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**RIVERSIDE UNIFIED SCHOOL DISTRICT  
BUSINESS SERVICES AND GOVERNMENTAL RELATIONS DIVISION**

**Board Finance Subcommittee  
Wednesday, November 14, 2018  
District Office, 3380 14<sup>th</sup> Street  
Conference Room 3**

**Minutes**

**CALLED TO ORDER:** 8:00 a.m. by Mrs. Lock-Dawson

**PRESENT:** Patricia Lock-Dawson and Angelov Farooq, Board Members, and Mays Kakish, Chief Business Officer/Governmental Relation

Also present were Kiley Ybarra, Asst. Superintendent, Personnel, Leadership and Development, Sandie Meekins, Director Business Services, Erin Power, Asst. Director Business Services, Sandra Garcia, President CSEA, Chapter 506, Dan Keenan, Senior Vice President Keenan Associates, Jeffrey Mizokawa, Assistant Vice President Keenan Associates, Adam Bauer, CEO/President Field, Rolapp & Associates, Inc., and Susanne Anderson (Recorder)

**Public Comment**

There were no requests to speak with subcommittee members.

**Action/Discussion Items**

**1. Approval of Minutes**

Mrs. Lock-Dawson moved and Dr. Farooq seconded to approve the minutes of the August 29, 2018, meeting as presented.

**2. Certificates of Participation (COP) Refinancing**

Adam Bauer presented the 2019 Refunding of the Certificates of Participation (COP). The projected refunding of the COP's today could yield a \$1.18 gross savings to the general fund over the next nine years. Mrs. Lock-Dawson stated she would recommend to board to approve at the December 4 meeting.

**3. First Interim Report**

The Committee reviewed the Power Point Presentation of the 2018/19 First Interim Report as presented by Mrs. Kakish.

The following are the highlighted changes

- Unduplicated and Free & Reduced Lunch (FRL)
  - Decrease in percentages of Unduplicated (.98%) and FRL (.60%), led to a reduction of revenue of \$1.4 million.
  - Reductions result from changes that came from implementation of new National programs that effected 10 of our schools and the deadline for reporting applications for FRL was October 31 (October 2 was last date of updated budget).
- Enrollment Projections

- ADA Slight Decrease (7.09), but overall very accurate

Mrs. Kakish will present to the Board of Education for approval at the December 4 meeting.

**4. Public Works Change Orders and Legal Requirements**

Staff shared that the law allows 10% of change orders. Resolution No. 2018/19-30 Authorizing Delegation of Authority to the Chief Business Officer and Governmental Relations to negotiate and execute change orders goes to the Board of Education for approval at the December 4 meeting.

**5. Supplemental Early Retirement Plan (SERP)**

Dan Keenan and Jeffrey Mizokawa presented the Supplemental Early Retirement Plan as an incentive solution designed to address declining enrollment, compensate long-term employees, and enhance economic flexibility.

Eligibility Guidelines:

- Must be a Certificated, Classified or Management Employee of District
- Must be at least 55 years of age by June 30, 2019
- Must have at least 5 years of service with the District by June 30, 2018

SERP generates cost savings through the differential in salary costs for retiring employee and a new hire.

Estimated Savings based on 25% of eligible employees

- Certificated estimated 5 year savings \$10,310,791
- Certificated Management estimated 5 year savings \$331,898
- Classified estimated 5 year savings \$169,341
- Classified Management estimated 5 year savings \$6,408

Above would not generate savings unless some positions are not replaced

- Certificated participation of 115 retirees, 30 not replaced
- Certificated Management participation of 6 retirees, 1 not replaced
- Classified participation of 92 retirees, 6 not replaced
- Classified Management participation of 9 retirees, 1 not replaced

Group and Individual sessions offered to interested eligible employees.

This plan will go to the Board of Education for approval at the December 4 meeting.

**6. Athletic Patches**

Estimated cost of patches is \$16,000. Committee suggested fundraising to cover cost so it does not affect the General Fund.

**Conclusion**

**Subcommittee Members Comments**

There were no comments from the subcommittee members.

**Adjournment**

The meeting was adjourned at 9:34 a.m.