

Regular Meeting
of the
FCMAT Board of Directors

January 24, 2018

10 a.m. – 12 p.m.

Monterey Plaza Hotel
400 Cannery Row
Monterey, California 93940

Carmel Conference Room

Michael H. Fine
Chief Executive officer

AGENDA

**Regular Meeting of the
 Fiscal Crisis and Management Assistance Team (FCMAT)
 Governing Board
 Monterey Plaza Hotel – Monterey County
 January 24, 2018
 10:00 a.m. – 12:00 p.m.**

AGENDA

	<u>Report</u>	<u>Action or Information</u>
I. General Functions	<u>Report</u>	<u>Action or Information</u>
A. Call to Order	Oral	Action
B. Approval of Agenda	Written	Action
C. Approval of Minutes of October 22, 2017	Written	Action
D. Welcome from FCMAT’s Administrative Agent	Oral	Information
• Introduction of new board members:		
▪ Robert Haley, North Coast, Region 1 Superintendent, Cotati-Rohnert Park USD		
▪ Kelly Staley, Northeastern, Region 2 Superintendent, Chico USD		
▪ Lisa Andrew, South Bay, Region 5 Superintendent, Hollister ESD		
▪ Frances Parmelee, CA Community Colleges Assistant Vice Chancellor, CCC Chancellor’s Office		
E. FCMAT Executive Committee	Oral	Information
• Executive Committee Approval to Hire		
▪ FCMAT Deputy Executive Officer II		
○ Michelle Giacomini		
○ Shayleen Harte		
• Acknowledgment of leaving members:		
▪ David Yoshihara, North Coast, Region 1 Superintendent, Tamalpais UHSD		
▪ Jim Cloney, Northeastern, Region 2 Superintendent, Shasta UHSD		
▪ Jose Manzo, South Bay, Region 5 Superintendent, Oak Grove ESD		
▪ Erik Skinner, CA Community Colleges Deputy Chancellor, CCC Chancellor’s Office		
F. Report from the California Department of Education	Oral	Information
• CDE Update		
G. Report from Michael Hulsizer	Oral/Written	Information
• State Budget Information Update		

H.	Report from the Office of the Chancellor, California Community Colleges • Community Colleges Update	Oral	Information
I.	Report - Business and Administration Steering Committee • Common Message Update	Oral	Information
J.	Report from the California Collaborative for Educational Excellence • CCEE Update	Oral	Information
K.	Report from the CEO • Certification 1 st Interim – Unofficial Count • Status of Key Assignments Report ▪ FCMAT Project Tracking Report	Oral/Written Oral/Written	Information Information
L.	FCMAT/CSIS Quarterly Report • Status Report	Oral/Written	Information
M.	FCMAT Professional and Product Development • Release of the Charter School Manual • Spring Workshop Offerings • CBO leadership preparation program partnerships • Additional training areas/partnerships • Approval of CBO Mentor Project, 15 th Cohort participants April 2018-March 2019	Oral Oral Oral Oral Oral/Written	Information Information Information Information Action
N.	Public Participation • Time reserved for any person to address the FCMAT Board. The Chair may limit the time of participation.	Oral	Information
O.	Directory (Bylaws, Roster, 2018 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 22, 2018 10 a.m. – 1 p.m. The Hilton Los Angeles/Universal City Los Angeles County		
V.	Adjournment		

SECTION C

Minutes of the Governing
Board
October 22, 2017

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

Resort at Squaw Creek – Placer County

October 22, 2017

MINUTES

Michael Fine Chief Executive Officer, FCMAT
Mary Barlow FCMAT Administrative Agent, KCSOS
Brock Falkenberg, Lake COE.....North Coast, Region 1
David Yoshihara, Tamalpais UHSD.....North Coast, Region 1
Tracey Quarne, Glenn COE..... Northeastern, Region 2
Jim Cloney, Shasta UHSD..... Northeastern, Region 2
Gayle Garbolino-Mojica, Placer COE Capitol, Region 3
Kent Kern, San Juan USD Capitol, Region 3
Mary Jane Burke, Marin COE, ChairBay, Region 4
Rick Schmitt, San Ramon Valley USDBay, Region 4
Krystal Lomanto, San Benito COE..... South Bay, Region 5
Jose Manzo, Oak Grove SD..... South Bay, Region 5
Marguerite Bulkin, Tuolumne COEDelta Sierra, Region 6
Daryl Camp, Riverbank USDDelta Sierra, Region 6
Robin Hopper, Mariposa COE.....Central Valley, Region 7
Andres Zamora, Livingston UESD.....Central Valley, Region 7
Susan Salcido, Santa Barbara CEOCosta Del Sur, Region 8
Ed Cora, Guadalupe USD.....Costa Del Sur, Region 8
Ted Alejandre, San Bernardino CSS RIMS, Region 10
Elliott Duchon, Jurupa USD RIMS, Region 10
Darin Brawley, Compton USD..... Los Angeles, Region 11
Erik Skinner California Community Colleges
Ann RansfordGlendale Community College District
Nick Schweizer..... California Department of Education
Cindy Petersen Charter Schools
Socorro Shiels..... California Collaborative for Educational Excellence

Guests and Staff:

