



MEETING MINUTES

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 and Maintenance
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. All times noted on the agenda are estimates. Community members interested in making a public comment are advised to attend the meeting at the start.

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.

Attendees

Voting Members

Debbie Butler, Trustee
Diane Gasson, Trustee
Julie Jacobson, President
Greg Mack, Trustee - Absent
Ross Millerick, Trustee
Magali Limeta, Vice President/Clerk
Abbey Picus, Trustee

1. CALL TO ORDER AND ROLL CALL - 5 PM

President Jacobson 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: Public Employees Discipline/Dismissal/Release**
- 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 School Employees 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 Jacobson called the meeting to order at 6:01 PM. President Jacobson 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. Trustee Mack was absent for 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 Limeta reported on action taken in closed session.

b. With respect to every item of business to be discussed in closed session:
Public Employees Discipline/Dismissal/Release - Information only

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) and Employees Organization: California School Employee Association (CSEA) - Information only

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) and Employees Organization: Novato Federation of Teachers (NFT) - Gave direction

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 Jacobson asked for a motion to approve the agenda. Trustee Millerick made a motion to approve the agenda as presented.

Motion made by: Ross Millerick

Motion seconded by: Debbie Butler

Voting:

Debbie Butler - Yes

Diane Gasson - Yes

Julie Jacobson - Yes

Greg Mack - Not Present

Ross Millerick - Yes

Magali Limeta - Yes

Abbey Picus - Yes

The motion passed with a preferential vote from Student Trustee Rolle.

8. APPROVAL OF CONSENT AGENDA - 6:06 PM

a. All Consent items approved by a single action.

President Jacobson asked for a motion to approve the Consent agenda.

Trustee Millerick requested to pull Consent Item 14g for discussion.

Trustee Gasson requested to pull Consent Item 14c for discussion.

Trustee Millerick made a motion to approve the agenda excluding Consent Items 14c and 14g.

Motion made by: Ross Millerick

Motion seconded by: Abbey Picus

Voting:

Debbie Butler - Yes

Diane Gasson - Yes

Julie Jacobson - Yes

Greg Mack - Not Present

Ross Millerick - Yes

Magali Limeta - Yes

Abbey Picus - Yes

The motion passed with a preferential vote from Student Trustee Rolle.

9. ANNOUNCEMENTS: BOARD, SUPERINTENDENT, AND STUDENT BOARD MEMBERS - 6:08 PM

a. Questions, Comments and Announcements

Trustee Announcements

- Attended the NUSD Music Festival
- Attended Rancho Elementary School's Live Mural event
- Attended Lynwood Elementary School's Noche de Matemáticas
- Announced that there will be a Special Education Meeting on March 21; Zoom link is posted on the NUSD website calendar
- Attended Open House events at San Jose Middle School and Hamilton TK-8 School
- Attended Hamilton TK-8 School's dedication event for former principal Steve Hospodar
- Attended Efficiency and Effectiveness Collaborative (E2) meeting, Joint Legislative Advisory Committee meeting, and Golden Bell Planning Committee meeting
- Visited San Marin High School with Superintendent
- Attended Novato High School's *Once Upon a Mattress* performance
- Attended District Communications Meeting
- Participated in employee Modeling the Way recognition

- Attended basketball game at San Marin High School and softball game at Novato High School
- Announced that Workforce Housing Director and Board President will be visiting schools to answer questions of staff

Superintendent Announcements - Dr. Tracy Smith

- Shout out to San Ramon Elementary School PTA for the well attended meeting on NUSD's Budget and Local Control and Accountability Plan (LCAP)
- Met with Olive Elementary School's Intervention Team
- Attended Olive Elementary School's English Language Acquisition Committee Meeting to gather LCAP feedback
- Announced that Trustee Limeta nominated five female high school seniors to be recognized by the Elected Women of Marin group
- Conducted San Marin High School site visit
- Planning to attend Novato High School's Marin School of the Arts Rock Band performances and *Once Upon a Mattress* theater performance
- Planning to attend Workforce Housing visit to Jefferson High School District in Daly City

