Consent Item 12f.

Trustee Millerick made a motion to approve the Consent agenda as presented excluding Consent Item 12f.

Motion made by: Ross Millerick

Motion seconded by: Julie Jacobson

Voting:

Debbie Butler - Yes

Diane Gasson - Not Present

Julie Jacobson - Yes

Greg Mack - Yes

Ross Millerick - Yes

Magali Limeta - Yes

Abbey Picus - Yes

## **9. ANNOUNCEMENTS: BOARD AND SUPERINTENDENT - 6:08 PM**

### **a. Questions, Comments and Announcements**

#### **Trustee Announcements**

- Attended NUSD Opening Day; gratitude to Superintendent for the event
- Attended Lynwood Elementary School Jump Start event



- Shared appreciation to staff for working this summer to get schools ready for students
- Volunteered at Novato Farmers Market
- Met with City of Novato
- Attended New Staff Orientation
- Announced that Paul Meaney, Sr., a dedicated Novato community member and contributor of Novato High School athletics passed away recently; his contributions were appreciated by all

### **Superintendent Announcements**

- Congratulated Christina Hawkins, Marin County Teacher of the Year
- Thanked the two student alumni who spoke at Opening Day
- Announced that District Office administrators are visiting sites multiple days this week to assist with start-of-school preparedness
- Expressed excitement for the First Day of School on Thursday, August 24, 2023
- Announced that the Novato High School pool replastering will be completed by mid-September
- Announced that HVAC systems will be completed for Novato High School, Lu Sutton Elementary School, and Hill Education Center

### **10. NON-AGENDA PUBLIC COMMENT - 6:20 PM**

None

### **11. DISCUSSION/ACTION - 6:40 PM**

#### **a. (6:40 PM) Acceptance of the Novato Federation of Teachers (NFT) Initial Proposal for Reopeners for 2023-2024 Negotiations**

Francesca Whitcomb, Executive Director of Human Resources, presented the Novato Federation of Teachers (NFT) Initial Proposal for Reopeners for 2023-2024 Negotiations which include the following:

- Article 3 - Employee Rights/Federation Rights
- Article 9 - Class Size
- Article 16 - Compensation
- Article 17 - Employee Benefits

Trustee Millerick made a motion to accept the District's initial proposal for 2023-2024 negotiations with the Novato Federation of Teachers (NFT).

Motion made by: Ross Millerick

Motion seconded by: Greg Mack

Voting:

Debbie Butler - Yes

Diane Gasson - Not Present  
Julie Jacobson - Yes  
Greg Mack - Yes  
Ross Millerick - Yes  
Magali Limeta - Yes  
Abbey Picus - Yes

**b. (6:45 PM) Approval of Novato Unified School District's Initial Proposal for 2023-2024 Negotiations with Novato Federation of Teachers (NFT)**

Francesca Whitcomb, Executive Director of Human Resources, presented Novato Unified School District's Initial Proposal for 2023-2024 Negotiations with Novato Federation of Teachers (NFT).

The District proposes to negotiate the following articles with NFT:

- Article 8: Professional Responsibility
- Article 10: Evaluation
- Article 16: Compensation
- Article 17: Employee Benefits

Trustee Millerick made a motion to approve the District's initial proposal for 2023-2024 negotiations with Novato Federation of Teachers (NFT).

Motion made by: Ross Millerick

Motion seconded by: Abbey Picus

Voting:

Debbie Butler - Yes  
Diane Gasson - Not Present  
Julie Jacobson - Yes  
Greg Mack - Yes  
Ross Millerick - Yes  
Magali Limeta - Yes  
Abbey Picus - Yes

**c. (6:50 PM) Approval of Revised Declaration of Need for the 2023-2024 School Year**

Francesca Whitcomb, Executive Director of Human Resources, presented the Revised Declaration of Need for the 2023-2024 School Year.

The Board of Trustees approved the original Declaration in June of 2023. Staff is adding English and Music single subject areas for those without a full credential to be considered for employment by the District.

Trustees commented and asked clarifying questions.

Trustee Millerick made a motion to approve the Revised Declaration of Need for the 2023-2024 School Year.

