FCMAT
FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM
CSIS California School Information Services

Regular Meeting
of the
FCMAT Board of Directors

April 24, 2016

10 a.m. – 1 p.m.

Lake Arrowhead Resort
27984 Hwy 189
Lake Arrowhead, CA 92352

Pinecone and Acorn Conference Room

Joel D. Montero
Chief Executive officer

AGENDA

Regular Meeting of the
Fiscal Crisis and Management Assistance Team (FCMAT)
Governing Board
Lake Arrowhead Resort – San Bernardino
April 24, 2016
10:00 a.m. – 1:00 p.m.

AGENDA

I. General Functions	Report	Action or Information
A. Call to Order	Oral	Action
B. Approval of Agenda	Written	Action
C. Minutes of January 27, 2016	Written	Action
D. FCMAT Executive Committee • Proposed Changes to the Bylaws	Oral/Written	Action
E. Welcome from FCMAT's Administrative Agent • Introduction of new board members: ▪ David Yoshihara, North Cost, Region 1 Superintendent, Tamalpais UHSD ▪ Socorro Shiels, CCEE CA Collaborative of Educational Excellence	Oral	Information
F. Report from the California Department of Education	Oral	Information
G. California Collaborative for Educational Excellence	Oral	Information
H. Report from Michael Hulsizer • State Budget/May Revision	Oral/Written	Information
I. Business and Administration Steering Committee • Common Message	Oral	Information
J. Report from the CEO • Certification 2nd Interim – Unofficial Count	Oral/Written	Information
K. CSIS Quarterly Report • Status Report • Ed Data Report	Oral/Written	Information
L. LCFF Calculator Update	Oral	Information

	M. FCMAT Professional and Product Development	Oral	Information
	N. Status of Key Assignments Report • Compton Community College District • Inglewood USD • City College of San Francisco • Sausalito-Marin City SD • Parlier USD • Tri-Valley Learning Corporation	Oral/Written	Information
	O. Public Participation • Time reserved for any person to address the FCMAT Board. The Chair may limit the time of participation	Oral	Information
	P. 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, June 26, 2016 10:00 a.m. – 1:00 p.m. Orange County		
V.	Adjournment		

SECTION C

Minutes of the Governing Board
January 27, 2016

Regular Meeting of the
Fiscal Crisis and Management Assistance Team (FCMAT)
Governing Board

Monterey Plaza Hotel – Monterey

January 27, 2016

MINUTES

Joel Montero ..... Chief Executive Officer, FCMAT
Christine Frazier..... FCMAT Administrative Officer, KCSOS
Garry Eagles, Humboldt COE .....North Coast, Region 1
Robert Haley, Cotati-Rohnert Park USD, Alternate.....North Coast, Region 1
Tracey Quarney, Glenn COE..... Northeastern, Region 2
Jim Cloney, Shasta UHSD..... Northeastern, Region 2
Gayle Garbolino-Mojica, Placer COE ..... Capitol, Region 3
Chris Evans, Natomas USD..... Capitol, Region 3
Mary Jane Burke, Marin COE, Chair .....Bay, Region 4
Nancy Kotowski, Monterey COE ..... South Bay, Region 5
Jose Manzo, Oak Grove SD..... South Bay, Region 5
Kathy Northington, Calaveras COE, Alternate.....Delta Sierra, Region 6
Daryl Camp, Riverbank USD .....Delta Sierra, Region 6
Cecilia Massetti, Madera COE .....Central Valley, Region 7
Andres Zamora, Livingston UESD.....Central Valley, Region 7
Susan Salcido, Santa Barbara COE, Alternate.....Costa Del Sur, Region 8
Ed Cora, Guadalupe USD .....Costa Del Sur, Region 8
Randolph Ward, San Diego COE .....Southern, Region 9
Stacey Adler, Mono COE, Vice Chair..... RIMS, Region 10
Elliott Duchon, Jurupa USD ..... RIMS, Region 10
Arturo Delgado, Los Angeles COE .....Los Angeles, Region 11
Ellen Dougherty, Lawndale ESD.....Los Angeles, Region 11
Mario Rodriguez..... Assistant Vice Chancellor, CA Community Colleges
Cindy Petersen .....Charter Schools
Nicholas Schweizer.....California Department of Education