Michael Hulsizer..... Governmental Affairs, KCSOS
Denise Porterfield BASC
Francie Heim..... CBO Mentor Program
Bill McGuire..... CBO Mentor Program
Gary Jones..... Deputy Operations Officer, FCMAT/CSIS
Amy Fong..... Deputy Operations Officer, FCMAT/CSIS
Michelle GiacominiChief Management Analyst, FCMAT
Diane BranhamChief Management Analyst, FCMAT
Shayleen Harte..... Intervention Specialist, FCMAT
Deborah Deal Intervention Specialist, FCMAT
Debbie Riedmiller..... Intervention Specialist, FCMAT

Veronica Morrow..... Administrative Secretary II, FCMAT
 Frank Fekete..... Legal Counsel, FCMAT
 Sandra Morales CCSESA
 Peter Birdsall..... CCSESA
 John Von Flue..... KCSOS
 Rich DuVarney Tehama COE
 Nancy Kotowski..... Monterey COE
 Cecilia Massetti..... Madera COE
 L. Karen Monroe..... Alameda COE
 Scott Nanik..... Calaveras COE
 Joshua Schultz..... BASC

Alternates:

Todd Finnell, Imperial COE Southern, Region 9
 Jason Valoria, Laguna Beach USD..... Southern, Region 9
 Joseph Ybarra, Los Angeles COE Los Angeles, Region 11

Excused:

Al Mijares, Orange CDE..... Southern, Region 9
 Kirsten Vital, Capistrano USD Southern, Region 9
 Debra Duardo, Los Angeles COE..... Los Angeles, Region 11

Call to Order

The meeting was called to order at 10:04 a.m. by Mary Jane Burke.

Approval of Agenda

A motion to approve the agenda was made by Daryl Camp and seconded by Andrea Zamora, and passed unanimously.

Approval of Minutes of June 25, 2017

Marguerite Bulkin made a motion to accept the minutes of the June 25, 2017 meeting as presented. Darin Brawley seconded the motion, and it was passed unanimously.

Welcome from FCMAT’s Administrative Agent

Mary Barlow welcomed board members and guests and thanked everyone for attending.

Introduction of new members:

Mary Barlow introduced the new board members, Susan Salcido, Superintendent, Santa Barbara CEO and Erik Skinner, Deputy Chancellor, CCC Chancellor’s Office. Susan Salcido replaced William Cirone as the region 8 district representative and Erik Skinner replaced Mario Rodriguez as the Chancellor, CCC, representative.

FCMAT Executive Committee

Acknowledgment of leaving board members:

Mary Jane Burke acknowledged and thanked William Cirone, Superintendent, Santa Barbara CEO, and Mario Rodriguez, Vice Chancellor, CCC Chancellor’s Office, both not present, for their service on the FCMAT Board of Directors.

FCMAT Board Approval on Recommendation of board member representing the charter school community:

Mary Jane Burke announced that the FCMAT Executive Committee fully supports the recommendation of Michael Fine, FCMAT Chief Executive Officer, to renew Cindy Petersen's service term as the charter school representative. She stated that the appointment of the charter school representative requires board approval. A motion to approve Cindy Petersen as the charter school representative was made by Gayle Garbolino-Mojica and seconded by Ted Alejandre, and passed unanimously.

Report from the California Department of Education (CDE)

Nick Schweizer presented on the highlights of the CDE update to the board. He commented on topics such as the school evacuations/reopenings due to the northern California wild fires; CDE's work with the Federal Emergency Management Agency (FEMA) and US Department of Education to reimburse school districts for the cost of emergency support and cleanup; and the CDE website has a link to a website that provides resources for support to county and district offices.

Nick mentioned that the Inglewood USD is still under receivership and has a new state trustee, Dr. Thelma Melendez de Santa Ana, appointed by the CDE. He also announced that the CDE had recent transitions in leadership: Caryn Moore, Director, Fiscal and Administrative Services Division and School Fiscal Services Division; Sarah Neville-Morgan, Director, Early Educational and Support Division, and the director position is vacant in the Charter Schools Division.

Report from Michael Hulsizer

Michael Hulsizer reported on the highlights of the state budget update. He presented the California Department of Finance (DOF) Finance Bulletin, dated October 2017, legislative update report dated October 22, 2017, and the governor's messages, which were all included in the board packet.

State Budget Update

Michael discussed some of the most significant highlights of the California budget update, such as the monthly cash report, which are included in the DOF Finance Bulletin, and the legislative update on key education bills with the governor's messages supporting approved and vetoed bills, which are included in the legislative update report.

Report from the Office of the Chancellor, California Community Colleges (CCCCO)

Erik Skinner provided a brief update of the California Community Colleges' budget and reported on the highlights of the community colleges, such as the community college system's strategic vision plan, which lead to six goals: increase the number of degree certifications by 20%; increase the number of transfers to USC by 35%; decrease the number of units accumulated by CCC students earning associate's degree from 87 total units to 79 total units; increase the number of exiting CTE students employed in their field of study from statewide average of 60% to an improved rate of 69%; closing the equity gaps; and closing regional achievement gaps. (visit <https://foundationccc.org/Vision-for-Success> for more information)

Report from Business and Administration Steering Committee (BASC)

Denise Porterfield provided a brief update on the highlights of the BASC, such as the State Agency Report-Out group, involving the BASC, DOF, CDE, FCMAT, CCEE, and CA State

Teachers' Retirement System (CalSTRS), and an update on the CalSTRS' increases and their impact on county and district offices.

