



SMMUSD Financial Oversight Committee Minutes

Date: Thursday, October 8, 2015

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

7:01 pm

<u>Committee Members:</u>	Alex Farivar	Seth Jacobson by phone
	Jon Kean	Joan Krenik
	Tom Larmore	Gordon Lee
	Marc Levis-Fitzgerald	Debbie Mulvaney
	Paul Silvern	Shelly Slaugh Nahass
	Manel Sweetmore	Dean Chien, SAMOHI student rep

Board Liaisons: Craig Foster

Staff: Jan Maez Kim Nguyen

Absent: Laurie Lieberman

Public: Terry Deloria, Assistant Superintendent – Ed Services
left @ 7:45p.m.

II. Approval of Minutes

7:02 pm

A motion was made by Mr. Silvern and seconded by Mr. Farivar to approve the September 15, 2015 minutes as amended.

Under Section VI (A), “...the structural deficit subcommittee was repurposed...”

AYES: Eleven (11) (Mr. Farivar, Mr. Jacobson, Mr. Kean, Ms. Krenik, Mr. Larmore, Mr. Lee, Mr. Levis-Fitzgerald, Ms. Mulvaney, Mr. Silvern, Ms. Slaugh Nahass, Mr. Sweetmore)

STUDENT ADVISORY VOTE: One (1) Mr. Chien

NOES: None (0)

ABSENT: None (0)

ABSTAIN: None (0)

III. Staff Report

7:04 pm

A. Library Update

Dr. Deloria provided the committee an overview of the following topics: why have libraries, best practices, locations and staff, textbook and collection management, Follett System, and 21st century libraries. The committee briefly discussed the advantages of purchasing and leasing technological equipment. Dr. Deloria’s library update presentation may be found at the end of these minutes.

7:45 pm

B. Budget Update

Ms. Maez informed the committee that the district was in between unaudited actuals and 1st interim report and Payroll Department presented a timekeeper staff development workshop.

IV. Discussion/Action - None

V. Ad hoc Subcommittee Update

7:57 pm

A. Malibu Unification Budget Considerations: *Mr. Silvern (Chair), Mr. Kean, Ms. Krenik, Ms. Mulvaney, Mr. Sweetmore*

Mr. Silvern reported that the subcommittee held a conference call and meeting on October 2, 2015. There were no parallel numbers for Malibu-only district budget at this point. Numbers are preliminary and there had not been an opportunity to fully analyze new calculations provided by district staff. With the minimum state aid factor, Malibu-only district will continue to be considered a basic aid district and Malibu-only budget could possibly be better than previously projected. Santa Monica-only budget would be the reverse situation with lower property taxes and loss of the state aid. The subcommittee thanked Ms. Maez and her staff for their work on the Santa Monica-only district budget. Ms. Maez will contact WESTED to run numbers for the Malibu-only district budget.

8:05 pm

B. Impact of Living Wage and Minimum Wage: *Ms. Mulvaney (Chair), Mr. Kean, Ms. Krenik, Mr. Silvern*

Ms. Mulvaney reported that the subcommittee had a phone meeting to outline the potential for the district as the City of Santa Monica is looking to raise the minimum wage. There are a number of different strategies to be considered. The subcommittee will be doing some research on what other similar agencies have done; their philosophies of living wage and minimum wage; and their success. The subcommittee expects to outline potential issues that the district may need to grapple with before taking steps toward that path such as potential conversation with labor organizations and their reaction to the living wage.

8:12 pm

C. Maintenance Financing: *Mr. Larmore (Chair), Mr. Lee, Mr. Farivar*

Mr. Larmore reported that the subcommittee met trying to better understand what the district needs are with a look at maintenance schedules and deferred maintenance. The subcommittee's next task is to meet with facilities staff. It is anticipated that the district needs \$3M-\$5M/year but there are no real basis for those numbers at the moment. Discussion will include where money might come from; direct and indirect approaches in covering costs; or changing the methods to save money.

8:19 pm D. Potential Cost Savings through Sustainability: *Ms. Slaugh Nahass (Chair), Mr. Jacobson, Mr. Levis-Fitzgerald, Mr. Sweetmore*

There was no report from the subcommittee. Mr. Kean commented that Santa Monica College is doing some work related to sustainability.

