



Regular Meeting
of the
FCMAT Board of Directors

January 27, 2016
10 a.m. – 12 p.m.

Monterey Plaza Hotel
400 Cannery Row
Monterey, CA 93940

Dolphins Ball Room

Joel D. Montero
Chief Executive officer

AGENDA

**Regular Meeting of the
Fiscal Crisis and Management Assistance Team (FCMAT)
Governing Board
Monterey Plaza Hotel – Monterey County
January 27, 2016
10:00 a.m. – 12:00 p.m.**

AGENDA

	<u>Report</u>	<u>Action or Information</u>
I. General Functions		
A. Call to Order	Oral	Action
B. Approval of Agenda	Written	Action
C. Approval of Minutes of October 4, 2015	Written	Action
D. Welcome from FCMAT's Administrative Agent	Oral	Information
• Introduction of new board members:		
▪ Dr. Jose Manzo, South Bay, Region 5 Superintendent, Oak Grove ESD		
▪ Andres Zamora, Central Valley, Region 7 Superintendent, Livingston UESD		
▪ Kirsten Vital, Southern, Region 9 Superintendent, Capistrano USD		
▪ Ellen Dougherty, Ed.D., Los Angeles, Region 11 Superintendent, Lawndale ESD		
E. FCMAT Executive Committee	Oral	Information
• Acknowledgment of leaving member:		
▪ Soccoro Shiels, North Coast, Region 1 Superintendent, Santa Rosa City SD		
▪ Kathy Gomez, South Bay, Region 5 Superintendent, Evergreen ESD		
F. Report from the California Department of Education	Oral	Information
G. Report from the Office of the Chancellor, California Community Colleges	Oral	Information
H. Report from Michael Hulsizer	Oral/Written	Information
I. Report from the CEO		
• Certification 1 st Interim – Unofficial Count	Oral/Written	Information
• Status of Key Assignments Report		

J.	CBO Education Partnership Training Program <ul style="list-style-type: none"> • Approval of 13th CBO Mentor Project Cohort participants April 2016-March 2017 	Oral/Written	Action
K.	FCMAT/CSIS Quarterly Report <ul style="list-style-type: none"> • Status Report 	Oral/Written	Information
L.	FCMAT Professional Development <ul style="list-style-type: none"> • Product Development 	Oral	Information
M.	Public Participation <ul style="list-style-type: none"> • Time reserved for any person to address the FCMAT Board. The Chair may limit the time of participation. 	Oral	Information
N.	Directory (Bylaws, Roster, 2016 Meeting Dates)	Written	Information
II.	Board Members' Comments	Oral	Information
III.	Agenda Items for Next Meeting	Oral	Information
IV.	Date and Location of Next Meeting Sunday, April 24, 2016 10 a.m. – 1 p.m. San Bernardino County		
V.	Adjournment		

SECTION C

Minutes of the Governing
Board
October 4, 2015

**Regular Meeting of the
Fiscal Crisis and Management Assistance Team (FCMAT)
Governing Board
Silverado – Napa
October 4, 2015**

MINUTES

Joel Montero Chief Executive Officer, FCMAT
 Garry Eagles, Humboldt COENorth Coast, Region 1
 Socorro Shiels, Santa Rosa City SDNorth Coast, Region 1
 Tom Armelino, Shasta COE, Chair Northeastern, Region 2
 Jim Cloney, Shasta UHSD Northeastern, Region 2
 David Gordon, Sacramento COE, Alternate Capitol, Region 3
 Chris Evans, Natomas USD Capitol, Region 3
 Mary Jane Burke, Marin COE, Vice ChairBay, Region 4
 Tom Lohwasser, Dixie SDBay, Region 4
 Nancy Kotowski, Monterey COE South Bay, Region 5
 Kathy Gomez, Evergreen ESD South Bay, Region 5
 Marguerite Bulkin, Tuolumne COE, AlternateDelta Sierra, Region 6
 Daryl Camp, Riverbank USDDelta Sierra, Region 6
 Cecilia Massetti, Madera COECentral Valley, Region 7
 Rosemary Parga-Duran, Merced ESDCentral Valley, Region 7
 Ed Cora, Guadalupe USDCosta Del Sur, Region 8
 Randolph Ward, San Diego COESouthern, Region 9
 Greg Magnuson, Buena Park USDSouthern, Region 9
 Stacey Adler, Mono COE RIMS, Region 10
 Elliott Duchon, Jurupa USD RIMS, Region 10
 Joseph Ybarra, Los Angeles COE, Alternate Los Angeles, Region 11
 Don Singer San Bernardino Community College District
 Cindy Petersen Charter Schools
 Nicholas Schweizer California Department of Education

Guests and Staff:

Michael Hulsizer Governmental Affairs
 Josh Schultz BASC
 Misty Key BASC
 Michael Kirst State Board of Education
 Brooks Allen State Board of Education
 Francie Heim CBO Mentor Program
 Bill McGuire Twin Rivers USD
 Peter Birdsall CCSESA
 Sandra Morales CCSESA
 Efrain Mercado CCSESA
 Tracey Quarne Glenn COE
 Todd Finnell Imperial COE
 Phillip Williams Placer COE
 Stan Mantooth Ventura COE

Guests and Staff Continued:

Michael Fine Chief Administrative Officer, FCMAT
 Nancy Sullivan..... Chief Operations Officer, FCMAT/CSIS
 Bill Gillaspie Deputy Administrative Officer, FCMAT
 Michelle Plumbtree.....Chief Management Analyst, FCMAT
 Diane Branham.....Chief Management Analyst, FCMAT
 Frank Fekete.....Legal Counsel, FCMAT
 Veronica Morrow..... Administrative Secretary II, FCMAT

Excused:

Christine Frazier..... FCMAT Administrative Officer, KCSOS
 Gayle Garbolino-Mojica, Placer COE Capitol, Region 3
 Kathy Northington, Calaveras COEDelta Sierra, Region 6
 William Cirone, Santa Barbara COE.....Costa Del Sur, Region 8
 Arturo Delgado, Los Angeles COELos Angeles, Region 11
 Richard Martinez, Pomona USDLos Angeles, Region 11
 Mario Rodriguez.....Assistant Vice Chancellor, CA Community Colleges

Call to Order

The meeting was called to order at 10:05 a.m. by Tom Armelino, Chair.