Common Message

Denise Porterfield reported on the Common Message. She mentioned that the first interim section has been reduced from 30-60 pages to 13 pages and stated that the next revision of the Common Message will be released at the end of October, a week earlier than normal.

2018 BASC Chair

Denise Porterfield announced and introduced John Von Flue, Assistant Superintendent, Kern County Superintendent of Schools, as the 2018 BASC Chair.

Report from the California Collaborative for Educational Excellence (CCEE)

Socorro Shiels reported on the highlights of the CCEE's update, such as the situations resulting from the wildfires in northern California; county and district offices with special education programs and system support; CCEE's focus on system support and instruction provided to local LEA's; and expanding the CCEE Pilots to include charter schools.

Report from the CEO

Michael Fine introduced Debbie Riedmiller as the new FCMAT Intervention Specialist. He stated that FCMAT is searching for a Deputy Executive Officer.

FCMAT Annual Report, 2016-17

Michael Fine commented on the FCMAT Annual Report, which was included in the board packet indicated by a web link. A motion to approve the FCMAT annual report was made by Elliott Duchon and seconded by Darin Brawley, and passed unanimously.

2016-17 Financial Report

Michelle Giacomini provided a brief summary of the FCMAT financial report, which was included in the board packet.

CBO Mentor Program

CBO Mentor Executive Report, 13th Cohort 2016-17

Shayleen Harte commented on the CBO Mentor Executive report, which was included in the board packet indicated by a web link. A motion to approve the CBO Mentor Executive Report was made by Tracey Quarne and seconded by Susan Salcido, and passed unanimously.

15th Cohort Applications

Shayleen Harte announced that the participant and mentor applications for the 15th cohort are now available and can be found on the FCMAT website. She asked the board to refer individuals who are interested to the FCMAT website for more information on the application; and discussed the many applicants for a limited number of spots encouraging those who were not accepted to the program in the past to apply again.

Guests: Francie Heim and Bill McGuire

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

FCMAT/CSIS Quarterly Report

Gary Jones and Amy Fong provided the CSIS update to the board. A printed copy of the FCMAT/CSIS status report summarizing the recent California Longitudinal Pupil Achievement Data System (CALPADS) accomplishments dated October 2017 was provided in the board packet.

Amy Fong briefly updated the board on the highlights of the CALPADS accomplishments, such as the certification deadlines, CSIS on-site CALPADS support to county offices, and the CDE's approval of the CALPADS annual report.

FCMAT Professional and Product Development

FCMAT/CSIS staff briefly reported on the following professional development items:

Fall Workshop Update

Michelle Giacomini provided an update of the FCMAT fall workshops. She mentioned that the new MYP/LCAP workshops have been well received.

Charter School Accounting and Best Practices Manual

Michelle Giacomini reported that FCMAT is coming out with a charter schools accounting and best practices manual. She mentioned that it will go live on the FCMAT website soon.

Projection-Pro Project

Gary Jones stated that Andrea Dodson leads the Projection-Pro project and continues to develop the product with CSIS.

SACS Software Project

Gary Jones provided a brief update to the board. He stated that FCMAT/CSIS is waiting on the CDE's response to the second draft of the proposal, which should be before December 2017, so that the development stage of the SACS replacement can begin to move forward.

Status of Key Assignments Report

A written report of current FCMAT projects was provided with board material. Michael Fine stated that FCMAT has 10 ongoing AB 139 extraordinary reviews, which are listed on the Project Tracking Report.

Michael Fine reported on the fifth review of the Inglewood USD (IUSD) comprehensive study. He mentioned that Julie Auvil, FCMAT Intervention Specialist, has been the project lead for the last three years and will continue as the project lead on the sixth review. Michael Fine and Julie Auvil were invited to present the July 2015 progress report to the IUSD board and cabinet. He stated that after FCMAT's cabinet presentation, three cabinet members commented on how they have taken the most recent FCMAT report and worked with their staff to focus improvement.

Michelle Giacomini provided a brief update on the fiscal health risk analysis of the Oakland Unified School District. She stated that the district could be at risk; their county office recommended an independent audit.

Public Participation

There were no comments from the public.

Board Members' Comments

There were no comments from the board members.

Date and Location of Next Meeting

Wednesday, January 24, 2018

10 a.m. – noon

Monterey Plaza Hotel – Monterey County

Adjournment

The meeting was adjourned by Mary Jane Burke at 1:13 p.m.

SECTION G

Report from Michael Hulsizer

(Written material will be distributed at the meeting.)

SECTION K

Report from the FCMAT Chief Executive Officer

(Certification 1st Interim, FCMAT Project Tracking Report)

