



SMMUSD Financial Oversight Committee Minutes

Date: Tuesday, November 15, 2011

Time: 7:00 pm to 9:00 pm

**Location: Testing Room, SMMUSD Administrative Offices
1651 16th Street, Santa Monica, CA 90404**

I. Call to Order

The meeting was called to order at 7:02p.m. by Ms. Wagner.

<u>Committee Members:</u>	Carrie Wagner, Chair	Craig Hamilton
	Joan Chu Reese, Vice Chair	Patricia Hoffman
	Craig Foster	Tom Larmore
	Paul Silvern	Gordon Lee arrived @ 7:40pm
	Cynthia Torres	David Vukadinovich

<u>Board Liaisons:</u>	Jose Escarce
	Laurie Lieberman

<u>Staff:</u>	Jan Maez
	Kim Nguyen

<u>Student Representative:</u>	Jack Walecki – Malibu High School
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<u>Public:</u>	Gerardo Cruz, Child Development Services Fiscal Supervisor
	Linda Greenberg Gross, Ed Foundation
	Heidi Kleis, SMMCTA

<u>Absent:</u>	Oscar de la Torre
	Shelly Slaugh Nahass

II. Approval of Minutes October 18, 2011 meeting

A motion was made by Mr. Silvern and seconded by Ms. Torres to approve the Minutes as amended. The motion passed unanimously.

III. Staff Report: Chief Financial Officer Janece L. Maez (*Limited Discussion*)

- A. Year-end Report from Marie Totten, School Innovations: Ms. Maez introduced Marie Totten from School Innovations and Advocacy who provided a 2010-11 year-end report on attendance. Ms. Totten explained that the notification of truancy mandate is three (3) unexcused all day absences that do not need to be consecutive days. The District will receive mandated payments for Notification of Truancy Letters in January 2012. The second most effective intervention measure for improving attendance is face to face conferencing. In addition to truancy letter, the District also sends excessive excused absence letters. Ms. Totten noted that those chronically absent in early grades will lead

to higher drop out in later grades. Once a student is absent 10 days, they have passed the 5% absent mark. Illness codes will trigger letters but site staff has the opportunity to suppress letters. The 2011-12 focus areas are to minimize letter suppression, document and close all eligible conference, utilize SARB, in-person training and strategize before peak absence times. Ms. Maez stated that each principal received detailed information for their site at a similar presentation. At the beginning of the year, a technical trainer comes to the District for training and during the year, web training is available for new staff. Last year's attendance was 96.49% which was an increase of 3/10 of a percent as of mid-year. The state average is 94.5%.

IV. Update from Ad Hoc Committees

- A. Researching District Revenue Enhancement (*J. Chu Reese, G. Lee, C. Torres, D. Vukadinovich*): Ms. Torres reported that over the past 6 weeks, the ad hoc committee met with school board members and individuals who are extremely interested in centralized fundraising. There is support of the Education Foundation but also concern regarding the proposed revision of the gift policy. Ms. Torres stated that there were some "low hanging fruit" for fundraising that do not involve parents such as alumni groups that should be sought. She shared a conversation she had with the Executive Director of Manhattan Beach Ed Foundation who has instituted an annual giving program. Steps taken by other Education Foundation include donor cultivation, recognition, accountability of fundraising goals, transparency with financial disclosure and public reporting.
- B. Educating Public on District Finances (*C. Wagner, C. Foster, P. Hoffman, T. Larmore, D. Vukadinovich*): No Report.
- C. Comparative District Research (*T. Larmore, S. Slaugh Nahass, P. Silvern*): No Report.
- D. Special Education District Advisory Committee (SEDAC) (*C. Hamilton, P. Silvern*): No Report.

V. Discussion/Action Items

- A. Terms ending December 31, 2011: Mr. Lee stated that the terms for Ms. Chu Reese, Mr. Vukadinovich, and Ms. Torres will end December 31, 2011. It was moved by Mr. Silvern and seconded by Mr. Larmore to recommend to the Board for reappointment of the members with terms ending December 31, 2011. The motion passed unanimously.
- B. Proposed Revised Gifts Policy: Mr. Vukadinovich reported that he had been working on behalf of Roosevelt and in conjunction with Franklin and Grant leadership on the subject of centralized fundraising. The coalition feels that implementation of the policy should be directed by the Superintendent; the sites should take ownership and feel involved in the process; budgetary matters should be handled by the Board of Education; and fundraising handled by the Education Foundation. They also feel that a strong memorandum of understanding should be established. Each school site should have a seat on the board of the Ed Foundation with a 24 month implementation period. The Ed

Foundation and the School Site Booster Clubs should work together on the timing of when the “ask” is done.

Mr. Foster suggested that the proposed gift policy was just a transfer of funds between Malibu and Santa Monica. In a PowerPoint presentation, Mr. Foster discussed the following: the current spending versus parity, flow of funds, unintended consequences, cost of equalization, Malibu representation, the marginal benefit, the math of fundraising, district comparisons, and an alternative plan of centralized fundraising.

The FOC agreed that the policy if adopted should not be deductive to any site and it should be phased in to allow the Ed Foundation to raise funds and build relationships between with school sites. Mr. Vukadinovich felt that the policy should not be implemented mid-year and that there be a minimum of 2 years with mechanisms in place to ensure that schools are not cut. Mr. Lee stated fundraising needs to be done a year in advance so the urgency should be emphasized. The FOC discussed preparation of a statement to the Board. Mr. Silvern stated that the FOC statement should include the work that came from the revenue enhancement ad hoc committee in the last several years. Ms. Torres indicated that the focus should be revenue enhancement and how as a community, we move forward together. The idea that the PTA should remain on board with fundraising and that this revised gift policy does not mean that all fundraising will now be handled by the Ed Foundation was expressed. Ms. Wagner stated that it was important for the FOC to have a place on the Superintendent’s advisory committee. Ms. Chu Reese stated that those who already raised money should also have a place on the committee. Ms. Wagner stated that she will circulate the draft statement to the members for comments that would be read into the record at the November 17, 2011 Board Meeting.

VI. Receive and File (Limited Discussion)

A. November 3, 2011 Board Item D.01 – Consider Revising BP 3290 – Acceptance of Gifts

VII. Public Comments: None

VIII. Next Meeting: December 13, 2011 from 7:00 p.m. - 9:00 p.m.

IX. Adjournment: It was moved by Ms. Chu Reese and seconded by Mr. Lee to adjourn at 9:12p.m. The motion passed unanimously.