



## Regular Meeting of the FCMAT Board of Directors

April 22, 2018

10 a.m. – 1 p.m.

Hilton Los Angeles/Universal City  
555 Universal Hollywood Drive  
Universal City, California 91608

### **Ballroom D**

Michael H. Fine  
Chief Executive officer

# AGENDA

**Regular Meeting of the  
Fiscal Crisis and Management Assistance Team (FCMAT)  
Governing Board  
Hilton Los Angeles/Universal City – Los Angeles County  
April 22, 2018  
10:00 a.m. – 1:00 p.m.**

**AGENDA**

	<u>Report</u>	<u>Action or Information</u>
I. General Functions		
A. Call to Order	Oral	Action
B. Approval of Agenda	Written	Action
C. Approval of Minutes of January 24, 2018	Written	Action
D. Welcome from FCMAT’s Administrative Agent	Oral	Information
• Introduction of new board member:		
▪ Christian Osmeña, CA Community Colleges Vice Chancellor, CCC Chancellor’s Office		
E. FCMAT Executive Committee		
• Acknowledgment of leaving member:	Oral	Information
▪ Frances Parmelee, CA Community Colleges Assistant Vice 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 Update		
H. Report from the Office of the Chancellor, California Community Colleges	Oral	Information
• Community Colleges Update		
I. Report - Business and Administration Steering Committee	Oral	Information
• Common Message Update		
J. Report from the California Collaborative for Educational Excellence	Oral	Information
• CCEE Update		

K.	Report from the FCMAT Chief Executive Officer		
	• Certification 2 <sup>nd</sup> Interim – Unofficial Count	Oral/Written	Information
	• Amendment of FCMAT Conflict of Interest Code	Oral/Written	Action
	▪ Deputy Executive Director II		
	▪ CSIS Chief Operations Officer		
	▪ CSIS Deputy Operations Officer		
L.	FCMAT Services		
	• CSIS Services Quarterly Report	Oral/Written	Information
	• Professional Development Report	Oral	Information
	• Projection-Pro Project Report	Oral	Information
	• SACS Software Project Report	Oral	Information
M.	Status of Key Assignments Report	Oral/Written	Information
	• FCMAT Project Tracking Report		
N.	Public Participation	Oral	Information
	• Time reserved for any person to address the FCMAT Board. The Chair may limit the time of participation.		
O.	Directory	Written	Information
	• Bylaws, Roster, 2018 Meeting Dates		
II.	Board Members' Comments	Oral	Information
III.	Agenda Items for Next Meeting	Oral	Information
IV.	Date and Location of Next Meeting Sunday, June 24, 2018 10:00 a.m. – 1:00 p.m. The Fess Parker Hotel – Santa Barbara County		
V.	Adjournment		

*SECTION C*

Minutes of the Governing  
Board  
January 24, 2018

**Regular Meeting of the  
Fiscal Crisis and Management Assistance Team (FCMAT)  
Governing Board  
Monterey Plaza Hotel – Monterey County  
January 24, 2018**

**MINUTES**

Michael Fine ..... Chief Executive Officer, FCMAT  
 Mary Barlow ..... FCMAT Administrative Agent, KCSOS  
 Brock Falkenberg, Lake COE.....North Coast, Region 1  
 Robert Haley, Cotati-Rohnert Park USD.....North Coast, Region 1  
 Kelly Staley, Chico USD ..... Northeastern, Region 2  
 Gayle Garbolino-Mojica, Placer COE ..... Capitol, Region 3  
 Kent Kern, San Juan USD ..... Capitol, Region 3  
 Mary Jane Burke, Marin COE, Chair ..... Bay, Region 4  
 Rick Schmitt, San Ramon Valley USD ..... Bay, Region 4  
 Krystal Lomanto, San Benito COE..... South Bay, Region 5  
 Lisa Andrew, Hollister ESD ..... South Bay, Region 5  
 Daryl Camp, Riverbank USD ..... Delta Sierra, Region 6  
 Robin Hopper, Mariposa COE.....Central Valley, Region 7  
 Andres Zamora, Livingston UESD.....Central Valley, Region 7  
 Ed Cora, Guadalupe USD ..... Costa Del Sur, Region 8  
 Al Mijares, Orange CDE.....Southern, Region 9  
 Ted Alejandre, San Bernardino CSS ..... RIMS, Region 10  
 Elliott Duchon, Jurupa USD ..... RIMS, Region 10  
 Debra Duardo, Los Angeles COE..... Los Angeles, Region 11  
 Darin Brawley, Compton USD..... Los Angeles, Region 11  
 Frances Parmelee ..... California Community Colleges  
 Ann Ransford ..... Glendale Community College District  
 Nick Schweizer ..... California Department of Education  
 Cindy Petersen ..... Charter Schools