Certification 1st Interim

Certifications of Financial Reports

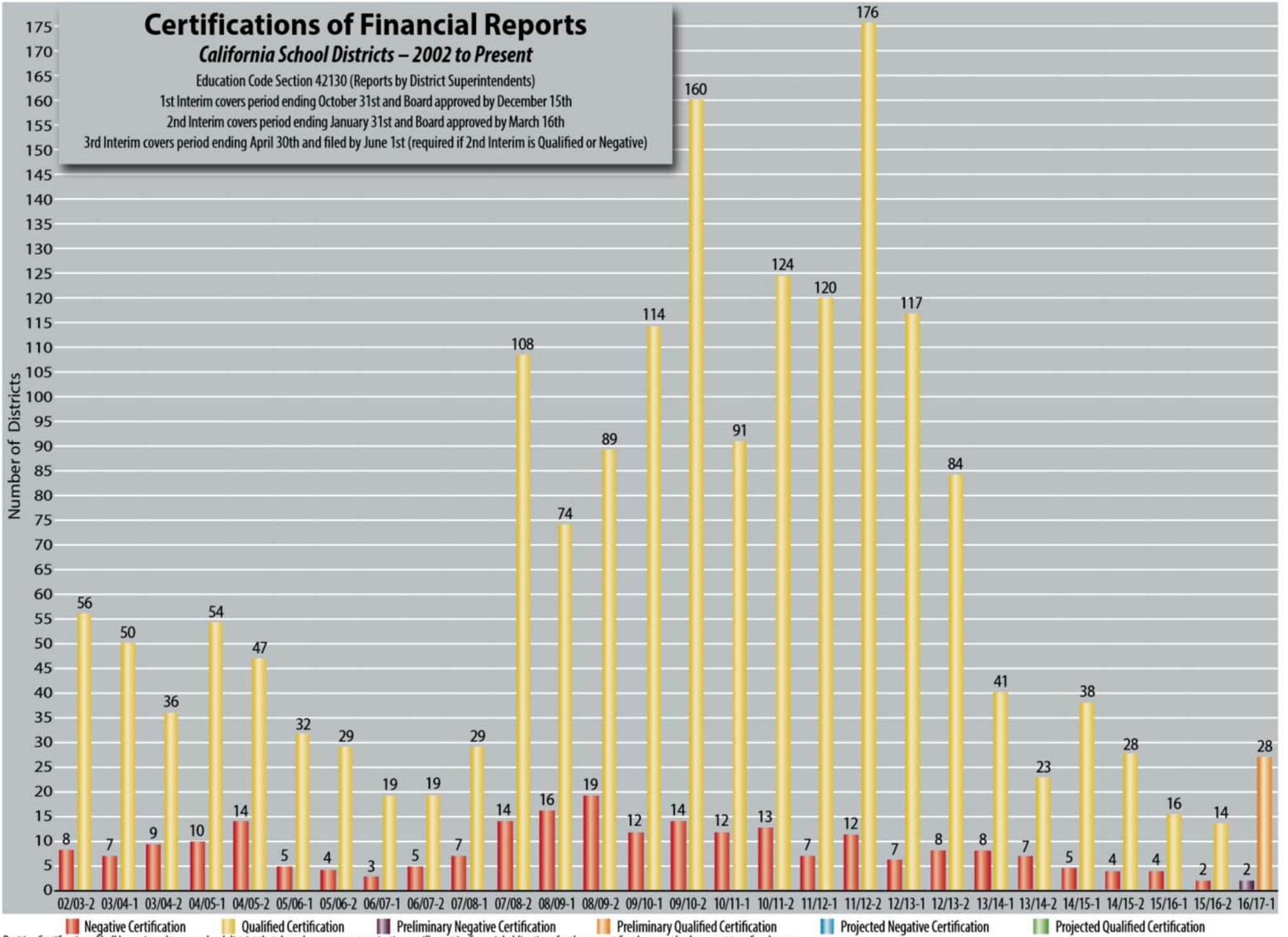
California School Districts – 2002 to Present

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 1/9/17

First Interim Budget Certifications — Preliminary
2016-17

Negative Certification

County	District
San Luis Obispo	San Miguel Joint Union
Placer	Colfax Elementary

Qualified Certification

County	District
Alameda	Newark Unified
Butte	Bangor Union Elementary
Butte	Feather Falls Union Elementary
Contra Costa	Knightsen Elementary
El Dorado	Black Oak Mine Unified
Inyo	Lone Pine Unified
Los Angeles	Covina Valley Unified
Los Angeles	Inglewood Unified
Los Angeles	Los Angeles Unified
Los Angeles	Montebello Unified
Madera	Yosemite Unified
Marin	Union Joint Elementary
Orange	Saddleback Valley Unified
Riverside	Temecula Valley Unified
Sacramento	Galt Joint Union High
Sacramento	Folsom-Cordova Unified
San Bernardino	Baker Valley Unified
San Bernardino	Colton Joint Unified
San Bernardino	Rim of the World Unified
San Diego	San Diego Unified
San Diego	Julian Union High
San Mateo	San Bruno Park Elementary
Santa Barbara	Hope Elementary
Santa Clara	Lakeside Joint
Sonoma	Santa Rosa City
Sonoma	West Sonoma County Union High
Tuolumne	Sonora Union High
Tuolumne	Curtis Creek Elementary

Second Interim Budget Certifications 2015-16

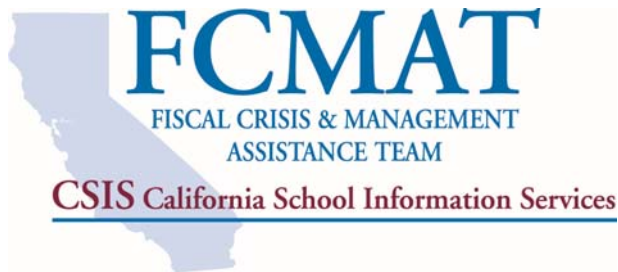
Negative Certification

County	District
Humboldt	Loleta Union Elementary
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
Los Angeles	Hughes-Elizabeth Lakes Union Elementary
Los Angeles	Inglewood Unified
Los Angeles	Los Angeles Unified
Mendocino	Willits Unified
San Benito	Southside Elementary
San Diego	San Diego Unified
San Diego	Warner Unified
San Luis Obispo	Shandon Joint Unified
Sonoma	Kashia Elementary
Ventura	Moorpark Unified