Motion made by: Ross Millerick

Motion seconded by: Abbey Picus

Voting:

Debbie Butler - Yes

Diane Gasson - Not Present

Julie Jacobson - Yes

Greg Mack - Yes

Ross Millerick - Yes

Magali Limeta - Yes

Abbey Picus - Yes

**d. (6:55 PM) Review and Approve Administrative Regulation Update In the 0000 (Philosophy, Goals, Objectives and Comprehensive Plans) Series (1) - First Reading**

Julie Synyard, Executive Director, presented the Board Policy (BP) update in the 0000 (Philosophy, Goals, Objectives and Comprehensive Plans) series for BP 0460: Local Control and Accountability Plan. Dr. Synyard also presented a new Administrative Regulation (AR) in the 0000 (Philosophy, Goals, Objectives and Comprehensive Plans) series for AR 0460: Local Control and Accountability Plan as a first reading.

Trustee Mack made a motion to approve the new Administrative Regulation in the 0000 (Philosophy, Goals, Objectives and Comprehensive Plans) series: AR 0460: Local Control and Accountability Plan as a first reading to be brought back as a second reading under Consent at a future meeting and final approval of BP 0460: Local Control and Accountability Plan as updated.

Motion made by: Greg Mack

Motion seconded by: Julie Jacobson

Voting:

Debbie Butler - Yes

Diane Gasson - Not Present

Julie Jacobson - Yes

Greg Mack - Yes

Ross Millerick - Yes

Magali Limeta - Yes

Abbey Picus - Yes

**a. Board Policy 0460 - Local Control and Accountability Plan**

**b. Administrative Regulation 0460 - Local Control and Accountability Plan**

**e. (7:05 PM) Review and Approve Board Policy and Administrative Regulation Updates In the 5000 (Student) Series (2) - First Readings**

Julie Synyard, Executive Director, presented a new Board Policy (BP) and a new Administrative Regulation (AR) in the 5000 (Student) series: BP/AR 5148.2: Before/After School Programs as first readings.

Trustees commented and asked clarifying questions.

Trustee Mack made a motion to approve the new Board Policy (BP) and Administrative Regulation (AR) in the 5000 (Student) series: BP/AR 5148.2: Before/After School Programs as first readings to be brought back as second readings under Consent at a future meeting.

Motion made by: Greg Mack

Motion seconded by: Ross Millerick

Voting:

Debbie Butler - Yes

Diane Gasson - Not Present

Julie Jacobson - Yes

Greg Mack - Yes

Ross Millerick - Yes

Magali Limeta - Yes

Abbey Picus - Yes

**a. Board Policy 5148.2 - Before/After School Programs**

**b. Administrative Regulation 5148.2 - Before/After School Programs**

**f. (7:15 PM) Approve Actuarial Analysis of Retiree Health Benefits (GASB 74/75 Report)**

Joshua Braff, Chief Financial Officer, presented the required Actuarial Analysis of Retiree Health Benefits (GASB 74/75 Report). The report is presented to the Board for review and approval every two years. The Board of Trustees previously approved the current, full report. In the off-cycle year, a trend analysis is completed and shared.

Trustees commented and asked clarifying questions.

Trustee Millerick made a motion to approve the Actuarial Analysis of Retiree Health Benefits (GASB 74/75 Report).

Motion made by: Ross Millerick

Motion seconded by: Julie Jacobson

Voting:



Debbie Butler - Yes  
Diane Gasson - Not Present  
Julie Jacobson - Yes  
Greg Mack - Yes  
Ross Millerick - Yes  
Magali Limeta - Yes  
Abbey Picus - Yes

**g. (7:25 PM) Discussion of Board Committee Assignments for 2023-24**

Vice President Jacobson shared the Board Committee assignments for the 2023-2024 school year.

The updated list will reflect the following changes:

- Independent Citizen's Bond Oversight Committee - Trustee Mack; Trustee Millerick (alternate)
- District Student Wellness Committee - Trustee Limeta; Trustee Mack (alternate), Trustee Picus (alternate)
- Education Workforce Housing Committee - Trustee Gasson (added), Trustee Mack (alternate)

**12. CONSENT - 7:35 PM**

**a. Minutes of the Regular Meeting of August 8, 2023**

Trustee Millerick made a motion to approve the Minutes of the Regular Meeting of August 8, 2023.

Motion made by: Ross Millerick

Motion seconded by: Julie Jacobson

Voting:

Debbie Butler - Yes  
Diane Gasson - Not Present  
Julie Jacobson - Yes  
Greg Mack - Yes  
Ross Millerick - Yes  
Magali Limeta - Yes  
Abbey Picus - Yes

**b. Personnel Action Report for August 22, 2023**

Trustee Millerick made a motion to approve the Personnel Action Report for August 22, 2023.

