

INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE



NOVATO UNIFIED SCHOOL DISTRICT

MINUTES OF THE REGULAR MEETING OF THE ICOC

Wednesday, May 31, 2023

6:00 – 8:00

Novato Unified School District Office

Members Present: Kelly Mathysen, Nicole Tai (via remote), Jeremy Leyland, Ali Iqbal

Members Absent: None

Others Present: Melissa Duggan (Facilities Bond Project Manager)
Lois Standing (Assistant Superintendent, Business & Operations)

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

Flag Salute/Pledge of Allegiance

Welcome/Introductions:

Melissa Duggan re-welcomed Jeremy Leyland, the newest committee member and now at his second meeting, and provided him an opportunity to share his background and reasons for wanting to serve on the ICOC. Jeremy has two children at Lynwood and had served previously on the District's Parcel Tax Blue Ribbon Committee.

Approval of the ICOC Agenda for May 31, 2023

MOVED	SECOND	APPROVED
Ali Iqbal	Nicole Tai	A motion to approve the Agenda for the May 31, 2023 regular meeting was approved and passed by a vote of 4-0.

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Approval of the ICOC Regular Meeting Minutes for April 5, 2023

MOVED	SECOND	APPROVED
Jeremy Leyland	Ali Iqbal	A motion to approve the Minutes for the April 5, 2023 regular meeting was approved and passed as corrected by a vote of 4-0.

Announcements:

Ali Iqbal announced to the committee that he had moved to be on the rolls with the District as a substitute teacher for the Charter School, although had not yet actively participated in that role. Melissa reminded the committee of the independence requirements of sitting committee members, and that being an employee through the District would be a disqualification. Melissa shared that terms for both Kelly and Ali expire June 30, 2023, with Ali having technically completed his third and final "two-year" term, although having only served five and one-half years. A board item is scheduled to be brought prior to June 30th requesting Kelly and Ali continue with an additional term. Melissa 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. (Informational Note subsequent to the May 31st meeting – after consultation with District's Measure G legal counsel, it was determined that Ali's tenure on the committee could not be extended beyond the standing of three two-year terms, and his completion of service to the ICOC was brought to the Board prior to June 30th, 2023)

It was also announced that Lois Standring would be leaving the District in her capacity as Assistant Superintendent/Business and Operations at the end of June, and there will be a new Superintendent and new CFO beginning July 1, 2023 in the District.

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Public Comment

There was no public comment for this meeting

Discussion/Action

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

Approval of the Chair for the 2023/2024 ICOC

MOVED	SECOND	APPROVED
Ali Iqbal	Jeremy Leyland	A motion to elect Kelly Mathysen to the position of Chair for the 2023-2024 year was approved by a vote of 4-0

Approval of the Vice Chair for the 2023/2024 ICOC

MOVED	SECOND	APPROVED
Kelly Mathysen	Jeremy Leyland	A motion to elect Nicole Tai to the position of Vice Chair for the 2023-2024 year was approved by a vote of 4-0

Selection of the ICOC Annual Report Sub-Committee

Kelly Mathysen indicated that she was very happy with the format of the Annual Report as now exists. Jeremy Leyland and Nicole Tai volunteered to be on the sub-committee to shepherd the content for the next Annual Report and work with District staff in December and early January to allow time for building of the layout for the Draft Annual Report.

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Final
audit

detail information for the committee to include in their report is to be provided upon the audit's completion, usually by mid-February. Presentation to the full committee at their Winter meeting late February or early March then precedes presentation to the Board of Trustees by the Committee Chair at a regularly scheduled Board meeting at the end of March.

ICOC Meeting Calendar for Summer Site Walk

The committee requested scheduling the summer site walk after the beginning of school in the fall (in September), and then have the Fall regular meeting late September or in October/early November.

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

ICOC Future Meeting Presentations

At a future meeting, the Committee would like a primer presentation on how Bonds work, buydowns etc.

Nicole Tai is interested in a presentation regarding energy consumption savings from the investments from Measure G with the installation of cool roofs, and electric heat pumps/condensing units. Lois mentioned that there might be some data from the Proposition 39 work that was done. Kelly Mathysen thought ongoing tracking of this information would be good, even including the summer 2023 project of replacing the clerestory windows at Olive ES, and the energy consumption savings of that installation. Lois added that the data point needs to be based on usage, not on the financial expenditure. A question was asked about summer usage and Pelican set points over the summer to help reduce energy consumption and if there is year over year information on usage savings.

Staff Reports

Measure G Bond Facilities Project Update – Summer 2022 Project Updates and Summer 2023 Projects

Update and review was presented of all projects from Summer 2022 that have been completed, including the Elementary School furniture installation at Hamilton (K-5), Loma Verde, Lu Sutton, Pleasant Valley, Rancho and San Ramon. Deferred maintenance sewer upgrades due to root infiltration and capacity

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sizing
were

completed at Hamilton, Loma Verde, Olive and San Jose. Roof replacement projects completed included Hamilton, San Jose and the emergency roof replacement at Rancho ES. Additional needed site-wide exterior siding repair and painting happened at Loma Verde and Lu Sutton, with color paint schemes selected by school site committees.

The kitchen installation project at Pleasant Valley also included several required ADA upgrades, and the Kitchen/Gym modernization project, along with new stucco exterior siding, fire alarm and a clock/bell upgrade at Sinaloa MS is primarily complete. Melissa explained the outstanding issue with the new gymnasium flooring that is being addressed by the contractor and manufacturer. (Nicole requested specification information as to what the gym surface is composed of and Melissa provided it via email post-meeting to the committee.) IT Infrastructure upgrades and Classroom Technology Toolkit installation were completed at Hamilton, Loma Verde, Pleasant Valley, Rancho and San Jose.

Projects completed during Fall 2022 and Spring 2023 included replacement of the old Ocularis security camera system with the new Verkda system at San Jose, Sinaloa, Hamilton, Hill EC, Novato HS and San Marin HS. The replacement of the teaching garden at Olive ES due to the construction of the new Administration building was completed. Physical Site Security assessments for the 23/24 security camera installation projects occurred for the remaining 14 district sites. These assessments assist with the design drawings for each site.

A review of the Summer 2023 construction projects included the final phase of classroom furniture outfitting for the high schools and middle schools; the parking lot replacement and clerestory window replacement at Olive ES; installation of a new HVAC system and roof replacement at Hill EC/Marin Oaks; New HVAC installation for Novato HS and Lu Sutton ES; a new Kitchen/Snack bar, Fire Alarm System and Exterior Paint project at San Jose MS; Verkada Security Camera installations at Novato HS, San Marin HS and the Maintenance and Operations facility on "C" Street; and continuation of the IT Infrastructure Site Upgrade projects with the installations at Hill EC/Marin Oaks, the District Office and the 819 Olive Avenue facility. New synthetic Field and Track installations were underway for San Jose MS and Sinaloa MS; the classroom Technology Toolkit package project finished with installation at Marin Oaks/NOVA, and the beginning of approved work for Novato Charter School includes roof repair work on identified portables and installation of Wifi in the new campus portable to be completed over the summer.

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The

Committee also received a review of project costs and construction costs for the Summer 2023 projects and a review of the Summer 2024 projects that are in the planning phase

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 Kelly Mathysen at 7:23 pm.

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

DRAFT

DRAFT