



## **SMMUSD Financial Oversight Committee Minutes**

**Date:** Thursday, October 12, 2017

**Time:** 7:00 pm to 9:00 pm

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

### **I. Call to Order**

7:04 pm

Committee Members: Alex Farivar  
Seth Jacobson  
Shawn Landres

Joan Krenik arrived @ 7:12 p.m.  
Michael Kremer  
Debbie Mulvaney

Student Members: Patrick Schmelzer (SAMOHI)

Staff: Michael Bishop, Sr.  
Kim Nguyen

Caroline Coster departed @ 8:00 p.m.

Board Liaisons: Jon Kean  
Laurie Lieberman arrived @ 7:06 p.m.

Craig Foster arrived @ 7:09 p.m.

Absent: Tom Larmore  
Marc Levis-Fitzgerald  
Manel Sweetmore

Gordon Lee  
Shelly Slaugh Nahass

Public: None

### **II. Welcome Student Members – Patrick Schmelzer and Ryan Chien (alternate)**

7:05 pm

The FOC welcomed SAMOHI student representative Schmelzer who clarified that Mr. Chien will be attending the meetings in his absence.

### **III. Approval of Minutes**

8:11 pm

A motion was made by Mr. Landres and seconded by Mr. Schmelzer to approve the September 7, 2017 meeting minutes.

AYES: Six (6) (Mr. Farivar, Mr. Kremer, Mr. Jacobson, Mr. Landres, Ms. Krenik, Ms. Mulvaney)

STUDENT ADVISORY VOTE: One (1) Mr. Schmelzer

NOES: None (0)

ABSENT: Five (5) (Mr. Larmore, Mr. Lee, Mr. Levis-Fitzgerald, Ms. Slaugh Nahass, Mr. Sweetmore)

ABSTAIN: None (0)

#### **IV. Staff Report: Chief Financial Officer Michael Bishop, Sr.**

7:06 pm

Mr. Bishop provided an update of the following recruitments:

- Chief Financial Officer - Final interviews were held on October 6, 2017. Background check is underway and there will be a recommendation at the October 19, 2017 Board meeting.
- Purchasing Director - The closing date for this position was extended for an additional week to October 15, 2017.
- Fiscal Director - Applications are undergoing paper screening with interviews slated for the last week of October. The current Director will retire December 31, 2017.
- Food Services Director - The position is under recruitment with final interviews to be scheduled.

#### **V. Discussion/Action Items**

7:09 pm

##### **A. Malibu Meeting Dates**

The November 9, 2017 and March 7, 2018 meetings will be held in Malibu. The committee will be notified of the meeting location.

7:11 pm

##### **B. Water Audit Report and Results and other Sustainability program updates**

Sustainability Coordinator, Caroline Coster provided an overview of current sustainability projects. There will be a study session at the October 19, 2017 Board meeting.

Ms. Coster's report to the committee may be found at the end of these minutes. Under #5 - Cash for Kitchens Water Audit of Malibu Schools, total water savings is 623,055 gallons per year and not \$623,055 per year.

7:51 pm

##### **C. 2016-17 Stretch Grant review**

The committee reviewed the 2016-17 stretch grant. The 2016-17 stretch grant budget included a one-time carryover from 2015-16.

The SMMEF Program information may be found at the end of these minutes.

#### **VI. Ad Hoc Subcommittee Update**

8:02 pm

##### **A. Sustainability: *Mr. Jacobson (Chair), Mr. Levis-Fitzgerald, Ms. Slaugh Nahass***

The subcommittee's report was included in the Water Audit Report and Results and other Sustainability program updates.

8:02 pm

##### **B. District Budget: *Ms. Krenik (Chair), Mr. Farivar, Mr. Lee, Mr. Sweetmore***

Ms. Krenik reported that she attended the budget presentation to the Board on August 30, 2017. The subcommittee has not yet met this year.

8:03 pm

C. Health Benefits:

The committee met and began reviewing available information regarding the choices employees have for their health insurance and is in the information gathering phase, including scheduling a meeting with the staff person who is responsible for those choices for employees. Mr. Kean mentioned that Santa Monica College has a health benefits selection committee.

8:07 pm

D. Bond Oversight: *Mr. Lee (Chair), Ms. Mulvaney*

There was no report.

