



Board Agenda Item #	II O
Date:	December 8, 2016
To:	Magnolia Board of Directors
From:	Caprice Young, Ed.D., CEO & Superintendent
Staff Lead:	Caprice Young, Ed.D., CEO & Superintendent
RE:	Approval of Independent Contractor for Interim Chief Financial Officer

### Proposed Board Recommendation

Motion to approve the contract for the Interim Chief Financial Officer, which is anticipated to exceed \$25,000.

### Background

Our CFO, Oswaldo Diaz, resigned in October providing more than a month of notice before his November 18, 2016 last day; however, it is in our interest not to rush to fill the position. In order to insure that we have the highest quality of fiscal support while we seek a new CFO and with an eye towards addressing the concerns raised by the LAUSD staff regarding our completion of the FCMAT oversight process, I sought recommendations for an Interim CFO from the FCMAT leadership. After interviewing several candidates, I selected Nanie Montijo because of her specialized background conducting audits and oversight on behalf of FCMAT, and because of her high recommendations, school business management leadership experience, and professionalism. She is a certified school business officer and a CPA. She was able to start on November 17, 2016 so she could have some overlap with Mr. Diaz, participate in the LACOE capacity interview, and get up to speed as quickly as possible. She is already working closely with the team to keep all projects and ongoing operations on track.

Her scope of work includes:

- A. Interim management of the finance department and EdTec;
- B. Representing Magnolia with related external parties as appropriate;
- C. Leading responses to FCMAT and other audits and investigations; and,

- D. Reviewing the finance and related human resources functions for potential improvements in processes, procedures, staffing and other changes that would increase the efficiency and effectiveness of our organization.

Budget Implications

She will be compensated at a heavily discounted rate of \$150.00 per hour and be funded by the budgeted salary and benefits currently allocated in the budget for the vacant CFO position and as yet unfilled finance vacancies. If the board approves this contract the anticipated six-month expense will be approximately \$168,000; however, my hope is to have identified and hired a new CFO within 90 to 120 days. If the board chooses not to approve this contract, her service will end within the \$25,000 signature authority of the CEO.

Name of Staff Originator:

Caprice Young, Ed.D., CEO & Superintendent

# ERNANY MONTIJO

---

## SUMMARY

- ◆ More than 30 years of experience in accounting and finance where 20 years is with California public school system and government fund accounting.
- ◆ Experience and familiarity with the California school account structures, coding and system software and programs
- ◆ Familiarity with various county office of education's financial system software
- ◆ Accomplished in planning and executing complete budget and multi-year projections
- ◆ Proven ability to work effectively under pressure and to complete tasks in timely manner
- ◆ Hands-on experience in most areas of business services department
- ◆ A self-starter with excellent time management

## EDUCATION AND PROFESSIONAL LICENSE

CBO Certification Program, CASBO, June 2008  
St. Scholastica's College - Academic Scholar/Dean's List, Graduated 1982,  
Bachelors' Degree major in Accounting  
Certified Public Accountant (CPA), 1983, Manila, Philippines

## COMPUTER SKILLS

Microsoft Office- Word, Excel, PowerPoint, One Note, SAP, Skyward, Snowwhite, Peoplesoft, SmartETools,

## PROFESSIONAL EXPERIENCE

FCMAT  
ERIC HALL AND ASSOCIATES  
**Consultant**

Bakersfield, CA  
Carlsbad, California  
October 2014 to date

Assist multiple school districts in preparing financial reports including budgets, interim reports and year end closing. Assists school administrators in monitoring, interpretation and analysis of financial data, development of position control system, payroll monitoring, prepares and submits reports required by county office of educations and California Department of Education. Attends regular board meetings. Coordinates and communicates with external auditors, local, state and federal agencies as needed.

CENTINELA VALLEY UNION HSD  
**Director of Fiscal Services**

Lawndale, California  
Nov 2010 to August 2014

Overall supervision of fiscal services department; acts as team lead in planning, completion of SACS reports and adoption of annual district budget, including ongoing monitoring and revisions; prepares interim reports, cash flow, year-end closing reports and multi-year projections including LCFF calculation; coordinates LCAP implementation between district departments and local and state agencies; responsible for payroll, accounts payable, accounts receivable, general ledgers, ASB and charter school audit and reporting requirements; provides reports and assistance to external auditors and other agencies as needed.