**Guests and Staff:**

Michael Hulsizer ..... Governmental Affairs, KCSOS  
 John Von Flue ..... BASC  
 Michelle Giacomini ..... Deputy Executive Officer II, FCMAT  
 Shayleen Harte ..... Deputy Executive Officer II, FCMAT  
 Gary Jones ..... Chief Operations Officer, FCMAT/CSIS  
 Diane Branham ..... Chief Management Analyst, FCMAT  
 Veronica Morrow ..... Administrative Secretary II, FCMAT  
 Frank Fekete.....Legal Counsel, FCMAT  
 Sandra Morales ..... CCSESA  
 Peter Birdsall..... CCSESA  
 Rich DuVarney ..... Tehama COE  
 Nancy Kotowski..... Monterey COE  
 Cecilia Massetti..... Madera COE  
 L. Karen Monroe..... Alameda COE  
 Amy Slavensky ..... Amador COE

**Alternates:**

Scott Nanik, Calaveras COE.....Delta Sierra, Region 6  
Mary Barlow, Kern CSS.....Costa Del Sur, Region 8  
Jason Vilorio, Laguna Beach USD .....Southern, Region 9

**Excused:**

Marguerite Bulkin, Tuolumne COE .....Delta Sierra, Region 6  
Susan Salcido, Santa Barbara CEO .....Costa Del Sur, Region 8  
Kirsten Vital, Capistrano USD .....Southern, Region 9

**Late arrival:**

Socorro Shiels..... California Collaborative for Educational Excellence

**Absent:**

Tracey Quarne, Glenn COE..... Northeastern, Region 2

**Call to Order**

The meeting was called to order at 10:00 a.m. by Mary Jane Burke.

**Approval of Agenda**

A motion to approve the agenda was made by Elliott Duchon and seconded by Al Mijares, and passed unanimously.

**Approval of Minutes of October 22, 2017**

Darin Brawley made a motion to accept the minutes of the October 22, 2017 meeting as presented. Robin Hopper 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: Robert Haley, Superintendent, Cotati-Rohnert Park Unified School District; Kelly Staley, Superintendent, Chico Unified School District; Lisa Andrew, Superintendent, Hollister Elementary School District, and Frances Parmelee, Assistant Vice Chancellor, Chancellor’s Office, California Community Colleges. Robert Haley replaced David Yoshihara as the Region 1 district representative, Kelly Staley replaced Jim Cloney as the Region 2 district representative, Lisa Andrew replaced Jose Manzo as the Region 5 district representative, and Frances Parmelee replaced Mario Rodriguez as the California Community Colleges, representative.

**FCMAT Executive Committee**

**Executive Committee approval to hire:**

Mary Jane Burke announced that two FCMAT positions were approved for hire: Michelle Giacomini, FCMAT Deputy Executive Officer II, and Shayleen Harte, FCMAT Deputy Executive Officer II. No board action required; information only.

**Acknowledgment of departing board members:**

Mary Jane Burke acknowledged and thanked David Yoshihara, Superintendent, Tamalpais Union High School District; Jim Cloney, Superintendent, Shasta Union High School District; Jose Manzo, Superintendent, Oak Grove Elementary School District; and Erik Skinner, Deputy

Chancellor, Chancellor's Office, California Community Colleges, all not present, for their service on the FCMAT Board of Directors.

### **Report from the California Department of Education (CDE)**

Nick Schweizer presented the CDE update to the board. He commented on topics such as CDE's statewide assistance to districts under stress due to the natural disasters, such as wildfires and mudslides, throughout California; CDE's focus on collection of financial information (costs) relating to the California natural disasters; CDE's Every Student Succeeds Act (ESSA) plan; school nutrition; and staff transitions within the CDE.