**VII. Receive and File (Limited Discussion)**

8:07 pm

A. 2017-18 Senior Exemptions from Measure R Parcel Tax

Mr. Bishop informed the committee that there was a \$1 assessment and the District is working with the County Assessor's office on a resolution. The committee discussed suggestions on how to proceed.

**VIII. Public / Committee Comments**

Committee members should notify both Ms. Mulvaney and Ms. Nguyen when they are unable to attend a meeting.

**IX. Next Meeting:** Thursday, November 9, 2017

**X. Adjournment:** The meeting adjourned at 8:11 p.m.



## FOC Committee Meeting

Sustainability Progress Overview

Presented by Caroline Coster

October 12, 2017

### ENERGY

#### 1. Continuous Energy Improvement (CEI)

We are participating with Southern California Edison and Southern California Gas in the CEI Program. CEI is a consultative service aimed at helping commercial customers engage in long term, strategic energy planning. We have partnered with Ecova Inc, a consulting firm to develop an energy plan, set energy goals and targets and implement behavioral changes to reach our saving goals.

We are developing a Strategic Energy Management Plan (SEMP) which will be a District Resolution to incorporate energy conservation behavior at all sites. The first step of the SEMP is the *Energy Conservation Behavior Program* which will focus on three main behaviors:

1. Turning off lights when rooms are not in use and at the end of each day.
2. Shutting down all classroom and office technology when not in use and at end of each day.
3. Closing doors when rooms are unoccupied and at end of each day.

**The Energy Conservation Behavioral Program will be presented at the Board Meeting on October 19<sup>th</sup> as a discussion item and to introduce the upcoming SEMP.**

#### 2. Energy Manager

District Energy Manager and Reporting Services through Indoor Environmental Services (IES). The responsibility of the Energy Manager is to improve energy efficiency by evaluating the school's energy use and implementing energy policies, strategies, programs, and energy measures. Conduct semiannual site inspections to identify saving opportunities and efficiency issues that may arise. Site inspections to be coordinated with energy lessons. Semiannual utility bill analysis and submission of utility and site information to Energy Star for potential certification.

##### ***ENERGY CONSULTING***

Energy manager will provide up to 40 hours of energy related consulting per year with our engineering team. Energy consulting to be utilized for future Building Management System / Energy Management system analysis and/or to evaluate and support future technology or facility upgrades.



### **ENERGY TRAINING**

Will provide training and information focused on helping staff understand how they can support and maximize the achievement of energy savings envisioned by the funded project  
**The Energy Manager and Reporting Services is going to Board 10/19/2017.**

### **3. Prop 39: Lighting retrofit to efficient LED lighting**

Proposition 39 K-12 Program provides grant funds to conduct energy saving projects. Samohi has undergone an energy audit. With our \$1.8 million in Prop 39 funds, we have committed to replace fluorescent and incandescent lamps to more efficient LEDs in a lighting retrofit to save energy and money. Prop 39 RFP for a new vendor is planned to be go out in the upcoming weeks. We are in the process of finalizing with legal.

#### **Location of LED replacement and energy saving:**

Juan Cabrillo Elementary: Campus will conserve 0.626 kW and 296 kWh per year. The cost savings per year will be approximately \$25.74.

Child Care and Development Services: Campus will conserve 10.259 kW and 19,719 kWh per year. Cost savings per year will be approximately \$3,155.09.

District Office: Campus will conserve 21.231 kW and 48,062 kWh per year. Cost savings per year will be approximately \$6,920.94.

Edison language Academy: Campus will conserve 35.39 kW and 82,935 kWh per year. The cost savings per year will be approximately \$13,518.34.

Grant Elementary: Campus will conserve 43.027 kW and 87,682 kWh per year. The cost savings per year will be approximately \$8,154.43.

John Adams: Campus will conserve 72.537 kW and 167,563 kWh per year. Cost savings per year will be approximately \$25,972.28.

Franklin Elementary: Campus will conserve 35.66 kW and 72,852 kWh per year. The cost savings per year will be approximately \$12,530.59.

John Muir: Campus will conserve 28.2405 kW and 59,168 kWh per year. The cost savings per year will be approximately \$9,881.03.

Lincoln: Campus will conserve 85.9665 kW and 199,604 kWh per year. The cost savings per year will be approximately \$29,142.12.

Malibu HS: Campus will conserve 14.948 kW and 30,749 kWh per year. The cost savings per year will be approximately \$4,704.57.



McKinley: Campus will conserve 35.007 kW and 78,294 kWh per year. Cost savings per year will be approximately \$18,947.23.