Student Announcements

Marin Oaks High School - Daphne Wirth

Not present

Novato High School - Francesca Calle La Bou

Not present

San Marin High School - Jessie Rolle

- Announced Neurodiversity Week projects are in process
- Announced Spirit Week and Spring Fling Dance for the last week of March
- Announced April 18 Block Party; over 1000 works of art will be on display in the library
- STEM students and teachers hosting hands-on events with elementary school students

10. PRESENTATIONS - 6:20 PM

a. (6:20 PM) Lu Sutton Elementary School

Mira Patel, Lu Sutton Elementary School Principal, along with teachers and students, shared their Learning Leaders program with the Board of Trustees.

b. (6:30 PM) Leadership Novato

Kim Stahley, Director of Leadership Novato through Novato's Chamber, shared two facilities enhancement projects that Leadership Novato teams completed in the past year.

- Lu Sutton Elementary School - Multipurpose Room Renovation
- Lynwood Elementary School - Family and Community Center Renovation

One of the current Leadership Novato teams is working on a facilities project at Sinaloa Middle School. The group will return to the Board of Trustees in the fall to share the final results of the project.

Trustees commented.

Dr. Smith presented Kim Stahley with a certificate of appreciation for Leadership Novato.

11. NON-AGENDA PUBLIC COMMENT - 6:40 PM

None

12. STAFF REPORT - 7 PM

a. (7 PM) 6-12 School Counseling Program Overview

Anna McGee, Student Support and Wellness Coordinator, along with Counselors presented a School Counseling Program Overview.

Trustees commented and asked clarifying questions.

13. DISCUSSION/ACTION - 7:10 PM

a. (7:10 PM) Acceptance of Parcel Tax Oversight Committee 2022-2023 Annual Report

Tina McMillan, Parcel Tax Oversight Committee Member, presented the 2022-2023 Parcel Tax Oversight Committee Annual Report.

Trustees commented and asked clarifying questions.

Trustee Millerick made a motion to accept the 2022-2023 Annual Report from the Parcel Tax Oversight Committee.

Motion made by: Ross Millerick

Motion seconded by: Diane Gasson

Voting:

Debbie Butler - Yes

Diane Gasson - Yes

Julie Jacobson - Yes

Greg Mack - Not Present

Ross Millerick - Yes

Magali Limeta - Yes

Abbey Picus - Yes

b. (7:20 PM) Acceptance of the 2022-2023 Annual Audit Report

Joshua Braff, Chief Financial Officer, presented the 2022-2023 Audit Report.

External auditors, Christy White & Associates, have completed the audit of the District's 2022-2023 fiscal year. The audit did not reveal any material weaknesses and there were no financial statement findings or federal findings. However, a repeat finding from 2021-2022 was reported: Finding #2023-001 California Clean Energy Jobs Act. NUSD received \$1,598,583 from Proposition 39, the California Clean Energy Jobs Act. These funds were spent on energy saving projects and a final report was due in 2020, but was never filed. There is no fiscal consequence for this finding; however, the report must be filed. There is a technical glitch on the California Department of Education's (CDE) website which has prevented NUSD from uploading the final electrical upgrade report. Staff continues to communicate with the CDE to formulate an action plan to address the situation and submit the report.

NUSD is under contract with auditing firm Christy White & Associates through 2025-2026. In two years, NUSD will be able to research a new auditor if desired. The audit has been sent to the Marin County Office of Education.

Trustees commented and asked clarifying questions.

Trustee Limeta made a motion to accept the District's 2022-2023 Annual Audit Report as presented.

Motion made by: Magali Limeta

Motion seconded by: Abbey Picus

Voting:

Debbie Butler - Yes

Diane Gasson - Yes

Julie Jacobson - Yes

Greg Mack - Not Present

Ross Millerick - Yes

Magali Limeta - Yes

Abbey Picus - Yes

c. (7:30 PM) Approval of the 2023-2024 Second Interim Budget Report

Dr. Smith left the meeting at this time.

Dr. Julie Synyard, Executive Director of Education Services, served as acting Superintendent for the remainder of the meeting.