Nick announced that the CDE had recent transitions in leadership: Leisa Maestretti, Director, Fiscal and Administrative Services Division and Lisa Constancio, Director, Charter School Division.

### **Report from Michael Hulsizer**

Michael Hulsizer reported on the highlights of the state budget. He presented the Governor's 2018-19 Budget Proposal, dated January 19, 2018, and the Governor's budget – Facts and Figures report, which were both included in the board packet.

#### **State Budget Update**

Michael discussed some of the most significant aspects of the California budget update, which are included in the Governor's budget proposals. He commented on topics such as the Governor's accomplishment of fully funding the Rainy Day Fund in 2018-19; key elements of the education budget such as one-time discretionary funding, local property tax adjustments, and Proposition 98 maintenance factor; and program reforms and new expenditure proposals, including Career Technical Education funding, Special Education, and K-12 Facilities and School Bond.

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

Frances Parmelee provided a brief update of the California Community Colleges' budget and reported on recent staff transitions within the Chancellor's office, the Vision for Success strategic plan, and two significant budget items: the Governor's proposal to fund \$1.75 million to support districts in transitioning to a new funding formula, and \$100 million one-time funds and \$20 million ongoing funds to invest in online college.

Frances stated that the Chancellor's Office had recent transitions in management, such as the loss of Erik Skinner, former Deputy Chancellor, and Mario Rodriguez, former Vice Assistant Chancellor, and the additions of Dr. Daisy Gonzales, Deputy Chancellor, and Christian Osmena, Vice Assistant Chancellor.

### **Report from Business and Administration Steering Committee (BASC)**

John Von Flue provided a brief update on the BASC and acknowledged the partnerships with FCMAT, California Collaborative for Educational Excellence (CCEE), Department of Finance (DOF), and State Board of Education (SBE).

#### **Common Message**

John reported on the Common Message. He stated that the next revision of the Common Message will be clear and concise, with a proposed release date of February 9, 2018, pending the finalization of the Trailer Bill language. He said the Common Message will include the typical planning factors that districts are asked to follow when developing their second interim budgets, along with the guidance and caution regarding multiyear projections, reserves, and negotiations.



John commented on the California County Superintendents Educational Services Association (CCSESA) CBO Conference on February 14-16, 2018 and thanked FCMAT for its support.

### **Report from the California Collaborative for Educational Excellence (CCEE)**

Socorro Shiels reported on the CCEE, such as the three aspects of CCEE's system of support consisting of partnerships with districts, networking, and direct training.

Socorro briefly mentioned that the CCEE's executive director, Dr. Carl Cohn, will be retiring around the end of the current fiscal year; the CCEE Executive Director search has begun with more information provided on the CCEE website at [ccee-ca.org](http://ccee-ca.org).

### **Report from the Chief Executive Officer (CEO)**

Michael Fine provided a brief FCMAT staffing update to the board. He mentioned that Shayleen Harte's and Michelle Giacomini's promotions to the Deputy Executive Officer positions have left two vacant positions; FCMAT is moving forward to fill two Intervention Specialist positions through the Kern County Superintendent of Schools search and employment process.

#### **Certification 1<sup>st</sup> Interim – Unofficial Count**

Michael Fine provided a review of the unofficial Certifications of 1<sup>st</sup> Interim Financial Reports, which was included in the board packet. He stated that the number of districts that self-certified as qualified had dropped from 41 at second interim to 36, while the number of districts that self-certified as negative increased from 2 at second interim to 3.

#### **Status of Key Assignments Report**

A written report of current FCMAT jobs was provided with board materials. Michael Fine briefly reported on the following:

- **Inglewood Unified School District**

Michael Fine reported that the 6<sup>th</sup> progress review of Inglewood USD has been scheduled to begin March 2018. He stated that FCMAT will continue to work with the state administrator, Thelma Meléndez de Santa Ana.

Michael stated that Oakland Unified School District and Vallejo Unified School District still have state trustees in place but have local governance authority.

### **FCMAT/CSIS Quarterly Report**

Gary Jones 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 January 2018 was provided in the board packet.

Gary Jones briefly updated the board on CALPADS accomplishments, such as improving data quality and accuracy, working with CDE on the CALPADS security model to prepare for the California Special Education Management Information System (CASEMIS) transition to CALPADS, and CALPADS events and training.