EL MONTE UNION HSD EI Monte, California  
**Director of Business Services**

January, 2008- August 2010

In charge of preparation and coordination of the District's budget; supervision of all business services staff in payroll, accounting, purchasing, accounts payable, accounts receivable, categorical program, developer fees, position control, facilities and construction; preparation of interim reports, budget development, multi-year projections and year-end financial reporting; coordinates financial audits by external auditors; federal audits performed for E- Rate programs; IRS inquiries for payroll taxes; provides assistance and financial information to all district staff as needed.

SWEETWATER UNION HSD  
**Director of Fiscal Services**

Chula Vista, California  
August 2006-July 2007

In charge of preparation and coordination of the District's over \$350M budget; supervision of all budget analysts, accountants and technicians; preparation of interim reports, budget development and multi-year projections and year-end financial reporting; position control; bookkeeping and attendance accounting; provides highly complex assistance to the Chief Finance Officer.

PUGET SOUND EDUCATION SERVICE DISTRICT  
**Director of Business Services**

Renton, Washington  
Sep 2005 - Aug 2006

In charge of budget preparation and coordination, accounting and bookkeeping and financial reporting, accounts payable, accounts receivable, payroll and grants management departments where the agency serves King and Pierce counties and Bainbridge Island covering 38% of the state's K-12 public students.

SAN BERNARDINO CITY USD  
**Acting Dir. of Fiscal Svcs/Budget Officer/Budget Analyst**

San Bdn, California  
Jan 2003-Sep 2005

In charge of preparation and coordination of the District's \$500M budget; supervision of all budget analysts and clerks; preparation of all interim reports, unaudited actual, budget development and bridge financing; coordination and preparation of Board presentations of financial reports; position control; provided assistance and support to the Asst. Superintendent of Business Services.

In charge of preparation and coordination of all restricted funds and categorical programs, including financial reporting to funding agencies, budget monitoring, audit and District's year end closing requirements.

**FIRE SPRINKLER SYSTEMS**  
**Accountant/Payroll Administrator**

Corona, California  
Jul 1999-Jan 2001

Assisted the Controller in the day to day operation of the finance; in-charge of the entire corporate payroll, benefits and personnel management, coordinated with government agencies, insurance providers, banks, auditors and clients for reporting requirements; prepared weekly job costing and journal entries, general ledger account analyses, reconciliation and adjustments; provided computer support and assistance to staff.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**Senior Accountant**

Riverside, California  
Aug 1998-Mar 1999

Maintained and monitored categorical programs; prepared report to funding agencies; assisted in preparation of annual budget and year end reporting requirements (i.e. CCFS311); prepared Resolutions for board meetings; monitored accounts receivable; processed requisitions/budget transfers and journal entries; prepared bank reconciliation; coordinated with external auditing firms and government agencies during the conduct of their audit.

**POMONA UNIFIED SCHOOL DISTRICT**  
**Accounting Technician**

Pomona, California  
Jul 1995-Jun 1998

Responsible for all aspects of categorical programs, including budget preparation & revisions, reimbursements, and reporting requirements; monitored & approved purchase requisitions; prepared monthly and year end cash flow; payroll tax payment & reconciliation, Quarterly & Annual Tax Returns; overseeing all ASB bookkeepers; monitored and maintained records for Lease Revenue Bonds, GOB, COP and Site Escrow accounts; prepared monthly bank reconciliation, closing entries including setting up deferred revenues, accounts receivable and accounts payable.

**HMC GROUP**  
**Contract Accountant**

Ontario, California  
Nov 1994-Mar 1995

Assisted in the conversion of the existing accounting system into an upgraded computerized program.

**CENTINELA HOSPITAL MEDICAL CENTER**  
**Staff Accountant**

Inglewood, California  
Aug 1991-Nov 1994

Prepared monthly and year-end financial statements; prepared monthly bank reconciliation; responsible for accurate and timely payment of taxes; prepared reports and schedules required by auditors; responsible for generating and sending accurate invoices to contracted health insurance companies