



CSIS California School Information Services

August 15, 2008

Mari Brabbin, Superintendent
Big Oak Flat-Groveland Unified School District
3090 Merced Falls Road
La Grange, California 95329

Dear Superintendent Brabbin,

The purpose of this letter is to confirm the findings and conclusions identified by the Fiscal Crisis and Management Assistance Team (FCMAT) following the management assistance work conducted for the Big Oak Flat-Groveland Unified School District per the study agreement dated March 4, 2008.

The district is located in the foothills of Tuolumne County near Yosemite National Park in the Sierra Nevada Mountain range. The district consists of two small high schools, two community day schools and one elementary school.

The district board approved a contract with FCMAT to:

1. Provide assistance to the district in developing a proposed reorganization plan for classified staffing and duties.
2. Conduct an ASB training session for district staff to address 11 audit findings included in the annual independent audit report.
3. Conduct two overview training sessions for the district board on governance and goal setting.

Proposed Reorganization Plan

FCMAT reviewed the district's current organizational structure, focusing on management and classified positions. The team worked closely with the superintendent in providing guidance and recommendations for reorganization as the district prepared for declining enrollment and reduced funding caused by the current state budget crisis.

The district has had volatile enrollment over the last six fiscal years, with no adjustment to management or classified staffing levels. After a thorough review of existing positions, job duties and responsibilities, the superintendent recommended to the Governing Board the elimination

FCMAT

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of three full-time management positions and 14 classified positions effective June 30, 2008 as follows:

- 1 FTE Bus Supervisor
- 1 FTE Maintenance Supervisor
- 1 FTE Cafeteria Manager
- 1 FTE Lead Custodian
- 2 FTE Network Analyst
- .81 FTE Attendance Coordinator
- .75 FTE Aide I
- .69 FTE Custodian
- .56 FTE Custodian
- .19 FTE Librarian
- .13 FTE Office Clerk
- .04 FTE Librarian
- .63 FTE Aide II
- .75 FTE Aide II
- .25 FTE Bus Driver
- .06 FTE Bus Driver

On April 28, 2008, the Governing Board approved the layoffs as recommended. Several other classified positions were reallocated to categorical funding sources.

Associated Student Body Training

The district had received 11 audit findings in Associated Student Body (ASB) accounting. On April 4, 2008, FCMAT provided on-site training to all staff members associated with ASB.

The district was advised that recurring audit findings should be taken seriously and corrected as quickly as possible. To accomplish this, the district needs to develop board policies as well as processes and procedures to be implemented and followed.

Further recommendations included:

- Require annual training to district staff members involved with ASB to stay current on laws and regulations related to ASB accounting
- Ensure that staff members have the FCMAT Associated Student Body Manual and Desk Reference at each school site
- Require the Business Office to perform regular site visits throughout the year to ensure adherence to proper procedures and address questions and concerns

Board Training

The district requested a governance and goal setting training session to assist board members. On June 4, 2008, FCMAT provided a work session in an open board meeting along with a detailed handout for future reference.

The training encompassed five major areas: board fundamentals, the board's work, managing finances, maintaining a positive board/superintendent relationship, and interactive goal setting for the new fiscal year and beyond.

This concludes FCMAT's work with the district. Should the district request a follow-up visit to assess progress in implementing the recommendations, FCMAT will provide that service at no additional cost.

Sincerely,

Deborah Deal
Fiscal Intervention Specialist