FCMAT Project Tracking Report



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

Job #	Client	Review Types	Date Requested	Status
1223	Madera CSS	On-Site Technical Assistance	11/15/2017	Ongoing
1220	Rim of the World USD	Transportation	09/21/2017	Scheduled
1217	San Marino USD	Organization/Staffing Purchasing	09/05/2017	Ongoing
1216	San Jacinto USD	Technology	09/12/2017	Ongoing
1215	Beverly Hills USD	Special Education/ Transportation	09/18/2017	Scheduled
1214	Taft UHSD	On-site Technical Assistance	09/19/2017	Ongoing
1209	Coalinga-Huron JUSD	Organization/Staffing Food Services	08/28/2017	Ongoing
1208	Coalinga-Huron JUSD	Organization/Staffing Special Education	08/28/2017	Ongoing
1207	Coalinga-Huron JUSD	Organization/Staffing M&O/Transportation	08/28/2017	Ongoing
1206	Coalinga-Huron JUSD	Organization/Staffing Central Office	08/28/2017	Ongoing
1205	San Marcos USD	Fiscal/Multi-Year Projection	08/28/2017	Ongoing
1204	Yosemite USD	Multi-Year Projection/Fiscal Health Risk Analysis	08/23/2017	Ongoing
1203	Vallejo City USD	Organization/ Staffing	07/21/2017	Ongoing
1202	Laguna Beach USD	Special Education	08/03/2017	Ongoing

Management Assistance Con't.

Job #	Client	Review Types	Date Requested	Status
1201	Salinas UHSD	Food Services	08/01/2017	Ongoing
1199	San Bernardino CSS	Organization/Staffing Juvenile Hall	06/26/2017	Ongoing
1196	El Camino Real Charter HS	Fiscal/On-site Technical Assistance	06/27/2017	Ongoing
1194	Bellevue USD	Fiscal	06/21/2017	Ongoing
1193	Corona-Norco USD	Special Education	05/08/2017	Ongoing
1180	Downey USD	Special Education Follow-up	01/24/2017	Ongoing
1167	Santa Rosa City Schools	Fiscal / Multi-Year Projection	10/29/2016	Follow-up Scheduled
1153	Monterey Peninsula USD	On-Site Technical Assistance: ASB	08/23/2016	Ongoing

AB139 Extraordinary Audits

Job #	Client	Review Types	Date Requested	Status
1226	LACOE / Montebello USD	AB 139	11/14/2017	Ongoing
1225	Placer COE / CORE Placer	AB 139	11/27/2017	Ongoing
1221	San Diego COE / San Ysidro SD	AB 139	11/07/2017	Ongoing
1212	Riverside COE / Corona-Norco USD	AB 139	09/13/2017	Ongoing
1210	Tehama County DOE / Corning UHSD	AB 139	08/11/2017	Ongoing
1200	Los Angeles COE / Azusa USD	AB 139	07/18/2017	Ongoing
1195	Riverside COE/Coachella Valley USD	AB 139	06/30/2017	Ongoing
1192	Monterey COE / Gonzales USD	AB 139	05/05/2017	Ongoing
1189	LACOE / Montebello USD	AB 139	03/06/2017	Ongoing
1164	Sacramento COE / Highland Community Charters	AB 139	10/27/2016	Ongoing
N/A	Merced COE	AB 139	01/08/2018	Intake Review

Comprehensive Reviews

Job #	Client	Review Types	Date Requested	Status
975	Inglewood USD	Comprehensive	10/10/2012	Ongoing

Professional Development

Job #	Client	Review Types	Date Requested	Status
1061	Report Writing	Workshop	10/16/2014	Ongoing
9147	San Bernardino COE	MYP/LCFF Workshop	11/21/2017	02/01/2018
9146	El Dorado COE	MYP/LCFF Workshop	10/18/2017	02/02/2018
9145	Imperial COE	MYP/LCFF Workshop	08/22/2017	01/25/2018
8510	CASBO	CBO Certificate Program (Fiscal Oversight and Accounting/Finance)	09/01/2016	Various
8509	CASBO	Accounts Payable Workshop	06/29/2017	02/21/2018 Marin COE
N/A	Santa Rita USD	ASB Workshop	01/08/2018	06/08/2018
8446	Salinas UHSD	ASB Workshop	01/10/2018	03/19/2018
8426	San Ramon Valley USD	ASB Workshop	07/13/2017	03/15/2018
8427	CADA	ASB Workshop	07/17/2017	02/28/2018
8422	San Marino USD	ASB Workshop	06/28/2017	02/23/2018
8443	Kern CSS	ASB Workshop	11/09/2017	01/31/2018
8444	Rio Bravo-Greeley USD	ASB Workshop	12/18/2017	01/30/2018
8441	Greenfield USD	ASB Workshop	10/18/2017	01/29/2018
N/A	ASBWorks	ASB Workshops	Partnership	01/25/2018
N/A	CBO Mentor Project, 14 th Cohort, 2017/18	Training/Mentoring	Partnership with CASBO, SSC, and CCESA/BASC	Scheduled
N/A	USC School Business Management Certificate Program	Training/Mentoring	Partnership with USC and SSC	Ongoing
N/A	CARSNet	Training/Mentoring Boot Camp and Masters Class	Partnership	January and February 2018
N/A	CCSA	Data Matters	Partnership	Various locations--San Diego, Los Angeles, Sacramento and Oakland, February 2018