Joshua Braff, Chief Financial Officer, presented the 2023-2024 Second Interim Budget Report with corrections.

Trustees commented and asked clarifying questions.

Trustee Millerick made a motion to approve the corrected 2023-2024 Second Interim budget report, with a positive certification, as presented.

Motion made by: Ross Millerick

Motion seconded by: Diane Gasson

Voting:

Debbie Butler - Yes

Diane Gasson - Yes

Julie Jacobson - Yes

Greg Mack - Not Present

Ross Millerick - Yes

Magali Limeta - Yes

Abbey Picus - Yes

- d. **(7:40 PM) Approval of Resolution No. 18-2023/2024. Approving the Total Base Rent (TBR) in the Lease-Lease Back Contract with BHM Construction, LLC (BHM) for the HVAC Installation & Roof Replacement Project at Pleasant Valley Elementary School, San Ramon Elementary School, and San Marin High School**

John Dilena, Project Executive - Greystone West Company, presented Resolution No. 18-2023/2024 - Approving the Total Base Rent (TBR) in the Lease-Lease Back Contract with BHM Construction, LLC (BHM) for the HVAC Installation & Roof Replacement Project at Pleasant Valley Elementary School, San Ramon Elementary School, and San Marin High School.

Trustees asked clarifying questions.

Trustee Millerick made a motion to approve Resolution No. 18-2023/2024 approving the Total Base Rent in the Lease Lease-Back contract with BHM Construction, LLC for the HVAC Installation & Roof Replacement project at Pleasant Valley Elementary School, San Ramon Elementary School, and San Marin High School.

A roll call vote was taken.

Motion made by: Ross Millerick

Motion seconded by: Abbey Picus

Voting:

Debbie Butler - Yes

Diane Gasson - Yes

Julie Jacobson - Yes

Greg Mack - Not Present

Ross Millerick - Yes

Magali Limeta - Yes

Abbey Picus - Yes

14. CONSENT - 7:50 PM

a. Minutes of the Regular Meeting of March 5, 2024

Trustee Millerick made a motion to approve the Minutes of the Regular Meeting of March 5, 2024.

Motion made by: Ross Millerick

Motion seconded by: Abbey Picus

Voting:

Debbie Butler - Yes

Diane Gasson - Yes

Julie Jacobson - Yes

Greg Mack - Not Present

Ross Millerick - Yes

Magali Limeta - Yes

Abbey Picus - Yes

The motion passed with a preferential vote from Student Trustee Rolle.

b. Personnel Action Report for March 19, 2024

Trustee Millerick made a motion to approve the Personnel Action Report for March 19, 2024.

Motion made by: Ross Millerick

Motion seconded by: Abbey Picus

Voting:

Debbie Butler - Yes

Diane Gasson - Yes

Julie Jacobson - Yes

Greg Mack - Not Present

Ross Millerick - Yes

Magali Limeta - Yes

Abbey Picus - Yes

The motion passed with a preferential vote from Student Trustee Rolle.

c. Approval of Education Workforce Housing Consultant Contract with Brookwood Partners

Joshua Braff, Chief Financial Officer, confirmed that Fund 25 is the assigned budget for Education Workforce Housing. It is not allowable to use Fund 25 for ongoing operations, salaries, or classroom supplies. Fund 25 must be used for asset purchasing and procedures. Trustee commented.

Trustee Gasson made a motion to approve the Education Workforce Housing Consultant Contract with Brookwood Partners.

Motion made by: Diane Gasson

Motion seconded by: Debbie Butler

Voting:

Debbie Butler - Yes

Diane Gasson - Yes

Julie Jacobson - Yes

Greg Mack - Not Present

Ross Millerick - Yes

Magali Limeta - Yes

Abbey Picus - Yes

The motion passed with a preferential vote from Student Trustee Rolle.

d. Approval of 2023-24-2025-26 Memorandum of Understanding and Agreement with Alliant International University, INC. A California Public Benefit Corporation for Practicum Students, Student Teachers, and Teacher Interns

Trustee Millerick made a motion to approve the 2023-24-2025-26 Memorandum of Understanding and Agreement with Alliant International University, INC., a California Public Benefit Corporation for Practicum Students, Student Teachers, and Teacher Interns.

