

Regular Meeting
of the
FCMAT Board of Directors

October 24, 2010
10:00 a.m. – 1:00 p.m.

Four Points by Sheraton
1010 Northgate Drive
San Rafael, CA 94903
Marin Ballroom

AGENDA

October 24, 2010

**Regular Meeting of the
Fiscal Crisis and Management Assistance Team (FCMAT)
Governing Board
Marin County
October 24, 2010
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. Confirmation of FCMAT Board Chairperson	Oral	Action
C. Nomination and Election of Vice Chair	Oral	Action
D. Nomination and Election for Replacement Board Member – Region 11	Oral	Action
E. Approval of Agenda	Written	Action
F. Minutes of June 27, 2010	Written	Action
G. Welcome from FCMAT’s Administrative Agent	Oral	Information
Retirements:		
• Ric Teagarden, Region 3		
• Sherry Smith, Region 3		
• Jay Hoffman, Region 10		
• Darline Robles, Region 11		
New Board Members:		
• Lisa Fontana, Region 3 Superintendent, Alpine County		
• Cindy Petersen, Region 3 Superintendent/CEO Gateway Community Charters		
• Jonathan Greenberg, Region 10 Superintendent, Perris UHSD		
H. FCMAT Executive Committee Report	Oral/Written	Information
I. Public Participation	Oral	Information
• Time reserved for any person to address the FCMAT Board. The Chair may limit the time of participation.		
J. Report from California Department of Education	Oral	Information
K. Report from Chancellor CA Community Colleges	Oral/Written	Information

L.	Report from FCMAT CEO <ul style="list-style-type: none"> • FCMAT Newsletter • Association of Certified Fraud Examiners 	Oral/Written	Information
M.	Business and Administration Steering Committee (BASC) Common Message	Oral	Information
N.	FCMAT's Annual Budget Report and Analysis (Unaudited Actuals)	Written	Action
O.	California School Information Services (CSIS) <ul style="list-style-type: none"> • Quarterly Report • Ed Data Transition 	Written	Information
P.	Status of Key FCMAT Assignments <ul style="list-style-type: none"> • King City JUHSD • Inglewood USD • Vallejo USD • Compton CC • Ivy Academia 	Oral/Written	Discussion
Q.	FCMAT's Annual Report 2009-10	Written	Action
R.	FCMAT CBO Mentor Annual Executive Report	Oral/Written	Action
S.	Directory Information (Bylaws, Roster, 2011 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 Wednesday, January 26, 2011 10:00 a.m. – 12 noon Monterey County		
V.	Adjournment		

SECTION F

Minutes of the
Governing Board

June 27, 2010

**Minutes of the Regular Meeting of the
Fiscal Crisis and Management Assistance Team (FCMAT)
Governing Board
Napa County, CA
June 27, 2010**

Present:

Joel Montero Chief Executive Officer, FCMAT
 Darline Robles, Los Angeles COE, Chair Los Angeles, Region 11
 Larry Powell, Fresno COE, Vice Chair Central Valley, Region 7
 Paul Tichinin, Mendocino COE..... North Coast, Region 1
 Sue Field, Bennett Valley USD North Coast, Region 1
 Gary Jones, Modoc COE Northeastern, Region 2
 Mary Sakuma, Junction USD Northeastern, Region 2
 Ric Teagarden, Yuba COE Capitol, Region 3
 Sheila Jordan, Alameda COE Bay, Region 4
 Debra Bradley, Sausalito-Marín City SD Bay Region 4
 Nancy Kotowski, Monterey COE South Bay, Region 5
 Marc Liebman, Berryessa USD South Bay, Region 5
 Dick Glock, Amador COE..... Delta Sierra, Region 6
 Bill Draa, Banta ESD Delta Sierra, Region 6
 Jose Gonzalez, Ballico-Cressey ESD Central Valley, Region 7
 Don Carter, Kern High School District..... Costa Del Sur, Region 8
 Randy Ward, San Diego COE Southern, Region 9
 Gary Thomas, San Bernardino COE..... RIMS, Region 10
 Jay N. Hoffman, Nuviev USD RIMS, Region 10
 Amy Enomoto-Perez, Rosemead SD Los Angeles, Region 11
 Frederick Harris Assistant Vice Chancellor, Calif. Community Colleges