### **FCMAT Professional and Product Development**

Shayleen Harte reported on the following professional development item.

#### **Approval of the CBO Mentor Program, 15<sup>th</sup> Cohort participants**

Shayleen commented on the participant selection for CBO Mentor Program 15<sup>th</sup> cohort, which was provided in the board packet, and thanked the board for their continued support. She encouraged those who didn't make the cut for this cohort to please apply again next year.

Shayleen announced that Richard DeNava, Assistant Superintendent, San Bernardino County Superintendent of Schools, will be the new CBO mentor coordinator for cohort 15 and moving forward.

Debra Duardo made a motion to approve the list for the CBO Mentor Program, 15<sup>th</sup> cohort, as presented. Ted Alejandro seconded the motion and it passed unanimously.

### **Public Participation**

There were no comments from the public.

### **Board Members' Comments**

There were no comments from the board members.

### **Agenda Items for the Next Meeting**

FCMAT Professional Development: Release of the Charter School Manual, spring workshop offerings, CBO leadership preparation program partnerships, and additional training areas/partnerships.

### **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

### **Adjournment**

The meeting was adjourned by Mary Jane Burke at 12:03 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

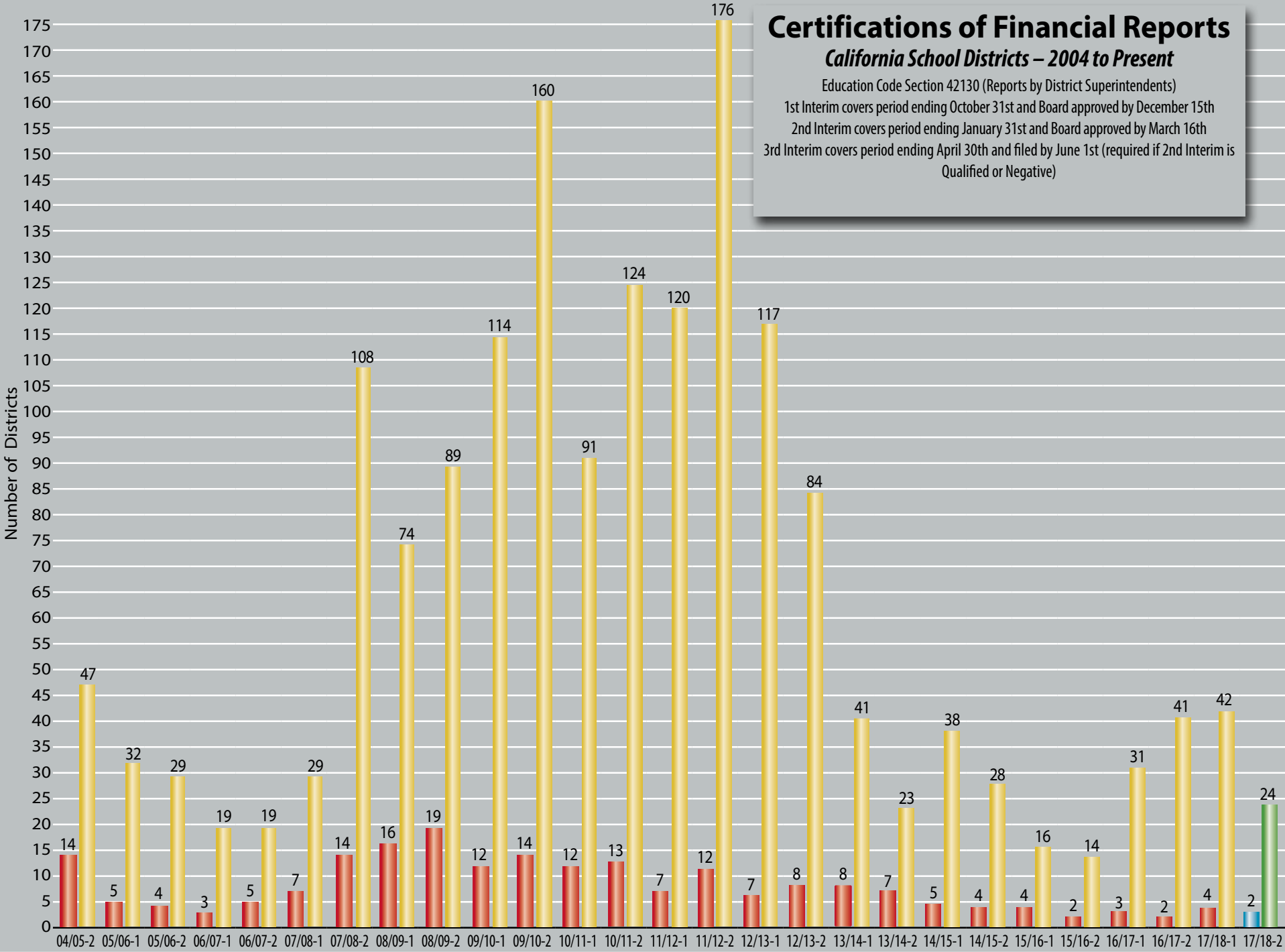
*(Certification 2nd Interim, Amendment of  
FCMAT Conflict of Interest Code)*