Product Development

Name	Development Type	Status
SACS Software	Development	Ongoing
Projection-Pro MYP Software	Development	Ongoing
LCFF Calculator	Updates/Training	Ongoing
Common Message	Updated throughout the year, working with BASC	Ongoing

New Requests for Management Assistance

Job #	Client	Review Types	Date Requested	Status
1229	Alameda COE	Budget Development / Cash Flow	01/08/2018	Pending Signed Study Agreement
1228	Victor Valley UHSD	Special Education	01/05/2018	Pending Signed Study Agreement
N/A	San Bernardino City USD	Technology	12/19/2017	Intake Review
1230	Mono COE	Fiscal Review	12/15/2017	Pending Signed Study Agreement
1227	Jefferson ESD	Organization/Staffing M&O	11/09/2017	Pending Signed Study Agreement
1222	San Marcos USD	Special Education/ Transportation	11/02/2017	Pending Signed Study Agreement
1231	Fallbrook UESD	Transportation	10/23/2017	Pending Signed Study Agreement
1211	Cambrian SD	Special Education	08/16/2017	Pending Signed Study Agreement

SECTION L

California School Information Services
Quarterly Report

Introduction

The California School Information Services (CSIS) Program, administered by the Fiscal Crisis and Management Assistance Team (FCMAT), addresses a variety of challenges faced by local education agencies (LEAs) in the management and exchange of California public school student, staff, and institutional information. This report provides a summary of the CSIS work from October 2017 through late December 2017.

CALPADS

As part of the CALPADS team, CSIS business analysts, developers, testers, trainers, and service desk agents assist the California Department of Education (CDE) in the maintenance, operations, and support of CALPADS.

Highlights of CSIS' work in the past quarter include:

- Improving data quality and accuracy; assisting LEAs with the Fall 1 submission and certification of enrollment, dropout and graduation data. CSIS helping those LEAs affected by recent fires understand how to code homeless students as well as student eligibility for NSLP status. CSIS is also supporting the CDE by providing technical assistance to LEAs to improve the quality of chronic absenteeism data.
- Working with CDE on the CALPADS security model to prepare for the CASEMIS transition to CALPADS, including helping LEAs understand options for accurately capturing special education records.

CALPADS Certification Status

Fall 1

By the end of the certification deadline 98.6% of all LEAs certified their data.

Fri., Jan. 26, 2018 – End of amendment window

Fall 2

Fri., Feb. 23, 2018 – Certification deadline

Fri., Mar. 23, 2018 – End of amendment window

CALPADS Events and Training

During the October CALPADS Information Meeting (CIM), over 600 participants learned more about [how CALPADS data will be used in state and federal reporting as well as key 2017-18 changes in CALPADS and important strategies for success](#).

CSIS continues to provide CALPADS training in a variety of formats: remote instructor led, self-paced, and onsite at county offices of education. This quarter, CSIS completed trainings at a number of county offices of education, including: Kern, Merced, and Monterey. Upcoming are San Joaquin COE (January 12, 2018), San Diego COE (March 12, 2018), and Siskiyou COE (April 26, 2018). [Question and Answer sessions](#) are hosted every Wednesday from 3:00 – 4:00 pm.

A new course, Student Data and Privacy, will be offered January 19, 2018 and February 5, 2018 to familiarize LEA Administrators with state and federal privacy laws.

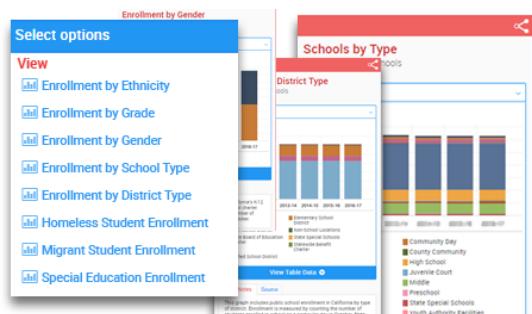
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Ed-Data

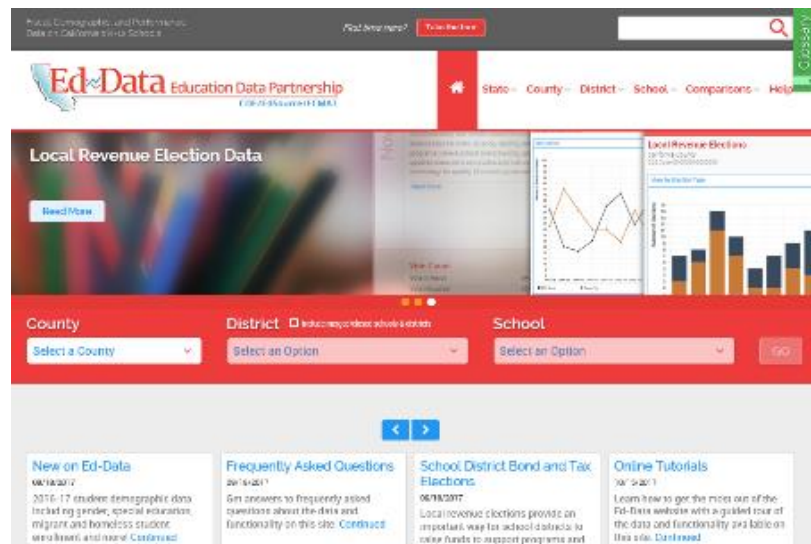
Ed-Data is a partnership of the CDE, EdSource and FCMAT/CSIS designed to offer quick access to timely and comprehensive data about K-12 education in California. As part of the Ed-Data partnership, CSIS works with the CDE and EdSource to maintain and enhance the [Ed-Data website](#).