Motion made by: Ross Millerick

Motion seconded by: Abbey Picus

Voting:

Debbie Butler - Yes

Diane Gasson - Yes

Julie Jacobson - Yes

Greg Mack - Not Present

Ross Millerick - Yes

Magali Limeta - Yes

Abbey Picus - Yes

The motion passed with a preferential vote from Student Trustee Rolle.

e. Acceptance of 2023-24 Peter E. Haas, Jr. Family Fund Grant to support Marin Oaks High School's School-to-Careers Program

Trustee Millerick made a motion to approve the 2023-24 Peter E. Haas, Jr. Family Fund Grant to support Marin Oaks High School's School-to-Careers Program.

Motion made by: Ross Millerick

Motion seconded by: Abbey Picus

Voting:

Debbie Butler - Yes

Diane Gasson - Yes

Julie Jacobson - Yes

Greg Mack - Not Present

Ross Millerick - Yes

Magali Limeta - Yes

Abbey Picus - Yes

The motion passed with a preferential vote from Student Trustee Rolle.

f. Approval of the 2024-2025 Budget Development Calendar

Trustee Millerick made a motion to approve the 2024-2025 Budget Development Calendar.

Motion made by: Ross Millerick

Motion seconded by: Abbey Picus

Voting:

Debbie Butler - Yes

Diane Gasson - Yes

Julie Jacobson - Yes

Greg Mack - Not Present

Ross Millerick - Yes

Magali Limeta - Yes

Abbey Picus - Yes

The motion passed with a preferential vote from Student Trustee Rolle.

g. Approval of Harris School Solutions (HSS) Hosting Agreement for QSS

Trustee commented.

Trustee Millerick made a motion to approve the Harris School Solutions (HSS) Hosting Agreement for QSS.

Motion made by: Ross Millerick

Motion seconded by: Abbey Picus

Voting:

Debbie Butler - Yes

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

The motion passed with a preferential vote from Student Trustee Rolle.

h. Approval of Addendum #16 to Contract with Greystone West Company for Construction Management Services for the Electrical Switchgear Replacement at Novato High School and Phase 4 of the Districtwide Security Cameras Projects

Trustee Millerick made a motion to approve the Addendum #16 to Contract with Greystone West Company for Construction Management Services for the Electrical Switchgear Replacement at Novato High School and Phase 4 of the Districtwide Security Cameras Projects.

Motion made by: Ross Millerick

Motion seconded by: Abbey Picus

Voting:

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

The motion passed with a preferential vote from Student Trustee Rolle.

i. Approval of Change Order #2 for the Phase 3 Security Cameras at Novato High School, San Marin High School, and Maintenance & Operations

Trustee Millerick made a motion to approve Change Order #2 for the Phase 3 Security Cameras at Novato High School, San Marin High School, and Maintenance & Operations.

Motion made by: Ross Millerick

Motion seconded by: Abbey Picus

Voting:

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

Abbey Picus - Yes

The motion passed with a preferential vote from Student Trustee Rolle.

j. Approval to Award a Contract for the Roofing Project at Loma Verde Elementary School to I & A Contractors, Inc.

Trustee Millerick made a motion to approve the Contract for the Roofing Project at Loma Verde Elementary School to I & A Contractors, Inc.

Motion made by: Ross Millerick

Motion seconded by: Abbey Picus

Voting:

Debbie Butler - Yes

Diane Gasson - Yes

Julie Jacobson - Yes

Greg Mack - Not Present

Ross Millerick - Yes

Magali Limeta - Yes

Abbey Picus - Yes

The motion passed with a preferential vote from Student Trustee Rolle.

k. Approval to Award a Contract for the Sewer Line Replacement at Olive Elementary School to John Boylan Engineering, Inc.

Trustee Millerick made a motion to approve the Contract for the Sewer Line Replacement at Olive Elementary School to John Boylan Engineering, Inc.