Approval of Agenda

A motion was made to approve the agenda by Greg Magnuson and seconded by Mary Jane Burke, and passed unanimously.

Approval of Minutes of June 28, 2015

Tom Lohwasser made a motion to accept the minutes of the June 28, 2015 meeting as presented. Cecilia Masetti seconded the motion and it passed unanimously.

Welcome from FCMAT's Administrative Agent

Tom Armelino welcomed board members, alternates, and guests and thanked everyone for attending. He introduced two new board members, Margie Bulkin, Superintendent, Tuolumne COE and Ed Cora, Superintendent, Guadalupe USD. Margie Bulkin replaced Nancy Northington as the Delta Sierra, region 6 representative and Ed Cora replaced Trudy Arriaga as the Costa Del Sol, region 8 representative. Joel Montero announced that Misty Key, CBO, Ventura COE, will be the new BASC chair.

FCMAT Executive Committee

Acknowledgement of retiring members:

Tom Armelino acknowledged two board members, who were not present, for their dedicated service on the FCMAT Board: Kathy Northington, Superintendent, Calaveras COE and Richard Martinez, Superintendent, Pomona USD. He then presented plaques to three board members and thanked them for their services on the FCMAT Board of Directors: Rosemary Parga-Duran, Superintendent, Merced City ESD; Greg Magnuson, Superintendent, Buena Park ESD; and Don Singer, Board Trustee, San Bernardino CCD. Mary Jane Burke presented a plaque to Tom Armelino, Superintendent, Shasta COE and thanked him for his service as a member and the chairman of the board.

Report from the California Department of Education

Nick Schweizer reported on the current workings of the CDE, such as an accountability task force that was formed to look at the redesign of the accountability system; LCAP support team, standards support team, and Special Education work group, and provided brief information on COE LCAP reviews and the districts in receivership. He stated that the CDE assembled an LCAP support team with the goal to identify and develop resources for county offices to assist their districts; a standards support team with similar concepts of identifying and developing resources in addition to supporting the implementation of standards statewide; and a Special Education work group to review and implement the recent recommendations of the Special Education task force.

Nick mentioned that the CDE sent out a letter regarding the fire relief in northern California to county offices to offer assistance in helping students return to class and schools to resume operations.

Nick provided an update on the CDE's review of county office LCAPs. Only a few LCAPs were returned to county offices for minor revisions before the approval deadline. He stated that the CDE will continue to work with county offices to improve their goals.

Nick briefly reported on the districts in receivership. He announced that Vince Matthews, current Superintendent of San Jose USD, will be the new administrator in Inglewood USD. Local control will be returned to South Monterey County JUHSD during the 2015-16 school year. He added that the current state administrator will stay on at SMCJUHSD until the end of the 2015-16 school year and then be replaced with a state trustee. Nick stated that both Vallejo USD and Oakland USD, who currently have state trustees, will have oversight returned to their county offices.

Report from Chancellor's Office, California Community Colleges

There was no report from the Chancellor's Office, California Community Colleges.

Report from Michael Hulsizer

Michael Hulsizer discussed the most current state budget update and the closing of the legislative session. He commented on the economic updates from the California Department of Finance (DOF) Finance Bulletin dated September 2015, which was included in the board packet. Michael said the economy is performing well. California had a third of all jobs gained in the nation in July, with unemployment at its lowest since February 2008. Revenues from May and June are up about \$700 million from last year. He expressed an important message to the board that school districts and boards should not expect the same type of budget as the last two to three years due to two things: (1) there is only about \$750 million left in maintenance factor obligations and (2) the scheduled increases in contribution rates for STRS and PERS. He added that despite the fact that the California economy is doing well, there will not be as large of an increase in Prop. 98 funds.

Michael remarked on the SB 799 (Hill) – School Reserve Cap Reform; a letter dated September 4, 2015 regarding potential legislation pertaining to Friedrichs v. CTA addressed to members of the Legislature; SB 172 (Liu) – Senate Floor Bill Analysis; and AB 854 (Weber) – Assembly Floor Bill Analysis, which were included in the board packet. He also presented two articles related to the California Legislature: *California Legislature is looking more moderate due to voting reforms* dated November 12, 2014 and *A rising force, moderate Democrats put their stamp on California legislative session* dated September 12, 2015, as handouts to the board for their review.

Business and Administration Steering Committee (BASC) Report

Common Message

Josh Schultz reported on the common message. He stated that the first interim common message will incorporate new information and should be available by the end of October. Josh also mentioned that the LCAP reviews are on track and going well and the 2016-17 LCAP manual is almost final.

Introduction – Misty Key, 2016 BASC Chair

Josh Schultz introduced Misty Key, his replacement as the 2016 BASC Chair. Misty is the Chief Business Official at Ventura COE.

Report from the FCMAT CEO

FCMAT Annual Report

Joel reviewed the FCMAT Annual Report and discussed specifically the section regarding the fiscal issues in California education, including continuing and emerging issues, on pages 9-12. A motion was made to approve the FCMAT Annual Report by Elliott Duchon and seconded by Greg Magnuson, and passed unanimously.

Chairman of the Board Appointment

Joel Montero announced the appointment of Mary Jane Burke as the chairman of the board starting with the January 2016 board meeting. A motion was made to approve Mary Jane Burke to serve as the chairman of the board by Randy Ward and seconded by Cecilia Massetti, and passed unanimously.