Guests and Staff:
Michael Hulsizer..... Governmental Affairs
Frank Fekete.....Legal Counsel, FCMAT
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
Shayleen Harte.....Intervention Specialist, FCMAT
Veronica Morrow.....Administrative Secretary II, FCMAT
Sandra Morales ..... CCSESA
Ted Alejandre..... Superintendent, San Bernardino COE

Excused:
Socorro Shiels, Santa Rosa City SD .....North Coast, Region 1
Tom Lohwasser, Dixie SD.....Bay, Region 4
Margie Bulkin, Tuolumne COE.....Delta Sierra, Region 6
William Cirone, Santa Barbara COE .....Costa Del Sur, Region 8
Kirsten Vital, Capistrano USD .....Southern, Region 9

Call to Order
The meeting was called to order at 10:02 a.m. by Mary Jane Burke, Chair.

Approval of Agenda
A motion was made to approve the agenda by Cecilia Massetti, seconded by Daryl Camp and passed unanimously.

Approval of Minutes of October 4, 2015
Stacey Adler made a motion to accept the minutes of the October 4, 2015 meeting as presented. Garry Eagles seconded the motion and it was passed unanimously.

Welcome from FCMAT's Administrative Agent
Christine Frazier welcomed board members, alternates, and guests and thanked everyone for attending.

Introduction of new board members:
She introduced four new board members: Dr. Jose Manzo, Superintendent, Oak Grove ESD; Andres Zamora, Superintendent, Livingston UESD; Kirsten Vital, Superintendent, Capistrano USD; and Ellen Dougherty, Ed.D., Superintendent, Lawndale ESD. Jose Manzo replaced Kathy Gomez as the South Bay, Region 5 representative; Andres Zamora replaced Rosemary Parga-Duran as the Central Valley, Region 7 representative; Kirsten Vital, who was not present, replaced Greg Magnuson as the Southern, Region 9 representative; and Ellen Dougherty replaced Richard Martinez as the Los Angeles, Region 11 representative.

FCMAT Executive Committee

Acknowledgement of leaving board member:
Mary Jane Burke acknowledged Socorro Shiels, Superintendent, Santa Rosa City Schools and Kathy Gomez, Superintendent, Evergreen ESD, who were not present, for their service on the FCMAT Board.

Report from the California Department of Education (CDE)
Nick Schweizer reported on the current activities of the CDE. He mentioned that the reauthorization of the Every Student Succeeds Act (ESSA) will offer opportunities for the CDE to align the federal accountability system with the state accountability system.

Nick briefly commented on recent changes at the CDE: Tom Adams is the new Deputy Superintendent of Public Instruction, Instruction & Learning Support Branch. Two new offices have been created with appointed leaders: Standards Support Office – Brent Malicote, and Local Agency Systems Support – Jeff Breshears, Director.

Nick stated that last week the State Board of Education approved the first round of funding ($90 million) for CTE grants with another round of funding in March 2016. He added that the State Board recently approved the draft Workforce Development plan, which is a collaboration of the state's Labor Agency, Community Colleges, Department of Education, Department of Rehabilitation, Department of Social Services, and other state and local agencies. He conveyed the concept behind the state plan, which focuses on skills attainment for upward mobility and aligned services for shared prosperity.

Nick stated the CDE now has a template for the Education Effectiveness grant. The State Accounting manual, which is mostly focused on the 2017-18 fiscal year, has been revised and will go to the State Board for updates in March 2016.

Report from the Office of the Chancellor, California Community Colleges
Mario Rodriguez discussed the highlights of the community colleges' budget. He commented on the CCCCO letter and the CCCCO executive summary, which were provided as handouts with the board materials. He stated that $200 million has been granted to improve and expand efforts of workforce; $30 million increase for the existing basic skills categorical to support colleges that successfully implement research-based practices that transition students from basic skills to college-level programs; and $29.3 million for a COLA of 0.47 percent.

