

**Riverside Unified School District  
Business and Governmental Relations Division**

**Board Finance Subcommittee Meeting**

Conference Room 3  
Wednesday, October 19, 2016  
4:00 p.m.

CALL TO ORDER – Brent Lee called the meeting to order at 4:23 p.m.

PRESENT: Mr. Tom Hunt (Chairperson), arrived at 5:04, Mr. Brent Lee, Mrs. Mays Kakish, Ms. Sandie Meekins, Mrs. Laura Perez, Mrs. Joyce Threadgold (recorder)

ALSO IN ATTENDANCE:

Dr. Caryl Miller, Total School Solution, Mr. Sergio San Martin, Assistant Superintendent – Operations, Mr. Ken Mueller, Director – M&O, and Mr. Richard Carpenter representing CSEA

**INFORMATION**

**1. Approval of the Board Finance Subcommittee Meeting Minutes**

Brent Lee moved and Mr. Hunt seconded the approval of the June 9, 2016 minutes.

**2. The Board Finance Subcommittee met on October 19<sup>th</sup> the discussion ensued as follows:**

**Organizational and Efficiency Review of Custodial Operations**

Ken Mueller, Director of Maintenance and Operations, went over a draft report prepared by School Services of California, Inc. The objective of the review was to assess the existing organizational structure, staffing, and functions within the department as well as between the department and the school sites in support of the educational program.

Ken stated that the overall review is complementary, and that the review of our custodial program generated eight recommendations for consideration.

1. Clearly define custodial, grounds and maintenance roles
2. Continue updating the custodial handbook and provide training on the standards and expectations
3. Move Forward with plans to rotate the night cleaning schedule
4. Review site allocation and clearly identify the custodial portion of the allocation
5. Review policies and procedures for ordering supplies
6. Continue efforts to maintain and adequate pool of substitute custodians
7. Review custodial staffing formulas
8. Consider augmenting custodial staffing

Currently, the Maintenance and Operations Department is drafting an action plan in response to these recommendations. The expectation is that the action plan will be drafted and ready for budgetary consideration by the end of the calendar year 2016.

### **Special Education Review**

- Dr. Caryl Miller, Senior Special Education Consultant, Total School Solutions, gave a brief overview of the extensive Special Education Review. This review addresses Phases One and Two.
  - Phase One is the financial audit
    - The financial audit was presented in three parts; program revenue; program expenditures and maintenance of effort
  - Phase Two Comparative Data and Analysis consisted of:
    - Data by disability factors, grade levels, age ranges, instructional setting, and type of services provided
    - Comparison of district special education pupil count to District K-12 enrollment information, specifically in consideration of declining enrollment
    - Contrast of district K-12 enrollment and special education pupil count demographics to statewide benchmarks
- The information compiled and analyzed during the first two phases of this review will set the foundation when conducting Phase Three, “Program Delivery Analysis.” And Phase Four “The Action Plan”

The President and the Vice President of the Board Finance Subcommittee requested that the report to the entire Board of Education be presented at the January Board Meeting after the full study is completed.

## **PUBLIC RELATIONS**

### **1. Unscheduled Communications**

There were no unscheduled communications.

## **ADJOURNMENT**

The meeting was adjourned at 6:09 p.m.