Vice Chairman of the Board Appointment

Randy Ward made a recommendation to appoint Stacey Adler, Superintendent, Mono COE, as the vice chairman of the board. A motion was made to approve Stacey Adler to serve as the vice chairman of the board by Randy Ward and seconded by Cecilia Massetti, and passed unanimously.

CBO Mentor Executive Report, 11th Cohort 2014-15

Bill Gillaspie commented on the CBO Mentor Executive Report, which was provided as a handout, and thanked the board for their continued support and Joel Montero for his leadership and support. The report presents information on the 11th cohort, which consisted of 28 participants and 28 mentors and included 10 sessions throughout the year. Bill stated the 12th cohort for the 2015-16 fiscal year is under way and applications for the 13th cohort in 2016-17 fiscal year are now available on the FCMAT website.

Bill Gillaspie introduced the two core facilitators/instructors of the CBO Mentor Program, Francie Heim, formerly the Deputy Superintendent of El Dorado COE and Bill McGuire, Deputy Superintendent, Twin Rivers USD, who gave a presentation on the CBO Mentor Program.

Joel Montero addressed the topic of expanding the training sessions to include more participants or a southern region. He stated that quality control is the most important aspect of the program; therefore, expanding the size of the cohort or adding a second cohort would not be beneficial at this time.

A motion was made to approve the CBO Mentor Executive Report by Stacey Adler and seconded by Garry Eagles, and passed unanimously.

Tom Armelino adjusted the agenda to accommodate the guest speakers: sections N – FCMAT Professional Development and O – Status of Key Assignments Report were moved before section L – FCMAT/CSIS Quarterly Report.

FCMAT Professional Development

Michelle Plumbtree informed the board how the FCMAT professional development funds are used. She stated that FCMAT is currently hosting charter school finance and LCFF/LCAP workshops statewide, in addition to ASB workshops.

Michael Fine reported on FCMAT product development. He stated that FCMAT is near completion in the process of moving from the old version of SharePoint to the new Office 365 version of SharePoint. He stated that FCMAT is currently creating the specifications for moving Budget Explorer to a new platform and functionality, and that the LCFF calculator is constantly being updated. Michael expressed that the LCFF calculator has a defined life as long as the LCFF gap funding exists; once LCFF is fully funded to reach target, its usefulness goes away.

Status of Key Assignments Report

A written report of current FCMAT jobs was provided with board material. FCMAT staff reported the following:

- **Compton Community College District**

Diane Branham commented on the 9th progress review of Compton CCD. She said the report was finalized in August 2015. Diane expressed that the district has continued to make progress in all three operational areas this year. She then added that the 10th progress review has been scheduled for March/April 2016.

- **Inglewood USD**

Michael Fine reported that the 3rd comprehensive report was released. He stated that the district has made an overall growth of 1.02 average score in all five operational areas.

- **South Monterey County JUHSD**

Michelle Plumbtree stated that the 6th progress review is now complete. The district will have local control returned to it during the 2015-16 school year.

FCMAT/CSIS Quarterly Report

Nancy Sullivan provided an update to the board.

Status report

Printed copies of the FCMAT/CSIS status report summarizing the recent CALPADS accomplishments were provided in the board packet. Nancy stated that the district-provided data will be posted and available in real time. She also encouraged all to attend the Fall 1 and Fall 2 trainings to prepare for fall submissions. County offices will receive a notice when their reports are available.

Ed-Data Demo

Nancy gave a demonstration on the revised Ed-Data website. The updated Ed-Data website is more user-friendly and enables users to provide feedback information and/or submit questions. She demonstrated the new filter functionality and provided examples of information searches for comparisons/reports. Nancy welcomed feedback from the board on the new site and showed the board where users can submit their feedback at the bottom of the home page.

Special Guests: Dr. Michael Kirst and Brooks Allen

Joel Montero introduced Dr. Michael Kirst and Brooks Allen from the California Board of Education.

Dr. Michael Kirst and Brooks Allen interacted with the board by opening the discussion regarding the LCAP, its rubric, and other issues. Michael and Brooks mentioned a few LCAP discussion points: it is too long, too repetitive, and too hard to understand and county superintendents feel that they and their staff are caught in the middle. Board members touched on other discussion points, such as the importance of listing the district's goals of each target area and the eight state priorities and how charter schools receive less attention than districts regarding their LCAP.

Tom Armelino reminded the board to email Dr. Kirst with their feedback and thanked both speakers for their time.

Public Participation

There were no comments from the public.

Board Members' Comments

Tom Armelino thanked FCMAT and Joel Montero for his leadership and said farewell to board members.

Date and Location of Next Meeting

Wednesday, January 27, 2016

10:00 a.m. – noon

Monterey County

Adjournment

The meeting was adjourned by Tom Armelino at 1:09 p.m.

SECTION H

Report from Michael Hulsizer

Written materials are provided as handouts.

