
DAWN D. RICCOBONI

31890 Birchwood Dr., Lake Elsinore, CA 92532
(559) 281-9332 – ddricco313@gmail.com

OBJECTIVE

To secure a position as an Interim, Fiscal Advisor or as a Consultant, do project work to include (but not limited to): Fiscal Expert, general financial planning and business services, special projects, year-end closing of the books, business office assistance, training and mentoring of staff, budget development, interim reporting, general financial analysis as needed, documentation of procedures, development of financial strategies related to growth or decline, recommendations for board policy, and presentations to the governing board and/or staff. I am a Certified CBO with a Master's Degree in Education-Admin as well as a Bachelor's Degree in Business Admin/Finance.

REFERENCES

Michelle Giacomini, Deputy Executive Officer, FCMAT – 415-987-3104
John Gray, President, School Services of California - 916-446-7517
Steve Carney, Chief Business & Admin Svcs. Officer, Madera COE – 559-662-6230
Michele Huntoon, Superintendent, Aromas-San Juan SD – 831-623-4500
Debi Deal, FCMAT – 310-442-2242

EXPERIENCE

Consultant –School Districts; Los Angeles County Office of Education (LACOE – Fiscal Expert), Montebello Unified, Oakland Unified, Yosemite Unified, Vallejo Unified, Inglewood Unified, Galt Unified, Golden Plains Unified, Sanger Unified, Selma Unified, Visalia Unified, Madera County Office of Education – 2001 to Present

- Over 30 years of experience in school district business services and finance; leadership roles in larger districts, hands-on experience in smaller districts and County Office of Education AB 1200/2756 district liaison.
- Compilation, preparation and analysis of Interim budget reports and trends, multiple year projections, Year End Closing Financial Reports.
- Mentoring of CBO's, Directors and training of staff members in industry best practices.
- Created extensive computer spreadsheets (and data bases) to assist in the analysis and reporting of student attendance and budget maintenance, utilized in board presentations and department accountability. Systems analysis with an emphasis on compliance and efficiency. Leadership roles in Facilities Department to include a \$219 million Bond Plan.
- Created a user friendly 'Position Control' in Excel for small districts to use in negotiation calculations as well as Adopted and Interim budgeting.

Hayward Unified School District – Assistant Superintendent, Business Services – July 2015

- September 2016

- 22,000 student organization, including Charter Schools and eighteen (18) district sites.
- Supervised all Fiscal Departments, Technology, Maintenance and Operations, Food Services, Transportation, Benefits and Facilities, to include a \$219 million GO Bond.

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CERTIFICATIONS / EDUCATION

Certified Chief Business Official	California Association of School Business Officials
Master's Degree in Education-Administration	Calif. State Univ., Fresno
Bachelor's Degree in Business Administration/Finance	Calif. State Univ., Fresno

EXPERIENCE

Consultant –School Districts; Los Angeles County Office of Education (LACOE), Montebello Unified, Oakland Unified, Yosemite Unified, Vallejo Unified, Inglewood Unified, Galt Unified, Golden Plains Unified, Sanger Unified, Selma Unified, Visalia Unified, Madera COE – 2001 to Present

- LACOE – Fiscal Expert
- FCMAT/COE Consultant
- Over 30 years of experience in school district business services and finance; leadership roles in larger districts, hands-on experience in smaller districts and County Office of Education AB 1200/2756 district liaison experience.
- Compilation, preparation and analysis of Interim budget reports and trends, multiple year projections, Year End Closing Financial Reports.
- Inglewood Unified/Montebello Unified; mentoring of Directors, and training staff members in industry best practices.
- Student Body audit with recommendations and staff training at Galt Unified.
- Special Education budget and SEIS analysis for Vallejo Unified to maximize resources and assist in identification of potential cost reductions.
- Created extensive computer spreadsheets (and data bases) to assist in the analysis and reporting of student attendance and budget maintenance, utilized in board presentations and department accountability. Systems analysis with an emphasis on compliance and efficiency, to include procedures documentation.
- Leadership roles in Facilities Department to include a \$219 million Bond Plan.

School District/County Office of Education Highlights

Hayward Unified School District – Assistant Superintendent, Business Services 2015-2016

- 22,000 student organization, including Charter Schools and eighteen (18) district sites.
- Supervised all Fiscal Departments, Technology, Maintenance and Operations, Food Services, Transportation, Benefits and Facilities, to include a \$219 million GO Bond.

