



Novato Unified School District

Education Workforce Housing Development Staging Plan

September 10, 2024

Introduction to Education Workforce Housing

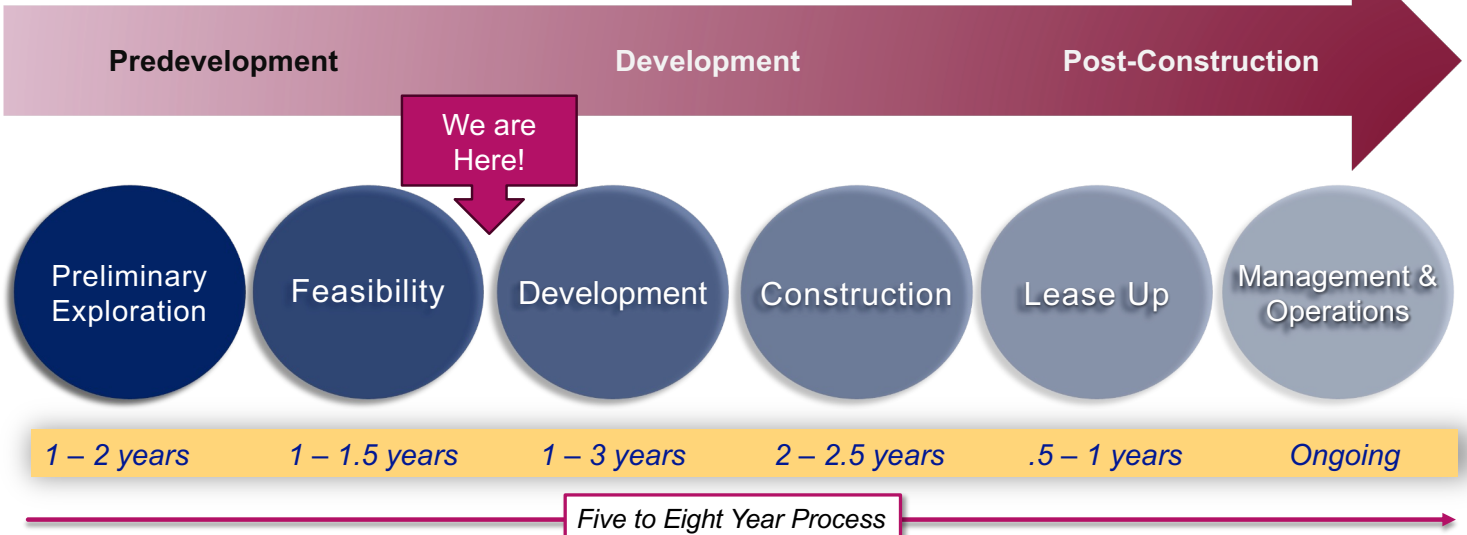
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- Education workforce housing attracts and retains top teaching and support staff, improving education consistency and quality.
- Supports employee well-being, reduces turnover, and addresses staffing shortages.
- Builds a sense of community, stability, and continuity in schools.
- Cuts commute times, strengthening connections between staff and the community they serve.
- Encourages diversity by attracting individuals who might not otherwise live in the area, enriching the community with varied perspectives.

Multi-Year Process Where We Are Now

2

California School Board Association (CSBA) EWF 2.0 Advance Training Stages



9/10/24

Meeting Objectives

3

Accept staff recommendation to begin the Staging Plan for the next stage of Development

- Authorize engagement with neighboring organizations to establish an information-sharing process to explore potential involvement in NUSD EWH Projects.
- Formation of EWH Development Projects Team and Subcommittees.
 - Pursue entitlement options
 - Exploration of alternative funding sources
- Establish a 7-11 Committee to formally identify surplus properties and begin the application process for state-required waivers.
- Develop a schedule to provide regular updates to the Board and community.

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Authorize Engagement

Meet with neighboring organizations to establish an information-sharing process to explore involvement in NUSD housing developments, including capital contributions, planning, or relocation.

Examples of the types and sequence of agreements

1. Letter of Intent (LOI):

Summarizes the preliminary understanding between parties before the formal agreement is finalized. It's often used in negotiations to set the groundwork for future detailed contracts.