SECTION I

Report from the FCMAT CEO

Certifications of Financial Reports

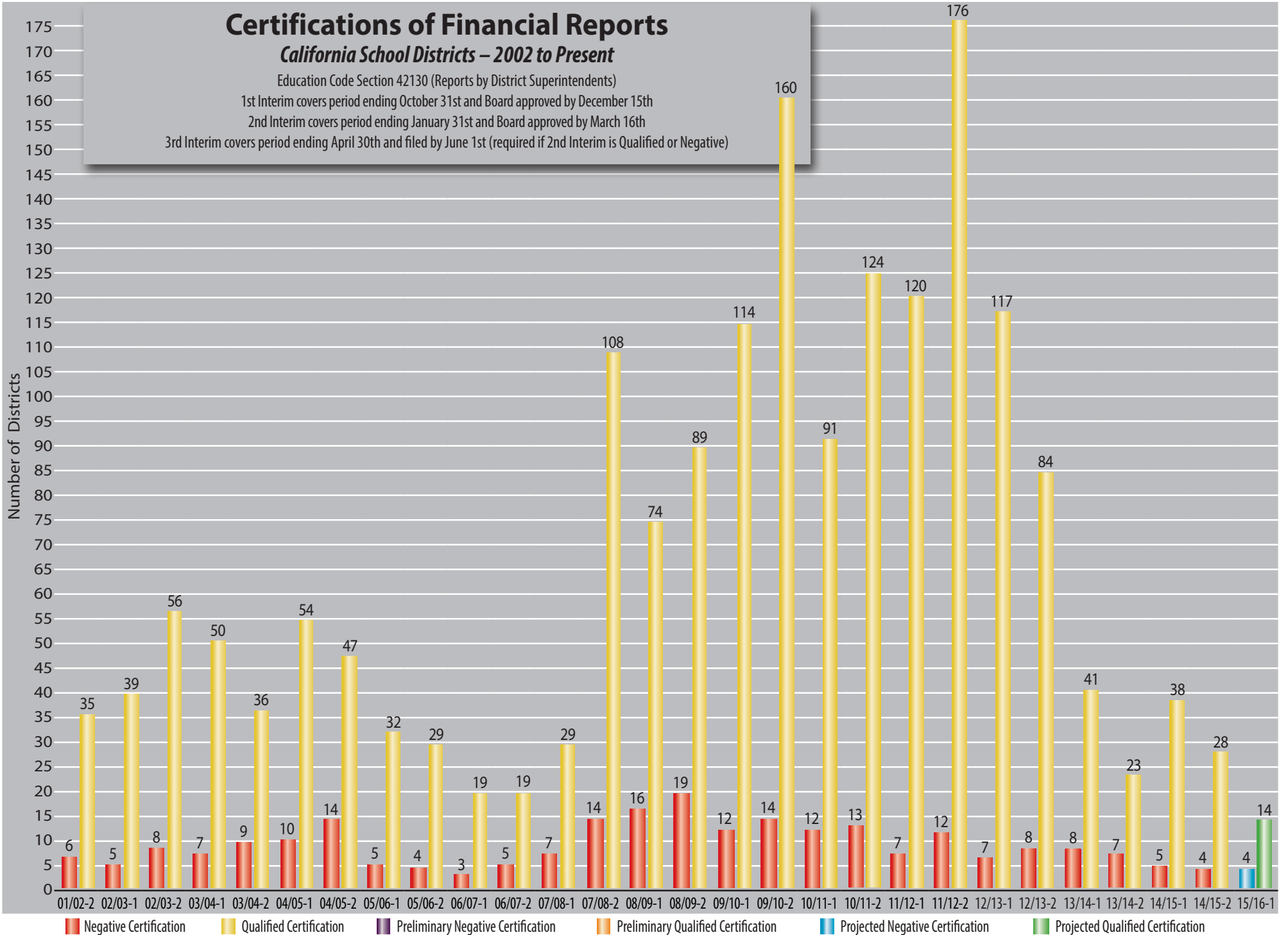
California School Districts – 2002 to Present

Education Code Section 42130 (Reports by District Superintendents)

1st Interim covers period ending October 31st and Board approved by December 15th

2nd Interim covers period ending January 31st and Board approved by March 16th

3rd Interim covers period ending April 30th and filed by June 1st (required if 2nd Interim is Qualified or Negative)



Positive Certification: Shall be assigned to any school district that, based upon current projections, will meet its financial obligations for the current fiscal year and subsequent two fiscal years.
 Qualified Certification: Shall be assigned to any school district that, based upon current projections, may not meet its financial obligations for the current fiscal year or two subsequent fiscal years.
 Negative Certification: Shall be assigned to any school district that, based upon current projections, will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year.

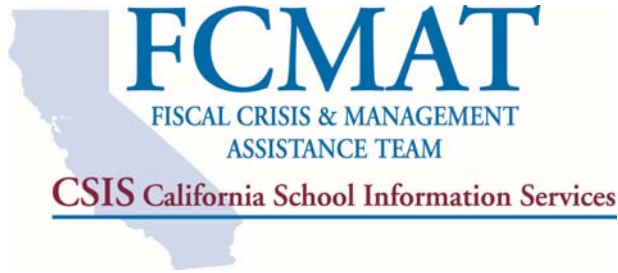
Projected results are based on an informal survey of educational agencies.

Fiscal Crisis & Management Assistance Team 1/11/16

First Interim Budget Certifications (Projected)
2015-16

Negative Certification	
County	District
Los Angeles	Castaic Union
Los Angeles	Inglewood Unified
San Diego	Julian Union High
San Luis Obispo	Shandon Joint Unified

Qualified Certification	
County	District
Alameda	Oakland Unified
Calaveras	Calaveras Unified
El Dorado	Black Oak Mine Unified
Fresno	Parlier Unified
Los Angeles	Los Angeles Unified
Napa	Howell Mountain Elementary
Plumas	Plumas Unified
Sacramento	Galt Joint Union High
San Benito	Aromas-San Juan Unified
San Bernardino	Colton Joint Unified
San Diego	San Diego Unified
San Diego	Warner Unified
Santa Clara	Lakeside Joint Union
Sonoma	Kashia



FCMAT PROJECT TRACKING REPORT

FCMAT utilizes a Job Management Tracking (JMS) software program to monitor the status of all on line requests and current projects. ***The report is summarized by project type and is for information purposes only.***

