



Santa Monica-Malibu Unified School District
Board Committee
Financial Oversight Committee
Minutes
September 27, 2004
Time: 7:00 to 9:00 p.m.
Location: Testing Room of the School District's Administrative Offices
1651 16th Street, Santa Monica, CA

Attendance: (*Committee Members*): Paul Silvern [*Chair*], Craig Hamilton, Chris Harding, Patricia Hoffman, Cheryl Stecher, Cynthia Torres, Kathy Wisnicki. (*Board Liaison*) Julia Brownley, Maria Leon-Vazquez. (*Staff*) John Deasy, Dawn Smithfield. (*Public*) Jim Jaffe.

I. Call to Order

The meeting was Called to Order at 7:10 p.m. by Chair Silvern.

II. Approval of the Minutes

A motion was made by Ms. Stecher and seconded by Ms. Torres to approve the Minutes from the September 1, 2004 meeting. Motion carried.

III. Staff Report: Superintendent John Deasy

- A. Governmental/Legislative Issues: Superintendent Deasy informed members that we have just received the best estimate to date of categorical funding. More changes are needed to the Title I categorical funding, which may result in some additional funding for our Title I schools. There is an enrollment drop which is due to limiting permit students. The P-1 enrollment report will be distributed at next FOC meeting on October 27, 2004.
- B. Fiscal Officer Selection: Mr. Winston Braham, the new Chief Financial Officer (CFO) has been hired and will begin working here on Friday, October 1, 2004. He previously worked at LAUSD as the "District H" CFO with a budget of over \$500 million. He has extensive experience in both business and education and has several ideas and recommendations to implement for the District. Although he received four CFO job offers, he chose our District, due in part to the good report he received from LACOE about us.
- C. Status of City Contract: The contract is still being reviewed by City of Santa Monica officials. Superintendent Deasy will be meeting with City Manager Susan McCarthy next week. If the contract is not finalized by then, he will send a letter requesting a written response from the City as to when the contract will be finalized.
- D. Other Items, as Needed:
Monthly Variance Report: It was requested that this be kept as a ongoing FOC agenda item.

IV. Review and Discussion of Pending Board of Education Agenda Items

- A. Comprehensive Facilities Needs Assessment: Creation of an executive ad hoc committee for a master facilities study was discussed at the September 23, 2004 Board Meeting (Discussion Item D.2) and is being brought back as an action item for the October 7, 2004 Board Meeting. This committee, comprised of about 10 individuals as well as ex-officio members (staff and Board), will

develop a Request for Proposal (RFP) to undertake and oversee the facilities needs assessment. The report will include a determination of if and when the District should prepare for a capital facilities bond and project. If that is recommended, the report should be so designed to become the justification for the project. It is anticipated that the RFP will be sent out in January, 2005 and the completed report, with recommendations, will be due by November, 2005. Members responded positively, and it was suggested that Mr. Harding be part of that committee, either as an FOC liaison or as a committee member, especially since he has chaired the FOC subcommittee, *Capital Programs/Resources*. It was requested that *Comprehensive Facilities Needs Assessment* be kept as a ongoing FOC agenda item.

V. Old Business

- A. Finalize Proposed FOC Statement of Purpose and FY 2004-05 Performance Targets for Review by School Board: Members reviewed Ms. Stecher's handouts, *Statement of Purpose* and *2004-05 Focus*. A motion was made by Ms. Hoffman and seconded by Mr. Harding to request that the Board amend the original FOC charge with these changes, including revising each year's focus on an annual basis.
- B. Suggestions for Recruitment of FOC Members: The Board of Education is moving ahead with the FOC recruitment. Chair Silvern asked members to contact qualified potential applicants in the community, with business and financial backgrounds, and encourage them to apply.
- C. Process for Capital Programs/Resources:
- D. Update on Proposed Malibu Unified School District: (Paul Silvern)
Chair Silvern distributed a copy of an email he received from Mitch Clarfield at Berkshire Mortgage Finance regarding the Feasibility Study for the Malibu separation. The study is still in draft form and needs a detailed and refined analysis. Upon completion, the final report will be shared with the FOC.

VI. New Business

- A. Preliminary Discussion about Annual Budget Preparation and Communication Process: Members agreed that an annual budget preparation and communication process is needed. It was requested that this be kept as a ongoing FOC agenda item, and members were encouraged to bring key ideas and decision points to the next meeting, which Mr. Braham will attend.

VII. Public Comments:

Jim Jaffe

VIII. Agenda Planning for the Next Meeting

- IX. Adjournment.** Meeting adjourned at 8:50 p.m.