Report from Michael Hulsizer
Michael Hulsizer discussed the most current state budget update and commented on the Governor's 2016-17 Budget Proposal dated January 22, 2016, which was included in the board packet as a handout. He stated that the Governor reported state revenues will be $3.534 billion higher in the current fiscal year than anticipated last June and the general fund revenue will increase by another $2.388 billion in 2017-18 above the projections. He added that the two most significant K-12 budget adjustments in the Governor's budget proposal are LCFF and one-time discretionary funding. Michael briefly discussed the additional program reforms and new expenditure proposals, such as the early education block grant, K-12 facilities and school bond, Managed Care Organization tax (MCO) for health care services, child care, and career technical education.

Report from the CEO

Certification 1st Interim – Unofficial Count
Joel Montero provided a brief review of the Certifications of Financial Reports, which was included in the board packet. He stated that fewer districts were certified as qualified.

Status of Key Assignments Report
A written report of current FCMAT jobs was provided with board materials. Joel Montero stated that FCMAT has been the busiest since its history with studies and briefly reported on the following:

- **Compton Community College District**
  Joel commented on the 10th progress review of Compton CCD. He stated that the FCMAT study team will begin working in March and April 2016.

- **Inglewood Unified School District**
  Joel reported that the 4th progress review of Inglewood USD has been scheduled for April and May 2016. He stated that FCMAT will be working with the new state administrator, Dr. Vince Matthews.
- **City College of San Francisco**
  Joel mentioned that Mike Fine is leading the study team, which will begin work in two weeks (Feb. 8, 2016) with Chancellor's Office. He stated that this type of study is a legislative assignment that FCMAT receives from time to time.

Joel added that he has met with Dr. Carl Cohn, Executive Director, California Collaborative for Educational Excellence (CCEE), to discuss the roles of FCMAT and the CCEE. He stated that FCMAT has committed on behalf of the board to work closely with the CCEE in terms of support. Joel mentioned that there has been discussion around creating a non-statutory seat on the FCMAT board for the CCEE. The CCEE has appointed four operational staff, including Socorro Shiels, Director of Education, and Dr. Aida Molina, Director of Education. Dr. Molina will have an office in the FCMAT office located in Bakersfield beginning February 2016. Christine Frazier mentioned that the four members of the CCEE will be housed in county offices based in Kern, Sonoma, and Alameda counties.

CBO Education Partnership Training Program

Approval of the CBO Mentor Program, 13th Cohort participants

Bill Gillaspie briefly commented on the CBO Mentor Program participation selection for the 13th cohort, which was provided in the board packet, and thanked the board for their continued support. Bill stated that the 12th cohort graduation ceremony will be held on March 14, 2016 and congratulated Mario Rodriguez, CCCCO, as a 12th cohort graduate. Gayle Garbolino-Mojica made a motion to pass the list for the CBO Mentor Program, 13th cohort, as presented. Elliot Duchon seconded the motion and it passed unanimously.

FCMAT/CSIS Quarterly Report

Nancy Sullivan provided an update to the board. A printed copy of the FCMAT/CSIS status report summarizing the recent CALPADS accomplishments dated January 2016 was provided in the board packet. She stated that support for both Fall 1 and Fall 2 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. Nancy added that approximately 95% of Fall 1 submission have been received and the amendment window closes on February 19, 2016; the Fall 2 deadline is March 4, 2016 and the amendment window closes on April 8, 2016.

Nancy briefly mentioned the development of the staffing plan for the May release. She stated that in consultation with CDE, 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 Education discipline reporting to CALPADS.

FCMAT Professional Development
Michelle Plumbtree stated that in the area of professional development, FCMAT has never been busier. She briefly reported on FCMAT's professional development initiatives, which include ASB workshops for community colleges, workshops on LCAP and Ed Data, LCFF calculator, and possible trainings and oversite on the Charter School Finance manual.

Product Development
Michael Fine reported on the FCMAT product development. He stated that FCMAT is near completion of phase 1 in the process of upgrading to the new Windows 365 version of SharePoint and anticipates going live by the end of this fiscal year. He mentioned that FCMAT is working with CSIS in the process of creating the specification of moving Budget Explorer to a new platform and functionality; LCFF calculator is constantly being updated.

Public Participation
There were no comments from the public.