Management Assistance Pursuant to Education Code 42127.8

Job #	Client	Review Types	Date Requested	Status
1107	Yuba COE	Data Management	08/25/2015	Scheduled
1106	Golden Plains USD	Management Assistance	10/09/2015	Scheduled
1105	Nevada CSOS	Fiscal	12/01/2015	Confirmed
1103	Vista USD	Special Education / Transportation	10/19/2015	Ongoing
1102	Evergreen SD	Management Assistance/Food Service	10/20/2015	Ongoing
1101	Capistrano USD	Special Education / Transportation	09/15/2015	Scheduled
1100	Metropolitan Education District	Technology	09/01/2015	Ongoing
1098	William S. Hart UHSD	Management Assistance	08/25/2015	Ongoing
1097	San Juan USD	Technology	08/25/2015	Ongoing
1096	Riverside COE / Imagine Charter	Management Assistance	07/29/2015	Ongoing
1095	Napa COE	Multiple	08/04/2015	Ongoing
1094	Lost Hills USD	Management Assistance	07/16/2015	Completed
1092	Santa Ana USD	Special Education	07/14/2015	Ongoing
1090	Garden Grove USD	Special Education	05/15/2015	Scheduled
1089	Magnolia Science Academy	Fiscal	05/13/2015	Ongoing
1086	Adelanto ESD	Special Education	04/21/2015	Ongoing
1054	Guajome Schools	Charter Training / Mentoring	06/03/2014	Ongoing

AB139 Extraordinary Audits

Job #	Client	Review Types	Date Requested	Status
1108	San Bernardino CSOS / HOPE Academy	AB 139	12/08/2015	Confirmed
1104	Monterey COE / Soledad USD	AB 139	09/24/2015	Ongoing
1093	Fresno COE / Parlier USD	AB 139	08/05/2015	Ongoing
1084	San Joaquin COE / RVA Charter	AB 139	03/30/2015	Ongoing
N/A	San Diego COE	AB 139	01/04/2016	
N/A	Sutter CSOS	AB 139	12/14/2015	

Community College Reviews

Job #	Client	Review Types	Date Requested	Status
8110	CCCCO/City College of San Francisco	Other	10/16/2014	Scheduled

Comprehensive Reviews

Job #	Client	Review Types	Date Requested	Status
975	Inglewood USD	Comprehensive	10/10/2012	Scheduled
600	Compton CCD	Comprehensive	07/01/2006	Scheduled

Professional Development

Job #	Client	Review Types	Date Requested	Status
1061	Report Writing	Workshop	10/16/2014	Ongoing
8358	Sonoma COE	ASB Workshop	12/23/2015	02/29/2016
8357	Vista USD	ASB Workshop	11/19/2015	03/17/2016
8346	Ventura COE	ASB / Fraud Prevention Workshop	09/04/2015	04/12/2016
N/A	Fullerton JUHSD	Budget Explorer Training	12/31/2015	
N/A	Lompoc USD	ASB Workshop	12/15/2015	01/22/2016
N/A	Lake COE	LCFF/LCAP Workshop	11/04/2015	02/16/16 and 04/28/16
N/A	Lewiston ESD	Budget Explorer / CASH FLOW Workshop	1/9/2016	
N/A	Exeter USD	ASB Workshop	1/15/2016	

Professional Development Con't.

Job #	Client	Review Types	Date Requested	Status
N/A	CADA	ASB Training	Partnership	03/2/16 and 03/3/16
N/A	ASBWorks	ASB Training	Partnership	02/11/16, 02/12/2016 and 02/13/16
N/A	CBO Mentor Project, 12 th Cohort, 2015/16	Training/Mentoring	Partnership with CASBO, SSC, and CCESA/BASC	Ongoing
N/A	CBO Mentor Project, 13 th Cohort, 2016/17	Training/Mentoring	Partnership with CASBO, SSC, and CCESA/BASC	Planning
N/A	USC School Business Management Certificate Program	Training/Mentoring	Partnership with USC and SSC	Ongoing
N/A	Chief Technology Officer Training	Training/Mentoring	California Educational Technology Professionals Association	Ongoing
N/A	C.A.S.H. School Leadership Academy	Training/Mentoring		Ongoing
N/A	Masters in Governance	Training/Mentoring	California School Boards Association (CSBA)	Ongoing
N/A	CBO Boot Camp	Training/Mentoring	CASBO	Ongoing

Product Development

Name	Development Type	Status
SharePoint Microsoft Office 365	Implementation /Training	Ongoing
Budget Explorer MYFP Software	Specifications for RFP	Ongoing
LCFF Calculator	Development /Training	Ongoing
Job Management System (JMS)	Work Flow Development	Ongoing
Charter School Accounting Manual and Desk Reference	New manual that is being developed.	To be released by 06/30/2016
California Community College Chancellor's Office	Developing community college fiscal tools: Fiscal Health Analysis and Indicators of Risk or Potential Insolvency	Ongoing
Fiscal Procedural Manual for Business Officials in California County Offices of Education	Annually, several procedures are updated, working with ESSCO and BASC.	Released February 2016
Charter School Oversight Checklist	Update occurring	Ongoing
Common Message	Updated throughout the year, working with BASC	Ongoing

New Requests for Management Assistance

Job #	Client	Review Types	Date Requested	Status
N/A	Santa Rosa City SD	Org & Staffing	01/08/2016	
N/A	Solano COE / SELPA	Special Education / Transportation	01/06/2016	
N/A	Tuolumne COE / SELPA	On-Site Technical Assistantce / Special Education	12/29/2015	
N/A	Sylvan USD	Special Education	12/21/2015	On Hold
N/A	El Camino Real Charter HS	Multiple	12/18/2015	
N/A	Yuba COE / SELPA	Special Education	12/14/2015	
N/A	San Juan USD / SELPA	Special Education / Transportation	12/11/2015	
N/A	East Side UHSD	Payroll	12/11/2015	
N/A	Yuba City USD	On-Site Technical Assistance, ASB	12/09/2015	
N/A	El Monte UHSD	Management Assistance	12/01/2015	
N/A	Centralia ESD	Fiscal	12/01/2015	
N/A	Merced UHSD	Management Assistance	11/30/2015	
N/A	East San Gabriel Valley SELPA	Special Education / Transportation	11/18/2015	
N/A	Reef-Sunset USD	On-Site Technical Assistance	11/17/2015	
N/A	San Joaquin CO/ New Jerusalem SD	Management Assistance	11/05/2015	
N/A	Santa Barbara CEO	Special Education	11/05/2015	
N/A	Hayward USD	Special Education	11/03/2015	
N/A	Middletown USD	Fiscal	10/23/2015	
N/A	Cucamonga SD	Special Education	10/20/2015	
N/A	Placer UHSD	Technology	10/15/2015	
N/A	Burton SD	Special Education	10/05/2015	
N/A	West Contra Costa USD	Technology	10/01/2015	
N/A	Saratoga USD	Technology	07/30/2015	