2. Memorandum of Understanding (MOU):

A non-binding agreement that outlines the preliminary intentions and understandings between parties to document shared goals, responsibilities, and proposed actions. Used in the early stages of negotiations to establish a mutual framework before drafting a binding agreement.

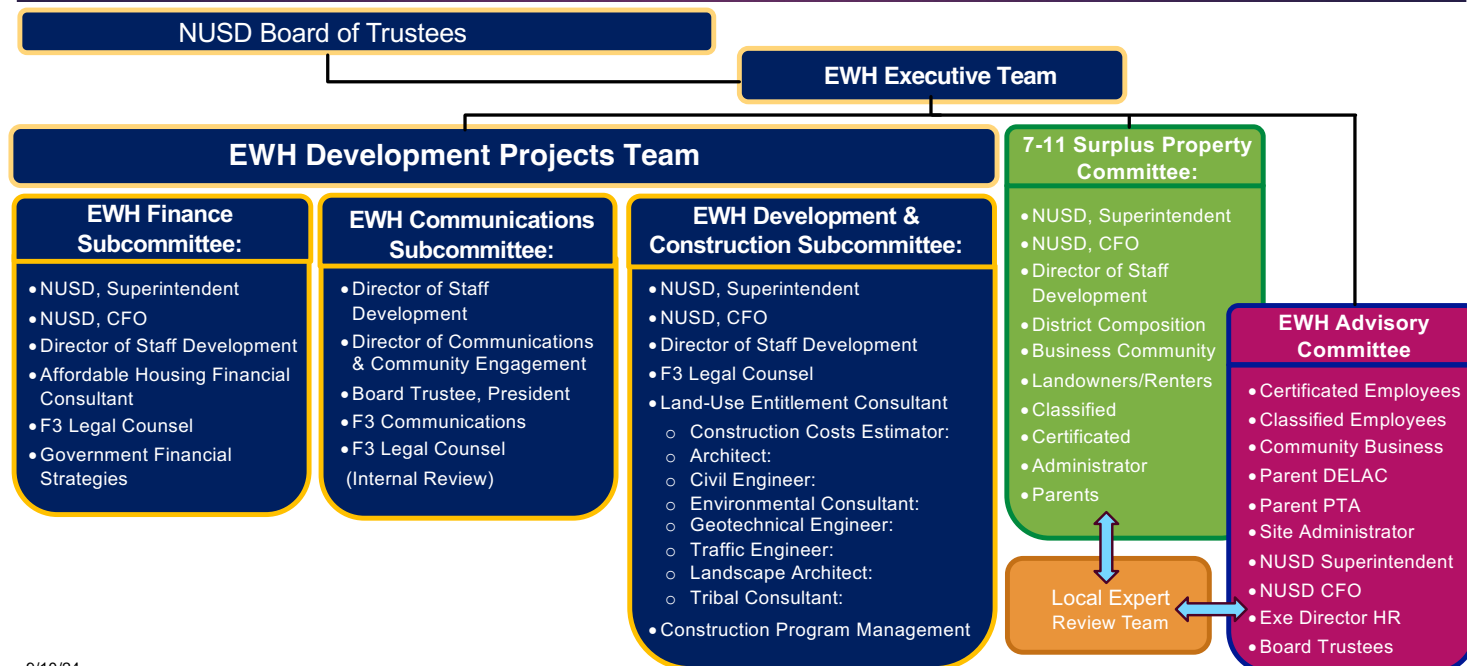
3. Exclusive Negotiating Agreement (ENA):

Gives one party exclusive rights to negotiate with another for a specified time and prevents them from negotiating with third parties.

Each type of agreement is utilized for laying the groundwork for more formal and future binding contracts.

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EWH Development Team



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Formation of 7-11 Committee

The Feasibility Study recommends using proceeds from the sale of surplus property to help fund Education Workforce Housing projects.

- Per Education Code Section 17388, school districts must complete the 7-11 surplus property process before they can sell or lease surplus property.
- The committee reviews the staff's analysis of the Feasibility Study findings.
- Considers community input on the use or disposition of surplus school properties.
- Recommends the best course of action for school buildings, spaces, or other properties no longer needed for school purposes.