Motion made by: Ross Millerick

Motion seconded by: Julie Jacobson

Voting:

Debbie Butler - Yes

Diane Gasson - Not Present  
Julie Jacobson - Yes  
Greg Mack - Yes  
Ross Millerick - Yes  
Magali Limeta - Yes  
Abbey Picus - Yes

**c. Approval of 2023-24 Consolidated Application for Funding**

Trustee Millerick made a motion to approve the 2023-24 Consolidated Application for Funding.

Motion made by: Ross Millerick

Motion seconded by: Julie Jacobson

Voting:

Debbie Butler - Yes  
Diane Gasson - Not Present  
Julie Jacobson - Yes  
Greg Mack - Yes  
Ross Millerick - Yes  
Magali Limeta - Yes  
Abbey Picus - Yes

**d. Approval of NUSD Response to the 2022-2023 Marin County Civil Grand Jury Report Dated June 15, 2023, Build More ADUs (Accessory Dwelling Units) – An Rx (Prescription) to Increase Marin’s Housing Supply**

Trustee Millerick made a motion to approve NUSD's Response to the 2022-2023 Marin County Civil Grand Jury Report Dated June 15, 2023, *Build More ADUs (Accessory Dwelling Units) – An Rx (Prescription) to Increase Marin's Housing Supply*.

Motion made by: Ross Millerick

Motion seconded by: Julie Jacobson

Voting:

Debbie Butler - Yes  
Diane Gasson - Not Present  
Julie Jacobson - Yes  
Greg Mack - Yes  
Ross Millerick - Yes  
Magali Limeta - Yes  
Abbey Picus - Yes

**e. Approval of North Coast Section California Interscholastic Federation (CIF) Updated Voting Representatives for Novato Unified School District Athletic Leagues 2023-2024**

Trustee Millerick made a motion to approve North Coast Section California Interscholastic Federation (CIF) Updated Voting Representatives for Novato Unified School District Athletic Leagues 2023-2024.

Motion made by: Ross Millerick

Motion seconded by: Julie Jacobson

Voting:

Debbie Butler - Yes

Diane Gasson - Not Present

Julie Jacobson - Yes

Greg Mack - Yes

Ross Millerick - Yes

Magali Limeta - Yes

Abbey Picus - Yes

**f. Approval of the Memorandum of Understanding between Novato Unified School District and the City of Novato (School Resource Officer): July 1, 2023-June 30, 2025**

Mike Saisi, Director for Student Services, shared that the two School Resource Officers (SROs) assigned to NUSD will visit campuses when called to the site. The two SROs are available five days per week. NUSD does not fund the SRO positions. The City of Novato provides the funding for SROs assigned to NUSD.

Trustees commented and asked clarifying questions.

Trustee Millerick made a motion to approve the Memorandum of Understanding between Novato Unified School District and the City of Novato (School Resource Officer): July 1, 2023-June 30, 2025.

Motion made by: Ross Millerick

Motion seconded by: Greg Mack

Voting:

Debbie Butler - Yes

Diane Gasson - Not Present

Julie Jacobson - Yes

Greg Mack - Yes

Ross Millerick - Yes

Magali Limeta - No

Abbey Picus - Yes

**g. Approval of Notice of Completion (NOC) for the New Administration Parking Lot Repaving Project at Olive Elementary School**

Trustee Millerick made a motion to approve the Notice of Completion (NOC) for the New Administration Parking Lot Repaving Project at Olive Elementary School.

Motion made by: Ross Millerick

Motion seconded by: Julie Jacobson

Voting:

Debbie Butler - Yes

Diane Gasson - Not Present

Julie Jacobson - Yes

Greg Mack - Yes

Ross Millerick - Yes

Magali Limeta - Yes

Abbey Picus - Yes

**h. Review and Approve Board Policy and Administrative Regulation Updates in the 3000 (Business) Series (6)**

Trustee Millerick made a motion to approve Board Policy and Administrative Regulation Updates in the 3000 (Business) Series (6) which includes:

- a. Board Policy 3250: Transportation Fees
- b. Administrative Regulation 3250: Transportation Fees
- c. Board Policy 3260: Fees and Charges
- d. Administrative Regulation 3260: Fees and Charges
- e. Board Policy 3460: Financial Reports and Accountability
- f. Administrative Regulation 3460: Financial Reports and Accountability