SECTION J

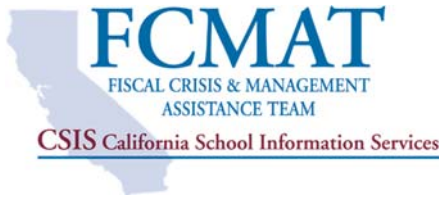
CBO Education Partnership
Training Program

CBO Mentor Cohort #13 Participants (for FCMAT Board Approval)

	First Name	Last Name	LEA	Job Title	Email address
1	Myra Lizett	Aguilar	Gustine USD	CBO	laguilar@gustineusd.org
2	Samer	Alzubaidi	San Bernardino City USD	Director of Facilities	Samer.Alzubaidi@sbcusd.com
3	Patricia	Banuelos	Orange County Supt. of Schools	Budget Manager	pbanuelos@ocde.us
4	Karyl	Brandford	Manhattan Beach USD	Director of Fiscal Services	kBrandford@manhatan.k12.ca.us
5	Manuel	Cardoso	Norwalk-La Mirada USD	Director of Fiscal Services	mcardoso@nlmusd.org
6	Sergio	Casillas	Panama-Buena Vista USD	Accounting Manager	scasillas@pbvUSD.net
7	Chris	Christensen	Fountain Valley SD	Principal	christensenc@fvUSD.us
8	Peter	Foggiato	California Dept. of Education	Director, School Fiscal Services Division	pfoggiato@cde.ca.gov
9	Marcos	Gamino	Wasco Union High SD	Director of Business Services	magamino@wascohsd.org
10	Arelis	Garcia	Madera USD	Business Manager	arelisgarcia@maderausd.org
11	Penni	Harbauer	Moreno Valley USD	Director, Budget & Finance	pharbauer@mvusd.net
12	Amer	Iqbal	Coalinga Huron USD	Director of Fiscal Services	aiqbal@chusd.k12.ca.us
13	Bradley	Johnson	Grossmont Union HSD	Sr. Program Controls Manager	bradjohnson@guhSD.net
14	Judy	Kershaw	Santa Clara COE	Internal Auditor	judy_kershaw@scCOE.org
15	Janet	King	San Bernardino City USD	Director Fiscal Services	janet.king@sbcusd.k12.ca.us
16	Rosa	Loza	Vallejo City USD	Payroll & Benefits Manager	rloza@vallejo.k12.ca.us
17	Sandra	Madera	Stanislaus COE	Director 1, Business Services	smadera@stancoe.org
18	Andrew	McGuire	Hemet USD	Director Purchasing, Contracts, Other	amcguire@hemetUSD.org
19	Veronica	McInturf	San Joaquin COE	Coordinator/Controller/Program Mgr.	vmcinturf@sjCOE.net
20	Gabriel	Moulaison	Auburn Union SD	Accountant	gmoulaison@gmail.com
21	Gioconda	Padilla-Rodriquez	Glendale USD	Director of Procurement	gpadilla@gusd.net
22	Cindy	Patterson	Santa Clara COE	Manager of Applications Support	cindy_patterson@scCOE.org
23	Brad	Pawlowski	Sanger USD	Director of Facilities and Construction	bradpaw21@gmail.com
24	Andrew	Peters	Mother Lode Union SD	Chief Business Official	apeters@mlusd.net
25	Jordan	Reeves	San Jacinto USD	Executive Director of Business Services	jreeves@sanjacinto.k12.ca.us
26	Matthew	Richmond	Fresno USD	Administrative Analyst	matthew.richmond@fresnounified.org
27	Shaun	Rodriguez	Kings Canyon USD	Purchasing Manager	rodriguez-s@kCUSd.com
28	Cori	Shields	Lassen Union HSD	Chief Business Official	cshields@fortSage.org
29	Mike	Thomson	Goleta Union SD	Fiscal Analyst/Accountant	mthomson@goleta.k12.ca.us
30	Raenel	Toste	Newcastle Elementary SD	Director of Fiscal Services	rtoste@newcastle.k12.ca.us
31	Amari	Watkins	Sacramento City USD	Director II, Accounting Services	amari-watkins@scusd.edu
32	Lanette	Zootis	Windsor USD	Budget Analyst	lzootis@wusd.org

SECTION K

California School Information
Services (CSIS)
Quarterly Report



FCMAT/California School Information Services Program Status Report FY2015-16 January 2016

Introduction

The California School Information Services (CSIS) Program, administered by the Fiscal Crisis and Management Assistance Team (FCMAT), was created to address a variety of challenges faced by local education agencies (LEAs) in the management and exchange of public school student, staff, course and institutional information in California. This report provides a summary of FCMAT/CSIS work related to CALPADS from late September 2015 through mid January 2016.