# *Certification 2nd Interim*

# Certifications of Financial Reports

## California School Districts – 2004 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)



■ Negative Certification    
 ■ Qualified Certification    
 ■ Preliminary Negative Certification    
 ■ Preliminary Qualified Certification    
 ■ Projected Negative Certification    
 ■ Projected Qualified Certification

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 3/21/18

Second Interim Budget Certifications — Projected  
2017-18

<b>Negative Certification</b>	
<b>County</b>	<b>District</b>
Butte	Feather Falls Union Elementary
Los Angeles	Inglewood Unified

<b>Qualified Certification</b>	
<b>County</b>	<b>District</b>
Alameda	Oakland Unified
Butte	Bangor Union Elementary
Calaveras	Calaveras Unified
Contra Costa	Byron Union
El Dorado	Gold Trail Union Elementary
Glenn	Capay Joint Union Elementary
Humboldt	Klamath-Trinity Joint Unified
Kern	Taft High
Los Angeles	Pasadena Unified
Madera	Yosemite Unified
Napa	Pope Valley Union Elementary
Riverside	Coachella Valley Unified
San Bernardino	Silver Valley Unified
San Diego	Oceanside Unified
San Diego	San Marcos Unified
San Luis Obispo	San Miguel Joint Union Elementary
Santa Clara	Evergreen Elementary
Shasta	Cascade Union Elementary
Shasta	Gateway Unified
Sonoma	Bellevue Union Elementary
Sonoma	Santa Rosa Elementary
Sonoma	Santa Rosa High
Trinity	Lewiston Elementary
Ventura	Rio Elementary

## First Interim Budget Certifications 2017-18

### Negative Certification

County	District
Butte	Feather Falls Union Elementary
Los Angeles	Inglewood Unified
Los Angeles	Pasadena Unified
Madera	Yosemite Unified

### Qualified Certification

County	District
Alameda	Oakland Unified
Butte	Bangor Union Elementary
Calaveras	Calaveras Unified
Contra Costa	Byron Union
Contra Costa	Martinez Unified
El Dorado	Black Oak Mine Unified
El Dorado	Gold Trail Union Elementary
Fresno	Coalinga-Huron Joint Unified
Glenn	Capay Joint Union Elementary
Humboldt	Klamath-Trinity Joint Unified
Imperial	Calexico Unified
Kern	Southern Kern Unified
Los Angeles	Bassett Unified
Los Angeles	Burbank Unified
Los Angeles	Los Angeles Unified
Marin	Sausalito Marin City Elementary
Mendocino	Anderson Valley Unified
Mendocino	Fort Bragg Unified
Placer	Placer Hills Union Elementary
Riverside	Banning Unified
Riverside	Coachella Valley Unified

### Qualified Certification

Riverside	Temecula Valley Unified
San Bernardino	Silver Valley Unified
San Bernardino	Upland Unified
San Bernardino	Victor Valley Union High
San Diego	Oceanside Unified
San Diego	San Marcos Unified
San Luis Obispo	Coast Unified
San Luis Obispo	San Miguel Joint Union Elementary
San Mateo	Portola Valley Elementary
Santa Clara	Alum Rock Union Elementary
Santa Clara	Evergreen Elementary
Shasta	Cascade Union Elementary
Shasta	Gateway Unified
Solano	Vallejo City Unified
Sonoma	Bellevue Union Elementary
Sonoma	Piner-Olivet Union Elementary
Sonoma	Santa Rosa Elementary
Sonoma	Santa Rosa High
Sonoma	Sonoma Valley Unified
Sonoma	West Sonoma County Union High
Ventura	Rio Elementary