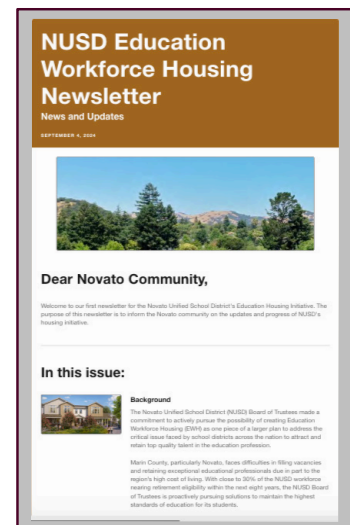
Staff will present the full report on committee process and membership at future Board meeting.

9/10/24

Communication

Community Outreach Plan

- Presentations to community groups for the Fall 2024 - Spring 2025
(Locations and Schedule TBD)
- Ongoing updates to the District's Workforce Housing Webpage
- Distribution of a regular "NUSD Education Workforce Housing Update" newsletter through ParentSquare and emailed to others who have signed up to receive updates



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Upcoming Dates

September 23, 2024: Community Advisory Committee Meeting

Review Feasibility Study and Board direction for committee's input.

October 22, 2024: Board Meeting

Staff Report Formation of the 7-11 Committee

December 3, 2024: Board Meeting

Staff Report (Update the board on the Development plan progress)

January 13, 2025: Community Advisory Committee Meeting

Update the Committee on the Development plan progress

February 11, 2025: Board Meeting

Staff Report (Update the board on the Development plan progress)

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Novato Unified School District

Questions

Development Staging Plan Subcommittees and Membership

EWH Executive Team

(Full Oversight of EWH Initiative)

- NUSD, Superintendent
- NUSD, CFO
- Director of Staff Development
- Director of Communications & Community Engagement
- F3 Legal Counsel
- F3 Communications

EWH Project Development Team

EWH Finance Subcommittee:

(Research financing and grants, facilitate the application process)

- NUSD, Superintendent
- NUSD, CFO
- Director of Staff Development
- Affordable Housing Financial Consultant
- F3 Legal Counsel
- Government Financial Strategies (JPA)

EWH Communications Subcommittee:

(Maintains ongoing communications plan)

- Director of Staff Development
- Director of Communications & Community Engagement
- Board Trustee, President
- F3 Communications
- F3 Legal Counsel (F3 Internal Review)

EWH Development and Construction Subcommittee:

(Oversees, plans, and implements development projects)

- NUSD, Superintendent:
- NUSD, CFO:
- Director of Staff Development
- F3 Legal Counsel: (James Traber)
- Land Asset Management Services:
- Land-Use Entitlement Consultant:
 - Construction Costs Estimator:
 - Architects:
 - Civil Engineer:
 - Environmental Consultant: *(use existing company)*
 - Geotechnical Engineer: *(use existing company)*
 - Traffic Engineer:
 - Landscape Architect:
 - Tribal Consultant: *(use existing company)*
- Construction Program Management:

7-11 Surplus Property Committee *(Minimum of 7 members with a Maximum of 11 members)*
(Review Staff and Feasibility Study Findings)

- Ethnic, age group, and socio-economic composition of the District
- Business community, store owners, managers, supervisors
- Landowners or renters, with preference given to representatives of neighborhood associations
- Classified
- Certificated
- Administrators
- Parents or Guardian of students
- Subject Matter Expert: Persons with expertise in environmental, legal, building, and land use planning

EWH Advisory Committee

(Review process and advise Board)

- Certificated Employee Representative
- Certificated Employee Representative
- Classified Employee Representative
- Classified Employee Representative
- Community Member, Business
- Community Member, Business
- Community Member, Business
- Parent Rep, DELAC
- Parent Rep, DELAC
- Parent Rep, Parent Teacher Association
- NUSD Site Administrator
- NUSD Superintendent
- NUSD Chief Financial Officer
- NUSD Executive Director, Human Resources
- NUSD Board Trustee
- NUSD Board Trustee
- NUSD Board Trustee, President

SURPLUS PROPERTY WORKSHEET

Overview of the surplus property process generally applicable to the sale of surplus sites.