Motion made by: Ross Millerick

Motion seconded by: Abbey Picus

Voting:

Debbie Butler - Yes

Diane Gasson - Yes

Julie Jacobson - Yes

Greg Mack - Not Present

Ross Millerick - Yes

Magali Limeta - Yes

Abbey Picus - Yes

The motion passed with a preferential vote from Student Trustee Rolle.

l. Review and Approve Board Policy and Exhibit Updates in the 1000 (Community) Series (2)

Trustee Millerick made a motion to approve the Board Policy and Exhibit Updates in the 1000 (Community) Series (2) which includes:

a. Board Policy 1330: Use of School Facilities

b. Exhibit 1330 (1): Use of School Facilities - Marked for Deletion

Motion made by: Ross Millerick
Motion seconded by: Abbey Picus

Voting:

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

The motion passed with a preferential vote from Student Trustee Rolle.

- a. **Board Policy 1330: Use of School Facilities**
- b. **Exhibit 1330 (1): Use of School Facilities - Marked for Deletion**

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

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

- a. Administrative Regulation 3311: Bids
- b. Administrative Regulation 3311.3: Design-Build Contracts
- c. Board Policy 3312: Contracts

Motion made by: Ross Millerick
Motion seconded by: Abbey Picus

Voting:

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

The motion passed with a preferential vote from Student Trustee Rolle.

- a. **Administrative Regulation 3311: Bids**
- b. **Administrative Regulation 3311.3: Design-Build Contracts**
- c. **Board Policy 3312: Contracts**

n. Review and Approve Exhibit Updates in the 5000 (Student) Series (3)

Trustee Millerick made a motion to approve the Exhibit Updates in the 5000 (Student) Series (3) which includes:

- a. Exhibit 5117 (2): Interdistrict Attendance - Transfer Application - Marked for Deletion
- b. Exhibit 5117 (4): Interdistrict Attendance - Denial Letter
- c. Exhibit 5117 (6): Interdistrict Attendance - Revocation Letter

Motion made by: Ross Millerick

Motion seconded by: Abbey Picus

Voting:

Debbie Butler - Yes

Diane Gasson - Yes

Julie Jacobson - Yes

Greg Mack - Not Present

Ross Millerick - Yes

Magali Limeta - Yes

Abbey Picus - Yes

The motion passed with a preferential vote from Student Trustee Rolle.

- a. **Exhibit 5117 (2): Interdistrict Attendance - Transfer Application - Marked for Deletion**
- b. **Exhibit 5117 (4): Interdistrict Attendance - Denial Letter**
- c. **Exhibit 5117 (6): Interdistrict Attendance - Revocation Letter**
- o. Approval of Gifts or Donations to the District per Board Policy 3290**

Trustee Millerick made a motion to approve the Gifts or Donations to the District per Board Policy 3290.

Motion made by: Ross Millerick

Motion seconded by: Abbey Picus

Voting:

Debbie Butler - Yes

Diane Gasson - Yes

Julie Jacobson - Yes

Greg Mack - Not Present

Ross Millerick - Yes

Magali Limeta - Yes

Abbey Picus - Yes

The motion passed with a preferential vote from Student Trustee Rolle.

- p. Approval to Dispose of Obsolete Property/Equipment**

Trustee Millerick made a motion to approve the disposal of Obsolete Property/Equipment.

Motion made by: Ross Millerick

Motion seconded by: Abbey Picus

Voting:

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

The motion passed with a preferential vote from Student Trustee Rolle.

q. Ratify Warrant Register for Warrants Issued 02/28/2024 through 03/12/2024

Trustee Millerick made a motion to ratify Warrant Register for Warrants Issued 02/28/2024 through 03/12/2024.

Motion made by: Ross Millerick
Motion seconded by: Abbey Picus

Voting:

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

The motion passed with a preferential vote from Student Trustee Rolle.

15. ADJOURNMENT - 7:55 PM

The meeting was adjourned at 7:37 PM. The next Regular Board meeting will be on April 2, 2024.



Vice President/Clerk



Date