*Amendment of FCMAT Conflict of  
Interest Code*

## Amendment of Conflict of Interest Code

The Board recently acknowledged the appointment of Shayleen Harte and Michelle Giacomini to the position of Deputy Executive Director II of FCMAT, Gary Jones to the position of CSIS Chief Operations Officer of FCMAT, and Amy Fong to the position of CSIS Deputy Operations Officer of FCMAT. We need to have these positions added to our conflict of interest code list of those required to report economic interests under the Fair Political Practices Act. A board action is requested on the following:

Add the positions of Deputy Executive Director II, CSIS Chief Operations Officer, and CSIS Deputy Operations Officer to the list of designated persons required to report economic interests under the Fair Political Practices Act in accordance with the FCMAT Conflict of Interest Code.

# *SECTION L*

## **FCMAT Services**

*(CSIS Services Quarterly Report)*

*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 January 2018 through late March 2018.

## 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 this period include:

- Improving data quality and accuracy in Fall data submissions and certification:
  - Fall 1 - enrollment, graduate, dropouts, unduplicated pupil count (UPC), English Learners and Title III Eligible Immigrants;
  - Fall 2 - staff assignment, FTE, course enrollment and English learner services data.

### CALPADS Certification Status

**Fall 1** – 1,921 of 1,922 (99.9%) LEAs certified

**Fall 2** – 1,862 of 1,883 (98.9%) LEAs certified

- Continuing work on the CALPADS security model to enable view-only functionality and prepare for the CASEMIS transition to CALPADS.
- Working with CDE to implement the 4-year graduation cohort process in CALPADS, including the ability for LEAs to view graduation rates for 2017-18 and update cohort data for their graduates and non-graduates. Cohort functionality will be available in May.
- Beginning work on requirements, development and testing for End of Year (EOY) submission releases, including the Perkins Updates to four reports in EOY 1 and adding validation checks across all EOY submissions to improve data quality.

### CALPADS Events and Training

CSIS developed a new course this quarter to help LEAs learn how to use the new cohort graduation process and how to review the new cohort reports. This course is being offered beginning in mid-April. Question and Answer sessions will be held after the cohort functionality is released in May for those LEAs that may have questions about cohort data or reports.

CSIS offered a new course, CALPADS and Data Privacy on March 27, 2018 to familiarize LEAs with the new CALPADS LEA Admin application and rules of behavior. An additional instructor led-training will be held May 31, 2018 and CSIS is working on a self-paced version of the training to be published next quarter.

*Continued ...*

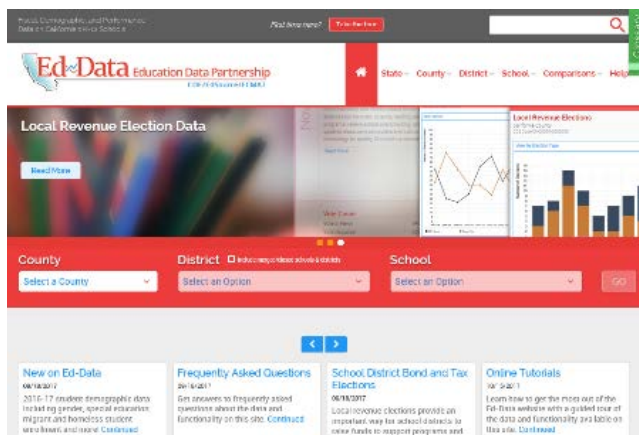
CSIS trainers revised and updated training materials in preparation for End of Year training scheduled to start the end of April.

This quarter CSIS also completed trainings at a number of county offices of education, including: Fresno and Alameda. Upcoming are Siskiyou COE (April 26, 2018) and Merced COE (week of May 7, 2018).

[Registration](#) for the April 17, 2018 CALPADS Information Meeting (CIM) is now open.