Olympic: Campus will conserve 14.766 kW and 34,289 kWh per year. The cost savings per year will be approximately \$6,069.14.

Point Dume: Campus will conserve 21.265 kW and 42,266 kWh per year. The cost savings per year will be approximately \$4,184.33.

Roosevelt Elementary: Campus will conserve 39.3915 kW and 87,025 kWh per year. Cost savings per year will be approximately \$8,093.28.

Santa Monica HS: The campus will conserve 199.499 kW and 578,186 kWh per year. Cost savings per year will be approximately \$90,196.99.

The Growing Place: Campus will conserve 5.569 kW and 8,456 kWh per year. The cost savings per year will be approximately \$1,437.54.

Webster: Campus will conserve 27.9227 kW and 54,138 kWh per year. Cost savings per year will be approximately \$5,305.49.

Will Rodgers: Campus will conserve 31.617 kW and 62,976 kWh per year. The cost savings per year will be approximately \$9,383.49.

#### **4. Solar on Edison, Innovation and John Adams**

Made solar ready through measure BB, all three sites will be receiving solar. The Solar agreement is planned for board approval on 11/2/17 Board meeting.

<b>School Site</b>	<b>Size kw</b>
Samohi	128
John Adams	118
Edison	145

The three site solar installation will include electric grid-connected photovoltaic systems with a total rated approximate capacity of 391 kW-DC-STC. The system is expected to produce approximately 528,701 kWh of electricity in the first year.



## WATER

### 5. Cash for Kitchens Water Audit Malibu Schools

Completed the water audits for the 4 Malibu school kitchens with West Basin Municipal Water District and Cash For Kitchens program. *Retrofits will be installed for FREE in November.*

#### **The water saving potential with the retrofits:**

<b>School Site</b>	<b>gallons/per year</b>
Webster	141255 gallons/per year
Pt. Dume	122640 gallons/per year
Malibu HS	181770 gallons/per year
Cabrillo	177390 gallons/per year
<b>Total Water Savings: \$623,055 per year</b>	

#### **List of fixture replacement:**

Webster	Faucet Flow Restrictors installation on 4 kitchen sinks
Pt. Dume	Faucet Flow Restrictors installation on 3 kitchen sinks
Cabrillo	Faucet Flow Restrictors installation on 4 kitchen sinks
Malibu HS	Faucet Flow Restrictor's installation on 8 kitchen sinks

### 6. Water Audits

In response to the City of Santa Monica's citywide water reduction of 20%, the District has agreed to **reduce water consumption by 2 million gallons/year**. All sites have undergone a full-campus water audit conducted by Water Wise Consulting, Inc. The audit inspected all indoor water-use fixtures such as sinks, toilets, custodian closet hoses and showers, gym showers, pools, drinking fountains, bottle fillers, dishwashers, icemakers and washing machines. The audits calculate water flow capacity and inspect for low flow faucets, flow restrictors, sensors, aerators, timers and dual flush toilets and waterless urinals. The audits also identify leaks, broken faucets, and underground flooding. Outdoor audits at each site are closely inspecting the irrigation systems, hoses, and outside water use appliances including outdoor sinks and water fountains. As part of the outdoor audit, the team is also documenting and examining the vegetation and landscaping in relation to the irrigation.

The four Malibu water audits were completed and available for review.

The Santa Monica site water audits are still being completed and will be available by November.



## **7. Plan for Districtwide Sustainability RFP**

Plan for Districtwide Sustainability RFP was issued on September 7<sup>th</sup>, 2017. Submittals closed on Friday, September 29<sup>th</sup>, 2017. We received 6 proposals which are currently in internal review. Shortlisted firms will be notified the week of 10/16/17.

## **8. Recycling**

A recycling improvement plan is being developed in participation with Maintenance & Operations. Recycling behavior has been audited and surveys have been conducted on recycling bins, recycling education, visualization and messaging and location of recycling bins. It has been discovered that there is no standard shape, color, size of recycle bin on the campuses and most campuses have more than three types of bins. The first goal of the recycling plan is to supply consistent recycling bins with clear, concise visualization that serves as a representation of recycling through the district. This aims to help the entire district recognize recycling bins, how to sort their waste, and ensure custodial staff is aware of what is recycling compared to trash. The next step is to develop recycling education and ensure the district all has a baseline of how to recycle and why it is important. This education can be held through workshops for staff and classroom visits and materials for students. Campus interest groups will also be working closely to develop and implement improve recycling.

