

INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE



NOVATO UNIFIED SCHOOL DISTRICT

MINUTES OF THE REGULAR MEETING OF THE ICOC

Monday, June 6, 2022

6:00 – 8:00

Novato Unified School District Office

Members Present: Ali Iqbal, Judy Adison- Hight, Brigit Nevin, Kelly Mathysson

Members Absent: Nicole Tai, Sylvia Barry

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

Call to Order: The meeting was called to order at 6:06pm

Flag Salute/Pledge of Allegiance

Welcome/Introductions:

Mike Woolard informed the committee that the Board had approved a new member, Nicole Tai. Nicole will be serving in the PTA committee role, formerly held by Erich Mesenburg. Unfortunately, Nicole could not make the meeting, but was welcomed by all in attendance.

Approval of the ICOC Agenda for June 6, 2022

MOVED	SECOND	APPROVED
Ali Iqbal	Kelly Mathysson	A motion to approve the Agenda for the June 6, 2022 regular meeting was approved and passed by a vote of 4-0.

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Approval of the ICOC Regular Meeting Minutes for March 10, 2022

MOVED	SECOND	APPROVED
Brigit Nevin	Judy Adison-Hight	A motion to approve the Minutes for the March 10, 2022 regular meeting was approved and passed by a vote of 3-0, with one abstention (Ali Iqbal was not in attendance at this meeting).

Announcements:

Mike announced to the committee that Judy Adison-Hight, At-Large member, resigned from the committee effective June 30, 2022, due to personal reasons. Brigit Nevin and Sylvia Barry, original At-Large and Business Community members of the committee both were stepping down due to membership term limits and other obligations, after providing five years of service on the committee. All three were thanked for their time and contributions to the success of this important work for Measure G in support of the school district and the community. Mike also reminded the committee that Senior Citizen member Jeffrey Vaillant resigned in March shortly after the annual report presentation to the Board of Trustees.

Mike discussed the legal requirements for a sitting committee and quorum standing, and that member roles can be adjusted depending on qualifications of new applicants. Also discussed were areas of community outreach for new applicants and information provided on the committee's website. Julie Jacobson asked about if there is an "exit interview" protocol and if that might provide helpful information to the District. Mike shared information he learned from other school districts, and how unique it has been for the stability in membership the committee has had to date.

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Public Comment

As a parent of a student at Novato Charter School, Ali made a public comment and asked for more information regarding future allocation of Measure G funding for NCS. Mike explained that he is waiting for further direction from Lois Standring and the Board on project allocations, but that the school is definitely included in the "Other" allocation still to be directed.

Kelly had a question regarding the potential for a pool for San Marin High School. Mike said that he didn't have any of the prior history of the discussions regarding this issue, but that a pool for San Marin was not identified as a master plan or bond allocation project. Given the tremendous expense and maintenance investment pools require, and the needs of the district versus the limited bond funding, that adding a pool was not elevated as a priority.

Discussion/Action

Nomination and Election of Chair and Vice Chair for 2022/23

Approval of the Chair for the 2021/2022 ICOC

MOVED	SECOND	APPROVED
Ali Iqbal	Brigit Nevin	A motion to elect Kelly Mathysson to the position of Chair for the 2022-2023 year was approved by a vote of 4-0

Approval of the Vice Chair for the 2022/2023 ICOC

MOVED	SECOND	APPROVED
Kelly Mathysson	Judy Adison-Hight	A motion to elect Ali Iqbal to the position of Vice Chair for the 2022-2023 year was approved by a vote of 4-0

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Selection of the ICOC Annual Report Sub-Committee

By request of the committee at the March 10th meeting, in order to give the sub-committee more time to develop the annual report, selection of participants in June as opposed to the normal September/October time frame was desired. As Melissa discussed, this would allow time for the sub-committee to meet prior to the Fall meeting and subsequently present to the committee their recommended direction for what is to be included.

This would also then allow time for the sub-committee to complete specific details and writing for each portion of the annual report by December, in order to submit to district staff for final layout building (if desired by the sub-committee) for sub-committee final review in January. Final audit information for the committee to include in their report is to be provided upon the audit's completion, usually in early February. Presentation to the full committee at their Winter meeting late February then precedes presentation to the Board of Trustees by the Committee Chair at a regularly scheduled Board meeting in March.

MOVED	SECOND	APPROVED
Ali Iqbal	Brigit Nevin	A motion to place Nicole Tai and Ali Iqbal on the Annual Report Sub-committee for the 2022-2023 year was approved by a vote of 4-0

ICOC Meeting Calendar for Summer Site Walk

The committee requested scheduling the summer site walk after the beginning of school in the fall.

Meeting calendar Doodle poll invitations will be sent out for committee date selection.



Staff Reports

Measure G Bond Financial Update/Current Market Impacts

Mike provided an update on the market impacts on the Measure G projects. Tied to increased material costs due to COVID impacts, are increased fuel costs driving exceedingly high bids and quotes. Stiff competition in a saturated market has reflected a lack of contractor need to be competitive in their pricing, with bidding coming in sometimes 50% or 100% higher than expected. This led to the need to postpone some projects till Summer 2023 in the hopes that the market will correct itself and provide a more favorable bidding environment.

Also impacting projects are the material delays and material availability, due to limited inventory, a high demand for small available inventory, and logistical challenges with delayed deliveries. Lack of availability of electronics and component parts and the shutdown of major ports in China are adding pressure to an already impacted process.

Bond Facilities Project Update – Summer 2022 Projects

Review of the upcoming Summer 2022 projects. The Elementary School furniture installation will be happening at Hamilton (K-5) Loma Verde, Lu Sutton, Pleasant Valley, Rancho and San Ramon. A question was asked about disposal of the old furniture. Mike provided information about the moving contractor who set donation of multiple classrooms of used furniture to an East Bay school district in need of furniture, with the remaining going to a metal/wood recycler for future reuse.

Deferred maintenance sewer upgrades due to root infiltration and capacity sizing will be happening at Hamilton, Loma Verde, Olive and San Jose. Roof replacement projects will be happening at Hamilton and San Jose. The committee heard earlier about the HVAC installation going in at Rancho, with the push to Summer 2023 for HVAC at Lu Sutton and Novato HS.

Additional needed site-wide exterior siding repair and painting will be happening at Loma Verde and Lu Sutton, with color paint schemes selected by

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school site committees. Mike responded to a committee question that all projects are based on a pure maintenance need, and not on any potential future school closure.

There will be a kitchen installation project at Pleasant Valley, and a kitchen/gym modernization project, along with new stucco exterior siding, fire alarm and a clock/bell upgrade at Sinaloa MS. IT Infrastructure upgrades and Classroom Technology Toolkit installation will be happening at Hamilton, Loma Verde, Pleasant Valley, Rancho and San Jose. San Jose will also be receiving the new clock/bell upgrade.

Summer 2023 projected work delayed from 2022 include the previously discussed air-conditioning installation at Lu Sutton ES and Novato HS. Olive ES will have the classroom clerestory windows replaced and a repair to the parking lot by the Olive Admin building; and San Jose will have a modernized kitchen and upgraded fire alarm.

Topics and Information for Next Meeting

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

Adjourned: The meeting was adjourned by Chair Ali Iqbal at 7:15 pm.

Witnessed: _____

A handwritten signature in blue ink, appearing to read "Ali Iqbal", is written over a horizontal line.

Vice-Chair of the Independent Citizens' Oversight Committee
Attested to on this 27th day of September, 2022