Board Members' Comments
Joel Montero mentioned that Anthony Bridges, Deputy Executive Officer (DEO), FCMAT, has retired as of December 31, 2015. He stated that there will be no replacement for his position at this time. He stated that FCMAT is currently trying to fill an opening in the field level position and may convert the open DEO position into a second field level position.

Date and Location of Next Meeting
Sunday, April 24, 2016
10:00 a.m. – 1:00 p.m.
San Bernardino County

Adjournment
The meeting was adjourned by Mary Jane Burke at 11:53 p.m.

SECTION D

FCMAT Executive Committee

Proposed Amendments to FCMAT Bylaws to Provide for the Addition of a Nonvoting Member from the CCEE

Additions are shown in **bold** and deletions are shown within [brackets]

Composition of the Board

ARTICLE V

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, **and one nonvoting member representing the California Collaborative For Educational Excellence (CCEE),** each 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 **and CCEE 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 **and CCEE member** serve[s a] three-year term**s**.

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 **and in the case of the CCEE member, from the CCEE**, 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.]

SECTION H

Report from Michael Hulsizer

(*Written material will be handed out at the meeting*.)

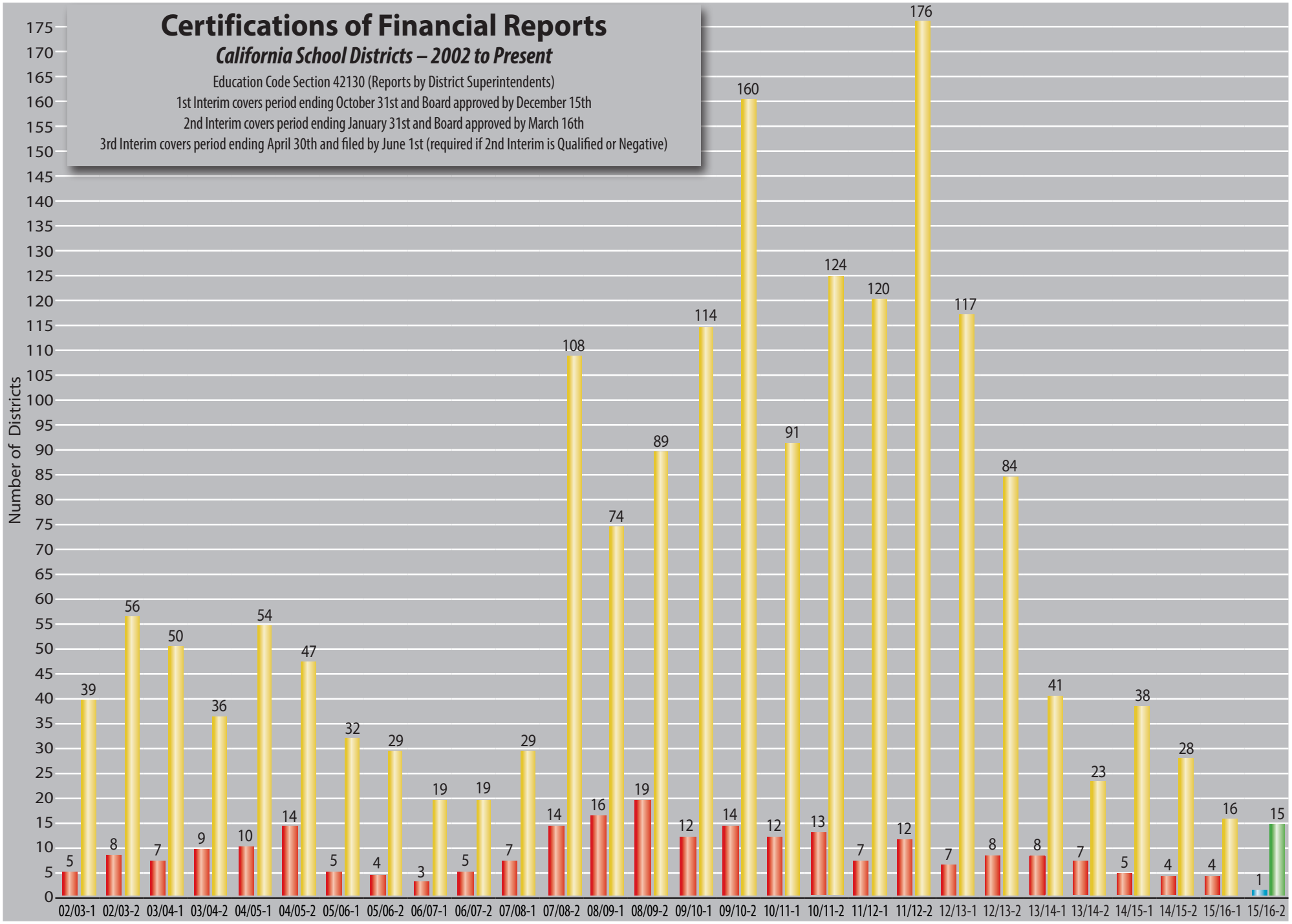
SECTION J

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 3/30/16

First Interim Budget Certifications
2015-16

Negative Certification

County	District
Los Angeles	Castaic Union Elementary
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
Lake	Middletown 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
Ventura	Moorpark Unified

Second Interim Budget Certifications (Projected)

2015-16

Negative Certification

County	District
San Diego	Julian Union High

Qualified Certification

County	District
Calaveras	Calaveras Unified
El Dorado	Black Oak Mine Unified
Fresno	Parlier Unified
Humboldt	Klamath -Trinity Joint Unified
Humboldt	Loleta Union
Los Angeles	Los Angeles Unified
Los Angeles	Inglewood Unified
Mendocino	Willits Unified
San Benito	Southside Elementary
San Benito	Aromas San Juan Unified
San Diego	San Diego Unified
San Diego	Warner Unified
San Luis Obispo	Shandon Joint Unified
Sonoma	Kashia
Ventura	Moorpark Unified

SECTION K

California School Information Services (CSIS) Quarterly Report

FCMAT/California School Information Services
Program Status Report FY 2015-16