Guests and Staff:

Michelle Plumbtree..... Chief Management Analyst, FCMAT
 Hazel Fields Executive Secretary, FCMAT
 Frank Fekete..... Legal Counsel, FCMAT
 Russ Brawn Chief Operations Officer, CSIS
 Nancy Sullivan..... Administrator, CSIS
 Susie Lange..... California Department of Education
 Don Gatti..... BASC
 Gerry Riley..... LACOE
 Kenn Young Riverside COE
 Ken Shelton..... LACOE
 Mike Ricketts CCSESA
 Charles Weis Santa Clara COE

Excused:

Christine Frazier..... Superintendent, KCSOS
 Sherry Smith, El Dorado UHSD Capitol, Region 3
 Nancy Carroll, Ocean View SD..... Costa Del Sur, Region 8

Stan Mantooth, Ventura COE.....Costa Del Sur, Region 8
Marc Ecker, Fountain Valley SD.....Southern, Region 9
Don Singer San Bernardino Community College District

Call to Order

The meeting was called to order by Chair Darline Robles.

Approval of Agenda

A motion to approve the agenda was made by Marc Liebman and seconded by Gary Jones. The motion carried.

Approval of Minutes of April 11, 2010

Larry Powell made a motion to approve the minutes of the previous meeting as presented. Bill Draa seconded the motion, and the motion was passed.

Board member Retirement

Nancy Carroll, Ocean View USD was unable to attend. Chair Darline Robles read from a certificate that will be mailed to her.

Introduction of New Board Member

Don Carter was introduced and welcomed to the FCMAT Board of Directors as the representative of Region 8. He is the superintendent of Kern High School District.

FCMAT Executive Committee

There were no action items for the Executive Board this quarter.

Public Participation

There was no public participation.

Report from the California Department of Education

Susie Lange updated the Board on activities within the California Department of Education. Gavin Payne, Chief Deputy Superintendent of Public Instruction, served his last day with the CDE on Friday, June 25, 2010. He will work as a consultant to state and national clients in the future, working from his home office in Davis. Gavin is replaced by Geno Flores.

The latest version of the governor’s budget contained budget cuts of \$5.75 million to the Department. 70 positions have been reduced. Joel Montero mentioned that work in the field would be negatively impacted if the CDE is weakened. The cuts are symbolically sending a negative message about the importance of education. At some point, CDE will be unable to function in the field if the cuts continue.

Report from the Office of the Chancellor, California Community College

Fred Harris presented a report contained in the board packet written by Erik Skinner. Topics included: LAO response to the Governor’s May Revision; California Jobs Budget and its effect

on protecting education and social services from deeper cuts; and Senate and Assembly Budget Actions.

Report from the FCMAT CEO

- **State Budget Impacts on LEA's**
The initial survey of self certified budget reporting reflected the highest number of qualified certifications in the history of the state. The numbers are expected to be even higher in 2011. 160 districts are qualified, and two districts that self-certified as positive were overturned by the County Offices of Education. There are 14 negative certifications. If not for the infusion of one time ARRA funds, the numbers would be significantly higher. FCMAT maintains an additional unpublished watch list that reflects the solvency of districts. As of Friday, 28 districts are on the list, with three identified as high risk, indicating they will be insolvent without intervention. FCMAT is engaged in almost all of those districts. Gary Jones asked how the list is identified. They are identified in a variety of ways, such as by County Offices, Management Assistance, or self identified. Some will not become insolvent. Small rural districts are disproportionately present on the list. The list could have included more districts, but some still have the ability to borrow from their County Office, the County Treasury, or through TRANS. Short term cash flow keeps them off the list. Inter-fund transfers are the least expensive method of borrowing, as long as the districts have the ability to pay back the loan in the same fiscal year.
- **FCMAT Newsletter**
The June 2010 edition of the FCMAT Update was distributed to all board members and guests.