8:28 pm E. District Budget: *Ms. Krenik (Chair), Mr. Kean, Mr. Larmore, Ms. Mulvaney*

Ms. Krenik reported that the committee will meet when the budget is available for review.

VI. Receive and File (Limited Discussion)

8:28 pm A. County Assessor 2015 annual report
http://assessor.lacounty.gov/wp-content/uploads/2015/09/2015_annual_report.pdf

VII. Public / Committee Comments

8:28 pm In response to Mr. Kean, Ms. Maez informed the committee that the OPEB board item will be submitted for the October 15, 2015 board agenda.

VIII. Next Meeting: Thursday, November 12, 2015

IX. Adjournment

A motion was made by Mr. Lee and seconded by Mr. Levis-Fitzgerald to adjourn at 8:29 p.m.

AYES: Eleven (11) (Mr. Farivar, Mr. Jacobson, Mr. Kean, Ms. Krenik, Mr. Larmore, Mr. Lee, Mr. Levis-Fitzgerald, Ms. Mulvaney, Mr. Silvern, Ms. Slaugh Nahass, Mr. Sweetmore)

STUDENT ADVISORY VOTE: One (1) Mr. Chien

NOES: None (0)

ABSENT: None (0)

ABSTAIN: None (0)



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

SMMUSD Library Services: An Overview

Financial Oversight Committee

October 8, 2015



Presentation Components

- Why?
- Best Practices
- Locations
- Staffing
- Services
- Measure ES Projects
- Questions



Why Have Libraries?

- Robust, high-quality libraries have a strong, positive effect on:
 - Student achievement (PreK-12 Content)
 - Broad learning (Beyond the content)
 - Literacy levels—especially comprehension
 - English language acquisition
 - Time spent reading
 - Research and problem-solving skills
 - Technical literacy



Best Practices of High Quality Libraries

- School “hub”; center of the school
- Student-focused
- Staff expertise in the newest technologies and information literacy
- Environment that “invites” reading and/or discourse of reading
- On-going training of library staff
- Diverse, relevant and culturally-responsive collection
- Technology that “extends” services to 24-7, worldwide



Locations and Staff

ELEMENTARY SCHOOLS

- All have a library! (Muir and SMASH share)
- Elementary Library Coordinator (ELC)
- FTE based on student enrollment

SECONDARY SCHOOLS

- JAMS, LMS
 - 1 FTE librarian
 - 0.75 library assistant
- Samohi
 - 1.5 FTE librarians
 - 2 FTE library assistants
- Malibu
 - 1 FTE librarian
 - 1 FTE library assistant



Textbook and Collection Management

■ Through June 2015

- DOS-based system for collection
- One librarian managed the textbook inventory for the district in an excel file
- No way to track financial data related to textbooks, teachers' editions, class sets, books, etc.
- No way to leverage existing textbook collection leading to unnecessary purchases
- No way to easily communicate with parents about student accounts
- Excessive manual labor supported more of a clerical-focused staff rather than student-focused



Textbook and Collection Management

- Follett Destiny Library Management System
- Software: General Fund
- Hardware, training: Measure ES
- Installation: Summer 2015
- Staff Training: August 2015
- Will take time to move “everything” into the new tool



Textbook and Collection Management

Features

- Efficiency means more staff-student collaboration time
- Integrates with our SIS (Illuminate)
- Real-time inventory
- 24/7 access by staff, students and parents
- Easy-to-use circulation, cataloging, inventory and reporting capabilities



Textbook and Collection Management

Features

- Free mobile apps to support BYOD and 1-1 initiatives
- Integrated access to book/print databases
- Safe social networking platforms to support teaching digital citizenship
- Student access to online library catalogues and databases



Textbook and Collection Management

Features

- Safe search engine
- Standards alignment service
- Collection analysis tool
- eBook access
- Books, magazines and other periodicals, textbooks, ebooks, class sets, teacher editions, ancillary tools, media, calculators....and more can be managed



Follett System

- Destiny software
- Workstations
- Resource-Processing Computers
- Training
- USB Scanners
- Mobile devices
- Installation



21st Century Libraries

- Interactive White Board
- LCD Projector
- Audio Amplification System
- Document Camera
- Laptop
- E-readers (this may change...)
- Student research computers
- Printer
- Laptop Cart & 40 laptops
- Furniture for research computers
- Installation