April 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 California local education agencies (LEAs) in the management, exchange and effective use of public school student, staff and institutional data. This report provides a summary of FCMAT/CSIS work related to CALPADS from mid January through mid April 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 amendment window for Fall 1 (enrollment, graduates, dropouts, Free and Reduced Price Meal (FRPM) eligibility, English Language Acquisition Status, Title III Eligible Immigrants and unduplicated counts of FRMP/English Learner/Foster youth) and the initial and final deadline for the Fall 2 submission (teacher demographics, staff assignments, student course enrollment, and English Learner services data). All LEAs certified their Fall 1 submission. The Fall 2 submission was closing as this report was prepared; the final status will be provided at the Board meeting.
- Completed requirements, development, testing and configuration/deployment work for CALPADS releases in February and March to support the Fall 1 and Fall 2 submissions.
- Completed requirements tasks and began development and testing work for the May 2016 release to support the End of Year Submission (EOY) that will begin on May 23. The EOY submission includes EOY 1, Course Completion and Career Technical Education; EOY 2, Program Participation; and EOY 3, Discipline. This release will include redesigned snapshot reports and new discipline reports to reflect how EOY 3 data will be submitted to meet federal Individuals with Disabilities Education Act (IDEA) reporting requirements for discipline data on special education students. CDE's Special Education Division will implement a process for Special Education Local Plan Areas (SELPAS) to "certify" the special education discipline data outside of CALPADS. The release will also include the elimination of the EOY 4 submission, CAHSEE Waivers.
- Began requirements work for the June release and for changes in 2016-17. Changes for the 2016-17 year include the addition of an attendance file with cumulative counts for data elements such as "expected attendance days" and "days attended," new indicators for student receiving a Seal of Biliteracy and/or a Golden State Seal Merit Diploma, course codes to indicate student enrollment in courses with no educational content (e.g. teacher's aide), and an indicator for students from military-connected families.
- Supported LEAs in maintaining data in CALPADS, including making any updates needed for assessment purposes.
- Developed a Budget Change Proposal (BCP) to request additional funding for FCMAT/CSIS' CALPADS work in the 2016-17 and 2017-18 years and submitted this request to CDE. CDE forwarded the BCP to the Department of Finance for consideration in the Governor's Revised Budget in May.