Summary of Recent FCMAT/CSIS CALPADS Accomplishments

FCMAT/CSIS' CALPADS work is going well. During this quarter, FCMAT/CSIS completed the following CALPADS work:

- Supported the Fall 1 (enrollment, graduates, dropouts, Free and Reduced Price Meal (FRPM) eligibility, English Language Acquisition Status, Title III Eligible Immigrants and unduplicated counts of FRPM/English Learner/Foster youth) and Fall 2 (staff demographics, staff assignments, student course enrollment, and English Learner services data) submissions. Support for these submissions included training and assistance to help LEAs understand the new process for generating snapshot reports and the impact of this new process on their work flow. Approximately 95% of LEAs certified their Fall 1 submission by the December 18, 2015 Fall 1 certification deadline. Support for the Fall submissions is still underway. Fall 2 training will continue throughout January. The Fall 1 Amendment window ends on February 19, 2016. The Fall 2 certification deadline is March 4, 2016 and the amendment window closes on April 8, 2016.
- Developed one mini tutorial regarding the snapshot redesign changes. The tutorial reviews the certification user interface changes and explains the revised snapshot process. It also covers how the snapshot redesign impacts the Fall 1 submission. The tutorials can viewed at any time.
- Completed requirements, development, testing and configuration/deployment work for CALPADS releases in November and December, as well as eight additional production deployments to implement fixes to support the Fall submissions. The November release included the snapshot redesign for Fall 2. Completed requirements work for a release scheduled for January 21st that includes updated Direct Certification logic and another release scheduled for January 28th that will provide LEAs access to AYP data and reports. Began requirements work for releases in February and May. Began development and testing for the January release.
- In consultation with CDE, developed the staffing plan for the May release. This release will include the End of Year snapshot redesign, as well as changes to complete the transition of Perkins E1 reporting to CALPADS and the transition of Special Ed discipline reporting to CALPADS. The development, testing and configuration team will be split into three subteams for the May release to allow team members to focus on specific functionality, thereby increasing efficiency.
- Supported LEAs in assigning and maintaining statewide student identifiers (SSIDs).

SECTION N

Directory Information

**FISCAL CRISIS and MANAGEMENT ASSISTANCE TEAM (FCMAT)
GOVERNING BOARD
BYLAWS**

Adopted March 18, 1999
Revised and Adopted March 13, 2003, March 11, 2004, March 20, 2006,
October 20, 2013, June 28, 2015

ARTICLE I

Name

This organization shall be known as the Fiscal Crisis and Management Assistance Team (FCMAT) Governing Board.

ARTICLE II

Role and Functions of the Governing Board

Section 1: General Purpose

The general purpose of the Governing Board is to provide policy direction and broad operational guidance to the County Office that has been selected to operate FCMAT. In performing this general purpose, the Governing Board will work cooperatively with the County Office to enable the County Office to perform satisfactorily its duties under its contract with the California Department of Education and to insure performance of FCMAT's statutory and contractual duties.

Section 2: Specific Duties

The specific duties of the Governing Board, as determined by statute and the contract between the State and the County Office of Education that serves as Administrative/Fiscal Agent, are to:

- A. Implement the organizational structure provided by the County Office as the operational framework for the Team.
- B. Select Team members based on recommendations of the County Office.
- C. Develop criteria for and prioritize requests for assistance, including requests from the SPI, in cooperation with the Team.
- D. Develop standardized formats for reports.
- E. Develop, in cooperation with the Team, and distribute rates for onsite personnel costs and travel costs incurred by the Team.
- F. Define fiscal emergency.

- G. Determine the amount of revenues, within statutory limits, to be allocated for contract services to assist school districts and county offices that have a fiscal emergency.
- H. Approve the California School Information Services (CSIS) Plan/Data Directory.
- I. Determine the training required to comply with the purpose of FCMAT.
- J. Approve any payments to the CDE, from available funds, to reimburse the CDE for actual administrative expenses incurred in the review of the budgets and fiscal conditions of school districts and county offices.
- K. Establish procedures for board members to obtain reimbursement of expenses from the members' respective agencies such as travel and per diem.
- L. Perform additional tasks as assigned to the Governing Board by statute or state contract.

Section 3: Advisory Function

The Governing Board provides advice on issues brought to the Board by board members, the Administrative Agent or the Team. Items for Board review can be placed on the agenda of quarterly meetings of the Board and/or considered by the Executive Committee of the Board in order to respond to issues on a timely basis. Issues for Board/Committee advice should relate to the purposes for which FCMAT was established and should generally meet the following criteria:

- A. The issue is of significant importance to FCMAT.
- B. The issue is consistent with the purpose of the organization.
- C. Action on the issue will not compromise the neutrality and independence of FCMAT.

Section 4: Informational Function

The Board functions as an avenue of communication and information among school districts, county offices of education, community colleges, charter schools, the administrative agent and the Team. This function can be accomplished by written/electronic means, as well as during scheduled meetings. The purpose of this function is to insure the relevance and accuracy of information with which FCMAT is working, and to enhance the collaborative efforts of FCMAT.

Section 5: Preserving FCMAT's Independence and Objectivity

In discharging its general and specific duties, the Governing Board will insure that FCMAT is kept free from real or perceived interference or conflicts of interest that might impair its independence and objectivity.

ARTICLE III Executive Committee

An Executive Committee of the Board shall be established for the purpose of conducting the business of the Board as needed to respond to issues in a timely manner, and to review issues in preparation for regularly scheduled Board meetings. The Executive Committee shall be composed of the chair, immediate past chair, vice-chair, two district superintendents selected by the Board, Chancellor of the California Community Colleges or his or her designee serving as a member of the Board, the Administrative Agent and the chief executive officer of FCMAT.

The Executive Committee will convene as needed and determined either by the chair, the Administrative Agent, or the CEO.

ARTICLE IV Role and Functions of the Administrative and Fiscal Agent

Section 1: General Purpose

The general purpose of the County Office selected by the State as Administrative and Fiscal Agent is to provide immediate supervision of the Team and operate all aspects of FCMAT in accordance with the terms of its contract(s) with the State of California and applicable statutes.