Waste Management, our waste service provider has also been contacted and notified of our interest in improving recycling. They are willing to supply more bins, set up new pick-up schedules and be involved in the process.

## **9. Food Waste Sorting**

Food waste sorting in cafeterias is also being explored in conjunction with Food Services. Lincoln has started up their previous food waste composting again. Roosevelt kitchen staff is undergoing training for food waste sorting. The Roosevelt PTA is involved at getting the students to start sorting their own food waste, while Caroline is working with the Custodian. We are mapping out feasibility, locations and working out all possible concerns.

All the “organics” food waste is disposed by Waste Management and is used for energy generation.

We would also like to explore onsite compost bins for a composting program. Caroline has experience managing industrialized food compost bins for an entire school district and using the end-material for the campus gardens.



**SANTA MONICA MALIBU UNIFIED SCHOOL DISTRICT**  
**SMMEF PROGRAMS**

	2016-17				2017-18	
<b>REVENUE:</b>	2,030,276	2,030,276			2,010,103	
<b>EXPENDITURE:</b>	<b>BUDGET</b>	<b>FTE</b>	<b>ACTUALS</b>	<b>BALANCE</b>	<b>BUDGET</b>	<b>FTE</b>
<b>INSTRUCTIONAL AIDES</b>						
EDISON	130,733	3.2500	131,499	(766)	139,372	3.2500
FRANKLIN	178,556	5.6250	179,413	(857)	204,437	5.6250
GRANT	120,991	4.3758	121,899	(908)	147,983	4.3758
MCKINLEY	103,860	3.6250	102,934	926	117,415	3.6250
JOHN MUIR	67,105	2.0000	69,016	(1,911)	75,792	2.0000
WILL ROGERS	117,537	3.8750	115,592	1,945	122,349	3.8750
ROOSEVELT /LCAPin 2016-17				-	198,357	5.6250
WEBSTER	83,287	2.1250	81,462	1,825	88,145	2.1250
SMASH /LCAP IN 2016-17				-	41,968	0.7500
CABRILLO /LCAP IN 2016-17			-	-	56,486	1.5000
PT DUME	100,840	1.6250	99,343	1,497	107,749	1.6250
<b>TOTAL INSTRUCTIONAL AIDES</b>	902,909	26.5008	901,158	1,751	1,300,053	34.3758
P. S. ARTS	650,000		638,444	11,556	625,938	
BALLROOM DANCE					55,000	
<b>TOTAL FOR ARTS</b>	650,000		638,444	11,556	680,938	
<b>SMMEF - STRETCH GRANT</b>						
EDISON	91,372		63,884	27,488	45,675	
FRANKLIN	98,825		98,825	-	87,658	
GRANT	80,575		79,516	1,059	66,245	
MCKINLEY	52,079		52,079	-	54,008	
JOHN MUIR	36,722		27,728	8,994	27,954	
WILL ROGERS	100,591		98,858	1,733	59,388	
ROOSEVELT	85,618		83,731	1,887	84,177	
WEBSTER	42,839		43,383	(544)	30,802	
SMASH**	23,844		22,654	1,190	20,916	
CABRILLO	23,540		23,478	62	20,570	
PT DUME	33,515		30,903	2,612	20,570	
JOHN ADAMS	57,947		57,947	-	56,171	
LINCOLN	80,013		76,543	3,470	56,276	
MALIBU HIGH	41,741		41,741	-	40,611	
SANTA MONICA HIGH	101,058		100,741	317	77,769	
OLYMPIC HIGH	8,298		8,298	-	2,400	
<b>TOTAL FOR STRETCH GRANT:</b>	<b>958,577</b>		<b>910,308</b>	<b>48,269</b>	<b>751,190</b>	
<b>TOTAL EXPENDITURE</b>	<b>2,511,486</b>	<b>26.501</b>	<b>2,449,910</b>	<b>61,576</b>	<b>2,732,181</b>	<b>34.376</b>
<b>DISTRICT CONTRIBUTION</b>	<b>481,210</b>		<b>419,634</b>	<b>61,576</b>	<b>722,078</b>	

\*2016-17 STRETCH GRANT BUDGET INCLUDED CARRYOVER FROM 15-16

\*\*Terry approved the carryover for SMASH due to the conflict district training schedule to school training.