SECTION N

Status of Key FCMAT Assignments

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
1127	Guadalupe USD	Special Education	03/04/2016	Scheduled
1126	Shoreline USD	Organization / Staffing	01/20/2016	Scheduled
1125	San Juan USD / SELPA	Special Education / Transportation	12/11/2015	Scheduled
1124	El Camino Real Charter HS	Fiscal / On-site Technical Assistance	12/18/2015	Scheduled
1123	Marin COE / Sausalito-Marin City	Follow up / Fiscal	02/12/2016	Ongoing
1122	Plumas USD	Organization / Staffing	01/21/2016	Scheduled
1121	San Juan USD	Food Service	02/19/2016	Scheduled
1120	Hayward USD	Special Education	11/03/2015	Scheduled
1119	Merced UHSD	Organization / Staffing	11/30/2015	Scheduled
1118	Centralia ESD	Fiscal	12/01/2015	Scheduled
1117	Yuba COE / SELPA	Special Education	12/14/2015	Scheduled
1116	Cucamunga SD	Special Education	10/20/2015	Scheduled
1113	West Contra Costa USD	Technology	10/01/2015	Scheduled
1112	Placer UHSD	Technology	10/15/2015	Scheduled
1110	El Monte UHSD	Organization / Staffing	12/01/2015	Ongoing
1109	Yuba City USD	On-Site Technical Assistance, ASB	12/09/2015	Ongoing
1107	Yuba COE	Data Management	08/25/2015	Ongoing
1106	Golden Plains USD	Organization / Staffing	10/09/2015	Ongoing

Management Assistance Con't.

Job #	Client	Review Types	Date Requested	Status
1105	Nevada CSOS	Fiscal	12/01/2015	Ongoing
1103	Vista USD	Special Education / Transporation	10/19/2015	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	Organization / Staffing	08/25/2015	Ongoing
1097	San Juan USD	Technology	08/25/2015	Ongoing
1092	Santa Ana USD	Special Education	07/14/2015	Ongoing
1090	Garden Grove USD	Special Education	05/15/2015	Ongoing
1089	Magnolia Science Academy	Fiscal	05/13/2015	Ongoing
1054	Guajome Schools	Charter Training / Mentoring	06/03/2014	Ongoing

AB139 Extraordinary Audits

Job #	Client	Review Types	Date Requested	Status
1114	Sutter CSOS / Twin Rivers Charter	AB 139	12/14/2015	Ongoing
1108	San Bernardino CSOS / HOPE Academy	AB 139	12/08/2015	Ongoing
1104	Monterey COE / Soledad USD	AB 139	09/24/2015	Ongoing
1093	Fresno COE / Parlier USD	AB 139	08/05/2015	Ongoing

Community College Reviews

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

Comprehensive Reviews

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

Professional Development

Job #	Client	Review Types	Date Requested	Status
1061	Report Writing	Workshop	10/16/2014	Ongoing
9130	Lake COE	LCFF/LCAP Workshop	11/04/2015	04/28/2016
8368	San Bernardino CSOS	ASB Worskhop	02/23/2016	10/20/2016
8367	Hesperia USD	ASB Workshop	02/17/2016	09/27/2016
8364	Alameda USD	ASB Workshop	02/10/2016	05/11/2016
8363	Downey USD	ASB Workshop	01/27/2016	09/13/2016
8362	Marysville JUSD	ASB Workshop	02/01/2016	05/19/2016
8347	Campbell Union High School District	ASB/Booster Technical Assistance and Workshops	08/13/2015	Ongoing
N/A	Antelope Valley UHSD	ASB Workshop	03/02/2016	08/02/2016
N/A	Redwood City SD	ASB Workshop	03/15/2016	05/12/2016
N/A	CBO Mentor Project, 13th Cohort, 2016/17	Training/Mentoring	Partnership with CASBO, SSC, and CCESA/BASC	Ongoing
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	CBO Boot Camp and Accounts Payable Workshops	Training	CASBO	Ongoing
N/A	Data Management Workshops	Training	California Charter Schools Association (CCSA)	Ongoing
N/A	May Revise and Unraveling the Mystery of School Finance	Training	School Services of California (SSC)	Ongoing