Motion made by: Ross Millerick

Motion seconded by: Julie Jacobson

Voting:

Debbie Butler - Yes

Diane Gasson - Not Present

Julie Jacobson - Yes

Greg Mack - Yes

Ross Millerick - Yes

Magali Limeta - Yes

Abbey Picus - Yes

- a. Board Policy 3250: Transportation Fees**
- b. Administrative Regulation 3250: Transportation Fees**
- c. Board Policy 3260: Fees and Charges**
- d. Administrative Regulation 3260: Fees and Charges**
- e. Board Policy 3460: Financial Reports and Accountability**



**f. Administrative Regulation 3460: Financial Reports and Accountability**

**i. Review and Approve Exhibit Updates In the 6000 (Instruction) Series (2)**

Trustee Millerick made a motion to approve Exhibit Updates in the 6000 (Instruction) Series (2) which includes:

- a. Exhibit 6173 (1): Education for Homeless Children - District Explanation Of Decision
- b. Exhibit 6173 (2): Education for Homeless Children - Dispute Form

Motion made by: Ross Millerick

Motion seconded by: Julie Jacobson

Voting:

Debbie Butler - Yes

Diane Gasson - Not Present

Julie Jacobson - Yes

Greg Mack - Yes

Ross Millerick - Yes

Magali Limeta - Yes

Abbey Picus - Yes

**a. Exhibit 6173 (1): Education for Homeless Children - District Explanation Of Decision**

**b. Exhibit 6173 (2): Education for Homeless Children - Dispute Form**

**j. Review and Approve Board Policy Update In the 6000 (Instruction) Series (1) - Second Reading**

Trustee Millerick made a motion to approve the new Board Policy in the 6000 (Instruction) Series (1) as a second and final reading which includes:

- a. Board Policy 6179: Supplemental Instruction

Motion made by: Ross Millerick

Motion seconded by: Julie Jacobson

Voting:

Debbie Butler - Yes

Diane Gasson - Not Present

Julie Jacobson - Yes

Greg Mack - Yes

Ross Millerick - Yes

Magali Limeta - Yes

Abbey Picus - Yes

**a. Board Policy 6179: Supplemental Instruction**

**k. Approval of Field Trip Requests of Overnight Field Trips and Trips Exceeding 100 Miles per Board Policy 6153**

Trustee Millerick made a motion to approve Field Trip Requests of Overnight Field Trips and Trips Exceeding 100 Miles per Board Policy 6153 which includes:

- a. San Marin High School: Music - Olema, CA; September 8-9, 2023
- b. San Marin High School: Jazz Festival - Santa Cruz, CA; March 8-9, 2024

Motion made by: Ross Millerick

Motion seconded by: Julie Jacobson

Voting:

Debbie Butler - Yes

Diane Gasson - Not Present

Julie Jacobson - Yes

Greg Mack - Yes

Ross Millerick - Yes

Magali Limeta - Yes

Abbey Picus - Yes

**a. San Marin High School: Music - Olema, CA; September 8-9, 2023**

**b. San Marin High School: Jazz Festival - Santa Cruz, CA; March 8-9, 2024**

**I. Approval to Dispose of Obsolete Textbooks/Instructional Materials**

Trustee Millerick made a motion to approve the disposal of Obsolete Textbooks/Instructional Materials.

Motion made by: Ross Millerick

Motion seconded by: Julie Jacobson

Voting:

Debbie Butler - Yes

Diane Gasson - Not Present

Julie Jacobson - Yes

Greg Mack - Yes

Ross Millerick - Yes

Magali Limeta - Yes

Abbey Picus - Yes

**m. Ratify Warrant Register for Warrants Issued August 3, 2023 Through August 16, 2023**

Trustee Millerick made a motion to ratify Warrant Register for Warrants Issued August 3, 2023 through August 16, 2023.

Motion made by: Ross Millerick



Motion seconded by: Julie Jacobson

Voting:

Debbie Butler - Yes  
Diane Gasson - Not Present  
Julie Jacobson - Yes  
Greg Mack - Yes  
Ross Millerick - Yes  
Magali Limeta - Yes  
Abbey Picus - Yes

**13. ADJOURNMENT - 7:40 PM**

The meeting was adjourned at 6:49 PM. The next Regular Board Meeting will be on September 12, 2023.

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| Vice President/Clerk  | Date   |