Exeter Unified School District - Chief Business Official 2009-2015

- 3,000 student organization, five sites including Alternative Education.
- Supervised all Fiscal Departments, MOT, Food Services, Facilities, Risk Management, GO Bond Program.

Fresno County Office of Education – District Liaison 1999-2000

- Monitored districts for compliance with AB 1200/2756, to include analysis of district financials, working with chief business officials, superintendents and their boards.

Exeter Unified School District - Chief Business Official - 2009 to 2015

- Able to develop good working relationships with people at all levels within an organization, to include board members and labor relations. Experienced in negotiations and conflict resolution. Leadership role in Unification process of two districts.
- Supervise, plan, organize, assign and evaluate business and operations to include: Fiscal Services, Transportation, Food Services, Maintenance, Facilities, Risk Management. Responsible for procurement and compliance with all regulations associated with purchasing. Oversee department correspondence.
- Experienced in Facilities: bonds, state funding, design phase, construction phase, lease-leasebacks and other funding methodologies. Via a Lease/LeaseBack saved the district \$1.2 million with an extended scope on a Central Kitchen and warehouse.
- Experienced in financing options for the District to include municipal leases, certificate of participation, general obligation bonds. District lead for the Financial Advisor, Bond Counsel and other consultants, to include Proposition 39 consultants.
- Member of the LCAP/LCFF team to educate staff, community and board in the new State and District goals and objectives; tying funding to closing the achievement gap.
- A member of Cabinet that successfully negotiated reductions in staff and programs while maximizing ARRA and Federal Jobs dollars to minimize the impact to classrooms, students and employees via financial resources committees, community and staff meetings. Responsible for the calculations, data and reports utilized in on-going negotiations.
- Lead role in team that organized and coordinated the transition from sites that were clustered by grade to neighborhood schools; to include the logistics of the physical movement of furniture and equipment as well as the boundary change politics.
- Preparation and presentation of cash flow and financial reports to staff, the governing board, community members and other organizations to increase stakeholder knowledge and informed participation.
- Lead the transformation of the Transportation Department after the CHP had taken it off line prior to my arrival at the district. Department has received perfect CHP reports since to include two employees receiving county 'Bus Driver of the Year'.

Stanislaus Union School District - Chief Business Official – 2006 to 2009

- Initiated Facilities Master Plan process which culminated in a successful bond campaign and implementation of the \$65 million District Bond Plan.
- Recommended and implemented a change in student attendance systems district-wide, to include staff and parent training.
- Coordinated and negotiated State RT 219/Transportation successful mitigation efforts with CalTrans and the District.
- Supervised personnel and workflow of fiscal services, facilities, e-rate grants, technology, maintenance and operations, and assisted with supervising Human Resources.
- A member of Cabinet that successfully negotiated the closure of a school site, new school boundaries, furlough days and major reductions in staff and programs at the beginning of the recession to ensure the fiscal solvency of the district via numerous budget steering committees, community and staff meetings.
- Worked well with staff, board, parents and other community leaders to include strategic planning processes via collaboration and mutual respect to include negotiations with unions, parent/teacher committees, grassroots meetings, budget steering committees and Citizen Bond Oversight Committees.

Golden Valley Unified School District – Chief Business Official – 2003 to 12-31-2005

- Recommended and implemented fiscal control policies and procedures (after a FCMAT study had determined fiscal insolvency and a recommended ‘Negative’ certification, prior to my being hired), to include budget steering committees, such that by year-end; the district was determined to be fiscally solvent and by year two could begin adding back programs.
- A respected member of Cabinet, a lead member on the negotiating team and assisted with Human Resources activities.
- Was a leading member of the Territory Transfer/Measure O marketing campaign; to include community grassroots meetings, parent-teacher meetings, Kiwanis, Lion Club and other community and fund raising, informational and organizational events.
- Created procedure manuals and forms for attendance; to include Alternative Ed programs, at the site and district level. Trained new and existing employees on attendance procedures and their part in maximizing actual attendance for the district.
- Performed internal audits to determine areas of non-compliance and created procedures to align the programs with Ed Code and Board Policy requirements and regulations.
- Reviewed the operations of the Food Services Department for compliance and efficiency in preparation for a CDE audit; culminating in eliminating the encroachment of the Cafeteria Fund on the General fund and in receiving a successful CRE/CDE audit with zero reductions in revenues.