Product Development

Name	Development Type	Status
SharePoint Microsoft Office 365	Implementation /Training	Ongoing
Budget Explorer MYFP Software	Planning and staffing	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
Common Message	Updated throughout the year, working with BASC	Ongoing

New Requests for Management Assistance

Job #	Client	Review Types	Date Requested	Status
N/A	Mojave USD	Technology	03/24/2016	
N/A	Napa Valley USD	Special Education	03/21/2016	
N/A	Lammersville USD	Technology	03/21/2016	
N/A	Napa Valley USD	Food Service	03/21/2016	
N/A	Tri-Valley Learning Corporation	Fiscal	03/17/2016	
N/A	Maxwell USD	Organization / Staffing	02/16/2016	
N/A	Reed USD	Organization / Staffing	02/11/2016	
N/A	Vallecito USD	Facilities	02/10/2016	
N/A	San Rafael City Schools	Organization / Staffing	02/10/2016	

SECTION P

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

COUNTY SUPERINTENDENTS

Garry Eagles (Term Expires: 12/31/16)
North Coast – Region 1
Supt., Humboldt COE
901 Myrtle Avenue
Eureka, CA 95501
Phone: 707-445-7030, FAX: 707-445-7143
Email: geagles@humboldt.k12.ca.us

Tracey Quarne
(Term Expires: 12/31/17)
Northeastern – Region 2
Supt., Glenn COE
311 S. Villa Avenue
Willows, CA 95988
Phone: 530-934-6575, FAX: 530-934-6111
Email: traceyquarne@glenncoe.org

Gayle Garbolino-Mojica
(Term Expires: 12/31/16)
Capitol – Region 3
Supt., Placer COE
360 Nevada St
Auburn, CA 95603
Phone: 530-889-8020, Fax 530-888-1367
Email: ggarbolino@placercoe.k12.ca.us

Mary Jane Burke, Chair
(Term Expires: 12/31/15)
Bay – Region 4
Supt., Marin COE
1111 Las Gallinas Ave
San Rafael, CA 94913
Phone: 415 499-5801
Email: mjburke@marin.k12.ca.us

Nancy Kotowski (Term Expires: 12/31/16)
South Bay – Region 5
Supt., Monterey COE
901 Blanco Circle
Salinas, CA 93912
Phone: 831-755-0301, FAX: 831-755-6473
Email: kotowski@monterey.k12.ca.us

Margie Bulkin (Term Expires: 12/31/17)
Delta Sierra - Region 6
Supt., Tuolumne COE
175 S. Fairview Lane
Sonora, CA 95370
Phone: 209-536-2010, FAX: 209-536-2004
Email: mbulkin@tcsos.us

Cecilia Massetti (Term Expires: 12/31/16)
Central Valley – Region 7
Supt., Madera COE
1105 S. Madera Ave.
Madera, CA 93637
Phone: 559-662-6274
Email: cmassetti@maderacoe.us

William Cirone (Term Expires: 12/31/16)
Costa Del Sur – Region 8
Supt., Santa Barbara COE
4400 Cathedral Oaks Road
Santa Barbara, CA 93110
Phone: 805-964-4711 x5285
FAX: (805) 967-8695
Email: bcirone@sbceo.org

Randolph Ward (Term Expires: 12/31/16)
Southern – Region 9
Supt., San Diego COE
6401 Linda Vista Road
San Diego, CA 92111
Phone: 858-292-3514, FAX: 858-268-5864
Email: Randolph.ward@sdcoe.net

Stacey Adler, Vice Chair
(Term Expires: 12/31/17)
RIMS – Region 10
Supt., Mono COE
37 Emigrant St,
Bridgeport, CA 93517
Phone: 760-934-0031 x101
Email: sadler@monocoe.org

Arturo Delgado (Term Expires: 12/31/16)
Los Angeles – Region 11
Supt., Los Angeles COE
9300 Imperial Hwy
Downey, CA 90242
Phone: 562-922-6127, FAX: 562-922-6678
Email: delgado.arturo@lacoe.edu

DISTRICT SUPERINTENDENTS

David Yoshihara (Term Expires: 1/1/18)
North Coast Region 1
Supt., Tamalpais UHSD
395 Doherty Drive
Larkspur, CA 94939
Phone: 415-945-1021
Email: dyoshihara@tamdistrict.org