(Bd mtg date)	<input type="checkbox"/> Determine whether 7-11 committee will be required to declare the property "exempt surplus" (not required for non-instructional facilities, workforce housing, lease to private entity for summer school). (EC 17391). <input type="checkbox"/> (<i>Optional</i>) Adopt resolution directing staff to recruit 7-11 committee and begin the surplus process.	
Recruitment work 30-60 days	<input type="checkbox"/> Recruit 7-11 committee members. <input type="checkbox"/> (<i>Optional, but recommended</i>) obtain appraisal <i>through counsel</i> to determine market value. <input type="checkbox"/> (<i>Optional</i>) Obtain real estate agent. <input type="checkbox"/> (<i>Optional, but recommended</i>) Obtain condition of title report.	
(Bd mtg date)	<input type="checkbox"/> School Board takes action to appoint 7-11 committee members. (EC 17388).	
711 mtgs (timing dependent on complexity)	<input type="checkbox"/> 7-11 committee must post notice prior to hearing & circulate priority list of surplus space. <input type="checkbox"/> 7-11 committee must hold a hearing. (EC 17389). <input type="checkbox"/> 7-11 committee adopts report and makes findings. (EC 17389). <input type="checkbox"/> If waiver is sought, solicit input 7-11 Committee and bargaining groups on the waiver. (EC 33050(b)(1)).	
(Bd mtg date)	<input type="checkbox"/> Board receives 7-11 report, declares property "exempt surplus." (GC 54221(b)(1)). <input type="checkbox"/> Submit resolution to HCD for 30-day review period. (GC 54221(b)(1)). <input type="checkbox"/> If waiver is sought, Board holds hearing, passes resolution authorizing staff to file a waiver. (EC 33050(a)). <input type="checkbox"/> Request planning commission report re: general plan (40 day response window). (GC 65402). <input type="checkbox"/> Authorize staff to file CEQA exemption.	
	Statutory Surplus Property Steps	SBE Waiver of Surplus Steps
Offer Period ~60-90 Days	<u>For Leases Only</u> <input type="checkbox"/> 60 day offer to lease vacant classrooms for to SELPA/COE for SPED programs (EC 17465) <u>Additional Steps For Both Sales & Leases</u> <input type="checkbox"/> (<i>Optional</i>) Offer for child care development services. (EC 17458.) <input type="checkbox"/> <i>Naylor Act</i> - 60 day offer of land used, or particularly suited for recreational purposes for prior 8 years to (1) City, (2) Park/rec District (3) Regional park authority, (4) County. (EC 17485, 17489.) <u>Additional Steps Only For Sales & Leases With Purchase Options</u> <input type="checkbox"/> Notice former property owner 60 days prior to bid date (EC 17470). <input type="checkbox"/> 60 day offer to DGS/UC/CSU/County/City, housing authority, and publication of intent to sell 1x week for 3 weeks. (EC 17464).	<u>File SBE Waiver</u> <input type="checkbox"/> In unlikely event property is not "exempt surplus," make offers required under GC 54220 <i>et seq.</i> (EC 17459 not waivable). <input type="checkbox"/> Gather approvals needed for waiver application, consult with unions <input type="checkbox"/> Submit online waiver application. SBE meets every other month, and has a two-month lead time (approximately) on agenda items.
(Bd mtg date)	<input type="checkbox"/> Board adopts "Resolution of Intent" by 2/3 vote specifying minimum price, terms, broker fee, and setting date to open proposals at least 3 weeks later. Publish notice in a newspaper once per week for 3 weeks . (EC 17466, 17472). <input type="checkbox"/> Provide bid documents to interested parties. <input type="checkbox"/> Authorize staff to file CEQA exemption. <input type="checkbox"/> At Board meeting, open and declare bids, call for oral bids. <input type="checkbox"/> Accept bids or adjourn and accept bids within 10 days.	If waiver is granted: <input type="checkbox"/> Issue RFP seeking potential buyers. <input type="checkbox"/> Negotiate agreement <input type="checkbox"/> Publicly announce proposals and approve agreement within 30-60 days
(Bd mtg date)	<input type="checkbox"/> Buyer due diligence, title report, closing.	<input type="checkbox"/> Buyer due diligence, title report, closing.