Equipment Parts Wholesale – Controller – 2003

- Analyzed Operations and increased company profit, decreased labor costs while increasing warehousing and inventory efficiency.
- Part of Executive Team to develop new business model to include a new manufacturing line and marketing campaign.
- Supervised personnel and workflow of budgeting/accounting functions to include (but not limited to): accounting, payroll, accounts payable/receivable, general ledger and budget controls, cash flow and trend analysis. Supervised collections of accounts receivable to include international accounts.

Renaissance Charter School – Chief Business Official – 2001 to 2002

- Extensive Charter school law experience, e-rate grant writing, charter school grant writing, fund raisers and community events.

West Fresno School District – Chief Business Official – 2000 to 2001

- Compilation and preparation of reports for Federal, State and Locally funded projects.
- Research, compile and prepare cost accounting reports and claims. Analysis of e-rate grants. Analysis of expenditures for potential savings.

Fresno County Office of Education – District Liaison – 1999 to 2000

- Monitored districts for compliance with AB 1200/2756, to include analysis of district financials, working with chief business officials, superintendents and their boards.
- Trained new chief business officials on Interim Reporting, AB 1200/2756 fiscal solvency requirements, cash flow, Education Code, governmental accounting, and the county’s financial systems.

- Team member in the creation of the Fresno County-wide SACS budget codes.

Fresno Unified School District – Financial Analyst – 1991 to 1999

- Eight years of experience with California’s fourth largest school district, including full-scale conversion of computerized accounting systems.
- Developed and implemented trend analyses of the Internal Service Funds for Fresno Unified to identify potential costs and savings of these multi-million dollar funds contributing to the determination of the rates charged to the district’s programs for these categories.
- Responsible for the attendance accounting system and revenue limit calculations, which represented 66% of the general fund of Fresno Unified School District (\$500 million).
- Executed internal audits at the site and district level that included areas of compliance and potential areas of improvement in such a manner that my suggestions were well received and implemented.
- Responsible for training employees on new computerized accounting systems, to include SACS, as well as any other new or changing procedures.
- Analysis of the Revenue Limit, Adult Ed, Children Center Funds, General Obligation Bonds, Capital Projects, Cafeteria, Facility, Technology, Transportation and other funds and other revenue sources.
- Analyst for the graphics and printing departments, warehouse, and other various operations departments. Analyst for pending litigation budgets.
- Analyzed pending laws or new regulations to determine impact on budget and/or operations and made recommendations that were forwarded to the Board for action.

West Fresno School District - Chief Business Official – 1988 to 1991

- Recommended and implemented fiscal control policies and procedures (after the State had threatened to take over the district due to fiscal insolvency), such that by year two the district was determined to be fiscally solvent.
- Developed and implemented policies and procedures to assist in bringing district operations into closer compliance with Education Code and Federal regulations.

Bank of America – Teller to Loan Officer – 1979 to 1988

- Received extensive training to include financial analysis, advanced accounting methodologies, trend analysis, cash flow analysis, profit and loss statement analysis, customer service and salesmanship.

EDUCATION

- **Masters of Art**, Education – Administration/Supervision, Calif. State University, Fresno (graduated ‘With Distinction’).
- **Bachelors of Science**, Business Administration - Finance, Calif. State University, Fresno.
- **Associate of Arts**, Liberal Arts, Fresno City College.
- Bank of America Loan Officer Training in financial and trend analysis, accounting and customer service.
- Professional development in various forms over the span of my career, to include; extensive financial analysis, governmental accounting, financing methodologies, collections, diversity training, salesmanship and customer service.

PROFESSIONAL APPOINTMENTS, CERTIFICATIONS and AWARDS

- **Chief Business Official Certification**, California Association of School Business Officials (CASBO).
- **University of Southern California**, School of Education, Certification in School District Business.
- **Fresno Pacific College**, Public School Accounting Certification.
- President of Central Section, CASBO. Fourteen years in leadership positions.
- Published twice in California Association of School Business Officials *Journal*.
- Recipient of the Graduate Studies Research Merit Award by CSU, Fresno.
- Recipient of an Educational Scholarship awarded by Friends of Education.
- Recipient of the Exceptional Performance Award presented by Bank of America for salesmanship and customer service.
- PADI Certified Scuba Diver.