Jim Cloney (Term Expires: 1/1/18)
Northeastern – Region 2
Supt., Shasta UHSD
2200 Eureka Way, Suite B
Redding, CA 96001
Phone: 530-241-3261
Email: jcloney@suhsd.net

Chris Evans (Term Expires: 1/1/17)
Capitol – Region 3
Supt., Natomas USD
1901 Arena Blvd.
Sacramento, CA 95834
Phone: 916-567-5400
Email: cevans@natomas.k12.ca.us

Thomas Lohwasser (Term Expires: 1/1/17)
Bay – Region 4
Supt., Dixie School District
380 Nova Albion Way
San Rafael, CA 94903
Phone: 415-492-3706
Email: tlohwass@dixieschooldistrict.org

Jose Manzo (Term Expires: 1/1/18)
South Bay – Region 5
Supt., Oak Grove ESD
6578 Santa Teresa Blvd.
San Jose, CA 95119
Phone: 408-227-8300
Email: superintendent@ogsd.net

Daryl Camp (Term Expires: 1/1/18)
Delta Sierra – Region 6
Supt., Riverbank USD
6715 Seventh Street
Riverbank, CA 95367
Phone: 209-869-2538
Email: dcamp@riverbank.k12.ca.us

Andres Zamora (Term Expires: 1/1/19)
Central Valley - Region 7
Supt., Livingston UESD
922 B Street
Livingston, CA 95334
Phone: 209-394-5400
Email: azamora@livingstonusd.org

Ed Cora (Term Expires: 1/1/19)
Costa Del Sur – Region 8
Supt., Guadalupe USD
4465 Ninth Street
Guadalupe, CA 93434
Phone: 805-343-2114
Email: edcora@sbceo.org

Kirsten Vital (Term Expires: 1/1/19)
Southern – Region 9
Supt., Capistrano USD
33122 Valle Road
San Juan Capistrano, CA 92675
Phone: 949-234-9200
Email: kmvital@capousd.org

Elliott Duchon (Term Expires: 1/1/17)
RIMS -Region 10
Supt., Jurupa USD
4850 Pedley Road
Riverside, CA 92500
Phone: 951-360-4168, FAX 951-360-4194
educhon@jusd.k12.ca.us

Ellen Dougherty (Term Expires: 1/1/19)
Los Angeles - Region 11
Lawndale ESD
4161 W. 147the Street
Lawndale, CA 90260
Phone: 310-973-1300 x50002
Email: ellen_dougherty@lawndalesd.net

COMMUNITY COLLEGES

Mario Rodriguez, Asst. Vice Chancellor
California Community Colleges
1102 Q Street, Ste. 4554
Sacramento, CA 95814-6511
Phone: 916-342-9508, FAX: 916-323-8245
Email: mrodriguez@cccco.edu

Vacant
Community College District

CHARTER SCHOOLS

Cindy L. Petersen (Term Expires: 1/1/17)
Supt./CEO Gateway Community Charters
5712 Dudley Blvd
McClellan, CA 95652
Phone: 916-286-5129, FAX: 916-993-4110
Email: cindy.petersen@twinriversusd.org

CDE REPRESENTATIVE

Nicholas Schweizer
Deputy Superintendent
1430 N Street
Sacramento, CA 95814
Phone: 916-319-0815, FAX: 916-319-0106
Email: nschweizer@cde.ca.gov

CCEE REPRESENTATIVE

Socorro Shiels
Director, Education
Amarosa Academy
3261 Dutton Avenue
Santa Rosa, CA 95407
Phone: 707-200-3955
Email: sshiels@ccee-ca.org

Christine Lizardi Frazier
Administrative Agent
Kern County Superintendent of Schools
1300 17th Street
Bakersfield, CA 93301
Phone: 661-636-4630, FAX: 661 636-4130
Email: chfrazier@kern.org

Joel D. Montero, CEO
Fiscal Crisis & Management Assistance Team
1300 17th Street
Bakersfield, CA 93301
Phone: 661-636-4308, Fax: 661-636-4647
Email: jmontero@fcmat.org

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