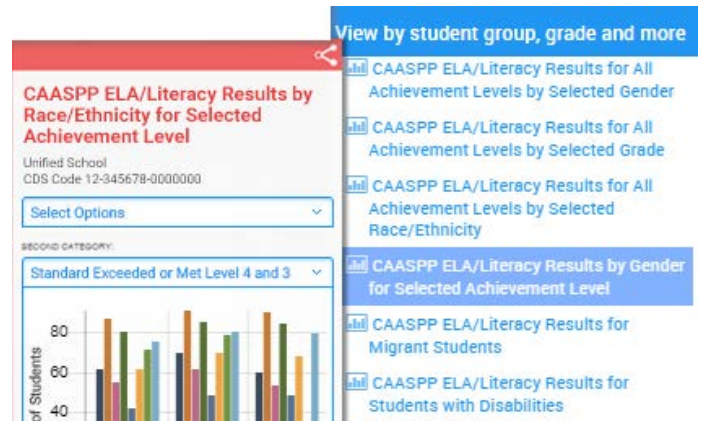
## Ed-Data

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 March, a significant new data area was introduced in Ed-Data: CAASPP Smarter Balanced English Language Arts/Literacy and Mathematics test

results. Trend graphs present results at each of the four performance levels for schools, districts, counties and the state over the past three years. Ed-Data features a drill-in view of groups, including race/ethnicity, gender and grade level.



The Ed-Data comparisons tool can be used to view Smarter Balanced test results for multiple schools or districts in one place. CAASPP data are available in the comparisons tool beginning with the 2014-15 school year, the first year the tests were administered.

Teacher and administrator counts, pupil-teacher ratios and staff demographics through 2016-17 have also been updated. Teacher salary data, such as average and changes, are available at the district level.



The partnership welcomes feedback and questions via the contact form in the lower right corner of every Ed-Data page or [email](#).

# *SECTION M*

## Status of Key FCMAT Assignments

*(Project Tracking Report)*

# *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
1234	Mono COE	On-Site Technical Assistance	02/06/2018	Ongoing
1232	Anaheim ESD	Special Education	01/30/2018	Scheduled
1231	Fallbrook UESD	Transportation	10/23/2017	Ongoing
1229	Alameda COE	Budget Development/ Cash Flow	01/08/2018	Ongoing
1228	Victor Valley UHSD	Special Education	01/05/2018	Ongoing
1227	Jefferson ESD	Organization/Staffing M&O	11/09/2018	Ongoing
1220	Rim of the World USD	Transportation	09/21/2017	Ongoing
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
1206	Coalinga-Huron JUSD	Organization/Staffing Central Office	08/28/2017	Ongoing
1203	Vallejo City USD	Organization/ Staffing	07/21/2017	Ongoing
1202	Laguna Beach USD	Special Education	08/03/2017	Ongoing
1196	El Camino Real Charter HS	Fiscal/On-site Technical Assistance	06/27/2017	Ongoing
1193	Corona-Norco USD	Special Education	05/08/2017	Ongoing

### Management Assistance Con't.

Job #	Client	Review Types	Date Requested	Status
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
1123	Marin COE/ Sausalito USD	Follow Up Report/ Fiscal Review	02/12/2016	Follow-up Scheduled

### AB139 Extraordinary Audits

Job #	Client	Review Types	Date Requested	Status
1226	LACOE / Montebello USD	AB 139-Facilities / Bonds	11/14/2017	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
1189	LACOE / Montebello USD	AB 139-Adult Education	03/06/2017	Ongoing
1164	Sacramento COE/Highlands Community Charter School	AB 139	12/16/16	Ongoing
N/A	Imperial COE / Imagine Schools at Imperial Valley Charter	AB 139	03/28/2018	Intake Review
1239	San Diego COE / San Ysidro USD	AB 139	03/08/2018	Pending Signed Study Agreement
1240	LACOE / San Gabriel USD	AB 139	02/28/2018	Pending Signed Study Agreement