In support of the new school accountability model in California, CSIS upgraded the technology behind the data visualizations within the Ed-Data website and added CAASPP/Smarter Balanced English Language Arts/Literacy and Mathematics data to Ed-Data profiles. The Ed-Data comparisons tool can be used to differentiate and better understand CAASPP results between LEAs. CSIS also added a new section under the student area for additional college and career readiness data.

The Ed-Data site has an updated online tutorial on how to use the unique and powerful comparisons tool along with the recently released 2016-17 demographic data for school districts and county offices of education. Homeless, migrant and special education student groups are included in these data.



Ed-Data also includes updated [guided walkthroughs](#) and helpful articles on [how to use and share graphs](#), financial reports, and teacher salary data.



California Collaborative for Educational Excellence (CCEE)

The purpose of the CCEE is to advise and assist school districts, county superintendents of schools and charter schools in achieving the goals set forth in a local control and accountability plan. As a partner to the CCEE's fiscal agent, Marin County Office of Education, CSIS provides technology services to the CCEE organization.

CSIS completed transitioning licenses, making DNS changes, and migrating email to FCMAT/CSIS hosted services. Laptops for all CCEE staff are being replaced. When the technology refresh for all CCEE staff is complete, CSIS will be consolidating desktop support services into a single point of intake to reduce response and resolution time for all clients.

SECTION M

FCMAT Professional and Product Development

(CBO Mentor Program, 15th Cohort)

CBO Mentor Program, 15th Cohort

CBO Mentor Program Cohort 15

Last Name	First Name	Job Title	District (or Agency)
Bommarito	Marc	Assistant Superintendent of Business Services	Azusa USD
Bryant	Josh	Accounting Analyst/Payroll & Benefits	Taft UHSD
Clark	Tara	Chief Fiscal Officer	Pollock Pines ESD
Cox	Michael	Alternative Education Principal	Silver Valley USD
Critchfield	Jared	Assistant Superintendent , Business	Amador County USD & COE
Dacanay	Christine	Director of Fiscal Services	Inglewood USD
Delgado	Jenny	Administrative Director, Business Services	Orange USD
Esseln	Dierk	Director, Fiscal Services	Arcadia USD
Galicia	Elvia	Director of Fiscal Services	Los Alamitos USD
Greenwood	Melissa	Director, Business Services	Fullerton ESD
Grijalva	Gloria	Chief Business Official	Guadalupe USD
Gutierrez	Violet	Director of Human Resources	San Bernardino County Supt. Of Schools
Hobbs	Chris	Director of Technology	New Haven USD
Hubbard	Kerri	Chief Business Official	Scott Valley USD
Kauble	Michael	Business & Operations Manager	Howell Mountain ESD
Martinez	Anthony	Interim Superintendent/Acting CBO	Montebello USD
Milligan	Mila	Director of Finance	San Carlos ESD
Ngo	Connie	Chief Business Official	Portola Valley SD
Osmena	Christian	Principal Program Budget Analyst	California Department of Finance
Owen	Garrick	Coordinator, State & Federal Programs	Val Verde USD
Parker	Jacqueline	Fiscal Analyst	Shasta COE
Santos	Nelson	Director, Procurement & Business Support	Monrovia USD
Saravani	Karineh	Director of Financial Services	Glendale USD
Schweizer	Nicolas	Deputy Superintendent of Public Instruction	California Department of Education
Smiley	Rob	Chief Operations Officer	Sunnyvale SD
Stovall	Monique	Director, Nutrition Services Department	San Juan USD
Sullins	Harold	Executive Director, Business Services	San Jacinto USD
Yuen	Kaivan	Director of Student Programs and Staff Development	Buena Park SD

SECTION O

Directory Information

(Bylaws, Roster, 2018 Meeting Dates)

FCMAT Bylaws

**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, April 24, 2016

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, 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 three-year terms.
- 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.

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 Member Roster

FCMAT BOARD OF DIRECTORS INFORMATION

COUNTY SUPERINTENDENTS

Brock Falkenberg (Term Expires: 12/31/18)
North Coast – Region 1
Supt., Lake COE
1152 S. Main Street
Lakeport, CA 95453
Phone: 707-262-4102, FAX: 707-263-0197
Email: bfalkenberg@lakeco.org

Tracey Quarne (Term Expires: 12/31/19)
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, Vice Chair
(Term Expires: 12/31/18)
Capitol – Region 3
Supt., Placer COE
360 Nevada St
Auburn, CA 95603
Phone: 530-889-8020, Fax 530-888-1367
Email: ggarbolino@placercocoe.k12.ca.us

Mary Jane Burke, Chair
(Term Expires: 12/31/18)
Bay – Region 4
Supt., Marin COE
1111 Las Gallinas Ave
San Rafael, CA 94913
Phone: 415 499-5801
Email: mjburke@marin.k12.ca.us