Section 2: Specific Duties

The specific duties of the County Office, as determined by statute and its contract with the State, are to:

- A. Provide fiscal crisis intervention when requested by School Districts, County Offices of Education, the Board of Governors of the California Community Colleges or when assigned by the SPI.
- B. Provide management assistance to School Districts, County Offices of Education, Community Colleges (CC) and Charter Schools when requested or assigned.
- C. Provide workshops and in-service training to School Districts, County Offices of Education, Community Colleges and Charter Schools staffs.

- D. Conduct site reviews and studies, on request or assignment.
- E. Serve as fiscal advisor, on assignment.
- F. Assist county superintendents in performance of audits or reviews under Education Code Section 1241.5, on request.
- G. Act as a resource for innovative and effective solutions to School Districts, County Offices of Education, Community Colleges and Charter Schools fiscal management and business operation problems.
- H. Operate the California School Information Systems (CSIS) as directed and funded by the State.
- I. Recruit, screen, and recommend Team members to the Governing Board.
- J. Evaluate Team members.
- K. Discharge all FCMAT personnel functions.
- L. Negotiate employee and independent contractor contracts in accordance with the terms of the state contract.
- M. Review and approve all external reports and submit copies to the CDE.
- N. Recommend standardized format reports to the Governing Board.
- O. Recommend criteria for services and service priorities to the Governing Board.
- P. Assist the Governing Board in the development of rates to be charged for onsite personnel and travel costs incurred by Team members.
- Q. Market Team services.
- R. Provide staff support to the Governing Board.
- S. Perform additional tasks as assigned to FCMAT by statute or state contract.

ARTICLE V
Composition of the Board

Section 1(a): The Governing Board shall consist of twenty five (25) voting members who function according to statutes. The voting members shall consist of one representative from the California Department of Education, and one

county and one district superintendent from each of the eleven service regions established by the California County Superintendents Educational Services Association (CCSESA), the Chancellor of the CCC or his or her designee, and one member of a community college district governing board chosen by the chancellor.

Section 1(b): In addition to the voting members specified in subsection (a), above, there shall be one nonvoting member representing the charter schools of the state, selected by the Executive Committee, upon recommendation by the CEO, and confirmed by a majority vote of the quorum. Except for nonvoting status, the charter school member shall have all the rights and duties of voting board members.

Section 2: County superintendents shall serve a two-year term, staggered so that one-half of the Directors are elected in any one year. Directors in odd numbered regions will be elected in even numbered years.

Section 3: District superintendents' initial terms were staggered in one, two, and three-year terms. District superintendents serve three-year terms after their staggered term expires. The community college district governing board member serves a three-year term.

Section 4: The charter school member serves a three-year term.

Section 5: Each board member is encouraged to select an alternate from his/her region, or, in the case of the charter school member, from a charter school, to attend in his/her absence. The role of the alternate shall be to convey any information to the board on behalf of the absent regular member and to observe and report back to the regular member regarding the board meeting. The alternate shall not be considered a member of the board for any purpose including voting or establishing a quorum.

Section 6: The board shall elect a chairperson to conduct meetings and a vice chair to conduct meetings in the chairperson's absence.

Section 7: The chairperson and vice chair shall be county superintendents that serve a term of two years.

Section 8: The FCMAT board shall appoint a replacement for any member who may be unable to perform his/her duties due to resignation or other inability for the remainder of his/her term. A concurrence of two-thirds (2/3) of the board will confirm this appointment. The appointee may be the regional alternate.

ARTICLE VI
Nominations and Elections

- Section 1: The State Department representative and Chancellor of the CCC or his or her designee shall serve a continuing term. County superintendents shall be nominated by CCSESA and district superintendents shall be nominated by the Association of California School Administrators (ACSA) in October of each year. The community college district governing board member is chosen by the Chancellor. FCMAT will notify CCSESA, ACSA, the Chancellor, and the Executive Committee of expiring terms.
- Section 2: Elections shall be held in October. New board members will begin their terms in January of the next year.

ARTICLE VII
Meetings

- Section 1: Regular meetings shall be held on a quarterly basis.
- Section 2: Special meetings may be called when deemed necessary by the California Department of Education, Administrative Agent, FCMAT CEO, or Board Chairperson.
- Section 3: A quorum consists of thirteen (13) voting members.
- Section 4: The Administrative Agent, FCMAT CEO, and designated staff shall attend meetings of the Board of Directors.
- Section 5: Meetings shall be conducted in accordance with the Bagley-Keene Act relating to open meetings.

ARTICLE VIII
Finances

- Section 1: Allowable expenditures are the actual and necessary costs of travel, lodging and meals of the board member. Expense claims and receipts shall be submitted to the FCMAT secretary for processing.
- Section 2: Fiscal control shall be in accordance with AB 1200 and the contract limitations established by the California Department of Education.

ARTICLE IX
Dissolution

The board shall continue in existence until it is dissolved upon the effective date of the repeal of the statutory authority which created the board, or upon the effective date of

any statutory amendment which so substantially alters that authority as to require the creation of a different board or governance structure.

ARTICLE X
Rules of Order

The board shall act upon majority vote of the quorum.

ARTICLE XI
Amendments

Any amendments to these Bylaws may be adopted at a regularly scheduled meeting by a two-thirds (2/3) vote of those members in attendance at the meeting at which amendments are considered for approval. Written notice shall be given to board members at least two weeks prior to the meeting.

FCMAT BOARD OF DIRECTORS INFORMATION

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FCMAT BOARD OF DIRECTORS INFORMATION

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2016 FCMAT Board of Directors Meeting Dates

FCMAT Board Meetings are scheduled for the following dates/locations:

Wednesday, January 27, 2016
10:00 a.m. – Noon
Monterey County

Sunday, April 24, 2016
10:00 a.m. - 1:00 p.m.
San Bernardino County

Sunday, June 26, 2016
10:00 a.m. - 1:00 p.m.
Orange County

Sunday, October 16, 2016
10:00 a.m. - 1:00 p.m.
Kern County