### 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
8510	CASBO	CBO Certificate Program (Fiscal Oversight and Accounting/Finance)	09/01/2016	Various
8509	CASBO	Accounts Payable Workshop	06/29/2017	Scheduling 2018/19 Dates and Locations
8460	Lucia Mar USD	ASB Workshop	03/27/2018	08/09/2018
8459	Corona-Norco USD	Booster Club Workshop	03/15/2018	05/17/2018
8458	Carlsbad USD	ASB Workshop	03/23/2018	05/11/2018
8457	Contra Costa COE	ASB Workshop	03/16/2018	09/17/2018
8456	Panama-Buena Vista USD	ASB Workshop	03/02/2018	09/20/2018
8455	Shasta COE	Why Data Matters Workshop	02/28/2018	09/18/2018
8454	Yosemite USD	ASB Workshop	03/09/2018	05/07/2018
8453	Cucamonga SD	ASB Workshop	02/27/2018	08/06/2018
8450	Downey USD	ASB Workshop	02/08/2018	09/11/2018
8449	Lake COE	Why Data Matters Workshop	01/29/2018	05/01/2018
8448	Placer COE	ASB Workshop	01/25/2018	04/30/2018
8445	Santa Rita USD	ASB Workshop	01/08/2018	06/08/2018
N/A	Beaumont USD	ASB Workshop	03/20/2018	Intake Review
N/A	ASBWorks	ASB Workshops	Partnership	January 2019
N/A	CBO Mentor Project, 14 <sup>th</sup> 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	Planning for next phase of grant
N/A	CCSA	Data Matters	Partnership	Various locations --Planning for 2018/19

## Product Development

Name	Development Type	Status
SACS Software	Development	Ongoing
Projection-Pro MYP Software	Development	Ongoing
LCFF Calculator	Update due out mid-May (to include May Revision)	Ongoing
Common Message	Updated throughout the year, working with BASC	Ongoing

### New Requests for Management Assistance

<b>Job #</b>	<b>Client</b>	<b>Review Types</b>	<b>Date Requested</b>	<b>Status</b>
N/A	Buellton UESD	Fiscal / Multi-Year Projection	04/11/208	Intake Review
1242	Tuolumne COE	Fiscal	03/14/2018	Pending Signed Study Agreement
1241	Santa Monica Malibu USD	Special Education / Transportation	03/09/2018	Pending Signed Study Agreement
1244	El Dorado COE	Transportation	03/07/2018	Pending Signed Study Agreement
1238	Elk Grove USD	Special Education	02/14/2018	Pending Signed Study Agreement
1232	Anaheim ESD	Special Education / Transportation	01/30/2018	Pending Signed Study Agreement
1235	Coast USD	Fiscal	01/25/2018	Pending Signed Study Agreement
1243	San Bernardino City USD	Technology	12/19/2017	Pending Signed Study Agreement

# *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  
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**Tracey Quarne** (Term Expires: 12/31/19)  
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**Gayle Garbolino-Mojica, Vice Chair**  
(Term Expires: 12/31/18)  
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**Mary Jane Burke, Chair**  
(Term Expires: 12/31/18)  
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**Marguerite Bulkin** (Term Expires: 12/31/19)  
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**Robin Hopper** (Term Expires: 12/31/18)  
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**Susan Salcido** (Term Expires: 12/31/19)  
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**Al Mijares** (Term Expires: 12/31/18)  
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**Ted Alejandro** (Term Expires: 12/31/18)  
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**Debra Duardo** (Term Expires: 12/31/18)  
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### DISTRICT SUPERINTENDENTS

**Robert Haley** (Term Expires: 1/1/21)  
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**Kelly Staley** (Term Expires: 1/1/21)  
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**Kent Kern** (Term Expires: 1/1/20)  
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**Ed Cora** (Term Expires: 1/1/19)  
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**Kirsten Vital** (Term Expires: 1/1/19)  
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**Elliott Duchon** (Term Expires: 1/1/20)  
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**Darin Brawley** (Term Expires: 1/1/19)  
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### COMMUNITY COLLEGES

**Christian Osmeña**  
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**Ann Ransford** (Term Expires: 1/1/19)  
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## FCMAT BOARD OF DIRECTORS INFORMATION

### **CDE REPRESENTATIVE**

**Nick Schweizer**

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### **CHARTER SCHOOLS REPRESENTATIVE**

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

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### **CCEE REPRESENTATIVE**

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

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**Mary C. Barlow, Superintendent**

Administrative Agent  
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**Michael H. Fine, CEO**

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# *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