Krystal Lomanto (Term Expires: 12/31/18)
South Bay – Region 5
Supt., San Benito COE
460 Fifth Street
Hollister, CA 95023
Phone: 831-637-5393, FAX: 831-637-0140
Email: klomanto@sbcoe.org

Marguerite Bulkin (Term Expires: 12/31/19)
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

Robin Hopper (Term Expires: 12/31/18)
Central Valley – Region 7
Supt., Mariposa COE
5082 Old Highway North
Mariposa, CA 95338
Phone: 209-742-0207, FAX: 209-966-4543
Email: rhopper@mcusd.org

Susan Salcido (Term Expires: 12/31/19)
Costa Del Sur – Region 8
Supt., Santa Barbara CEO
4400 Cathedral Oaks Road
Santa Barbara, CA 93110
Phone: 805-964-4711 x5285
FAX: (805) 967-8695
Email: ssalcido@sbceo.org

Al Mijares (Term Expires: 12/31/18)
Southern – Region 9
Supt., Orange COE
200 Kalmus Drive
Costa Mesa, CA 92626
Phone: 714-966-4001, FAX: 714-432-1916
Email: amijares@ocde.us

Ted Alejandro (Term Expires: 12/31/18)
RIMS – Region 10
Supt., San Bernardino CSS
601 North E Street
San Bernardino, CA 92415
Phone: 909-386-2406, FAX: 909-386-2941
Email: superintendent@sbcss.k12.ca.us

Debra Duardo (Term Expires: 12/31/18)
Los Angeles – Region 11
Supt., Los Angeles COE
9300 Imperial Hwy
Downey, CA 90242
Phone: 562-922-6127, FAX: 562-922-6399
Email: duardo_debra@lacoe.edu

DISTRICT SUPERINTENDENTS

Robert Haley (Term Expires: 1/1/21)
North Coast Region 1
Supt., Cotati-Rohnert Park USD
7165 Burton Ave
Rohnert Park, CA 94928
Phone: 707-792-4722
Email: robert_haley@crpusd.org

Kelly Staley (Term Expires: 1/1/21)
Northeastern – Region 2
Supt., Chico USD
1163 East Seventh Street
Chico, CA 95925
Phone: 530-891-3000 x149
Email: kstaley@chicousd.org

Kent Kern (Term Expires: 1/1/20)
Capitol – Region 3
Supt., San Juan USD
3738 Walnut Avenue
Carmichael, CA 95608-3056
Phone: 916-971-7107
Email: kkern@sanjuan.edu

Rick Schmitt (Term Expires: 1/1/20)
Bay – Region 4
Supt., San Ramon Valley USD
699 Old Orchard Drive
Danville, CA 94526
Phone: 925-552-2933
Email: superintendent@srvsd.net

Lisa Andrew (Term Expires: 1/1/21)
South Bay – Region 5
Supt., Hollister ESD
2690 Cienega Road
Hollister, CA 95023
Phone: 831-630-6306
Email: landrew@hesd.org

Daryl Camp (Term Expires: 1/1/21)
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: 1/1/20)
RIMS -Region 10
Supt., Jurupa USD
4850 Pedley Road
Riverside, CA 92500
Phone: 951-360-4168, FAX 951-360-4194
Email: educhon@jusd.k12.ca.us

Darin Brawley (Term Expires: 1/1/19)
Los Angeles - Region 11
Supt., Compton USD
501 South Santa Fe Ave.
Compton, CA 90221-3814
Phone: 310-639-4321 x55125
Email: dbrawley@compton.k12.ca.us

COMMUNITY COLLEGES

Frances Parmelee
Assistant Vice Chancellor
California Community Colleges
1102 Q Street, Ste. 4400
Sacramento, CA 95811
Phone: 916-445-0540
Email: fparmelee@cccco.edu

Ann Ransford (Term Expires: 1/1/19)
Trustee
Glendale Community College District
1500 North Verdugo Road
Glendale, CA 91208
Phone: 818-549-9182
Email: annransford@mac.com

FCMAT BOARD OF DIRECTORS INFORMATION

CDE REPRESENTATIVE

Nick Schweizer

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

CHARTER SCHOOLS

Cindy L. Petersen (Term Expires: 12/31/20)

Supt./CEO, Gateway Community Charters
5712 Dudley Blvd
McClellan, CA 95652
Phone: 916-286-5129, FAX: 916-993-4110
Email: cindy.petersen@twinriversusd.org

CCEE REPRESENTATIVE

Socorro Shiels (Term Expires: 12/31/19)

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

Mary C. Barlow, Superintendent

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

Michael H. Fine, CEO

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

2018 Meeting Dates

2018 FCMAT Board of Directors Meeting Dates

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

Wednesday, January 24, 2018

10:00 a.m. – 12:00 p.m.

Monterey Plaza Hotel ~ Monterey County

Sunday, April 22, 2018

10:00 a.m. - 1:00 p.m.

The Hilton Los Angeles/Universal City ~ Los Angeles County

Sunday, June 24, 2018

10:00 a.m. - 1:00 p.m.

The Fess Parker Hotel ~ Santa Barbara County

Sunday, October 14, 2018

10:00 a.m. - 1:00 p.m.

Pullman Hotel ~ San Mateo County