Ed Data Transition

FCMAT/CSIS will assume responsibility for hosting the Ed-Data website on June 30, 2010. Details of that transition were contained in the board packet. Nancy Sullivan provided an overview of the process.

FCMAT Annual Budget Report

Michelle Plumbtree presented the 2010-11 FCMAT budget. Five budgets were outlined.

- CSIS Operational
- Management Assistance
- Professional Development
- AB139 Reimbursements
- Consolidates Sites

FCMAT continues to maintain sufficient reserves for operation.

California School Information Services (CSIS)

Nancy Sullivan presented the CSIS Quarterly Report in the packet and asked for questions.

About 15 people participated in a meeting held on Friday, June 25, 2010 to discuss CALPADS data use, access and quality. A report of that meeting was distributed. The represented districts are concerned with the quality of information gathered by CALPADS. The CDE agreed to issue data quality alerts. These alerts will give superintendents advanced notice if anything appears

inconsistent with previous data. If these alerts are well received by districts, other warning reports could be generated. The study group discussed communication strategies. Marc Liebman commented that since January, Nancy Sullivan has done a superb job managing the project. Susie Lange added that she is honored to work with Nancy. FCMAT is increasingly involved in the CALPADS system and in communicating with Superintendents. There will be a new build in mid July to address the problem of data shared with more than one district, such as for transfers. This will introduce a significant change to the system, and it will be well tested before it is released.

BASC Common Message – July 2010 Budget Approvals

Don Gatti presented the BASC Common Message. This feature will be added to the FCMAT Board agenda for all future meetings. The common message was developed to give County Offices of Education standard language to use and can be personalized for use by each COE. The language in the current message comes from the May Revise and has received positive feedback from the field. Carlene Naylor produces these messages, and is retiring. A search is underway to find someone with her expertise to produce future messages.

King City Final Court Decision

Frank Fekete updated the Board on the results of the decision of the Monterey Superior Court on April 27, 2010. The court decision can be appealed within a 60 day period. Frank reviewed the conditions for rescinding and explained how the conditions were met.

Nancy Kotowski reviewed some methods of precluding the King City situation.

Status of Key FCMAT Assignments

- Compton Community College Comprehensive – Making progress but still not accredited
- Vallejo Unified School District Comprehensive - 7th comprehensive report in draft status
- West Fresno Comprehensive – This is the first time the state has taken back control.
- Travis Unified School District - Ongoing
- Evergreen Community College - Report finalized
- Peralta Community College - Tom Henry is Fiscal Advisor
- King City - Linda Grundhoffer, FCMAT Consultant has been appointed CBO until Oct 1, 2010.

Board Members' Comments

Debra Bradley offered compliments on the San Jose report.

Agenda Items for Next Meeting

There were no requests for agenda items for the October meeting.

Date and Location of Next Meeting:

Sunday, October 24, 2010 -10:00 a.m. – 1:00 p.m. Marin County

Adjournment

The meeting was adjourned at 1:02 p.m.

SECTION H

FCMAT Executive Committee
Report

Executive Board:

FCMAT respectfully requests the Executive Board approval to extend an offer of employment for CSIS Client Support Technician. Details regarding the position and candidate are outlined below. **Please let us know if you approve this new position/candidate by Friday, August 5, 2010. If we don't hear from you, we will assume that you have approved this position.** We will notify the FCMAT Board at the October FCMAT Board meeting of your action. Thank you for your support of this request and if you have any questions, please call.

Thank you,

Joel D. Montero

Position Title: CSIS Client Support Technician

Salary Range: \$3,612 - \$4,855

Funding Source: State

Please Indicate Whether the Position is a New or Existing Opening: Existing

Who will be the Direct Supervisor? Angela Ratty

Description of Duties:

- Handle incoming support requests, either from email or phone. As appropriate, either provide response to simple questions or route to appropriate second-level support person
- Use call tracking software to log all calls
- Test new versions of the CSIS Client software as necessary
- Prepare help desk status reports on a regular basis
- Serve as a cooperative and contributing member of the CSIS Program Office team.
- Complete other duties as assigned.

Work Location: FCMAT/CSIS, Sacramento

Anticipated Start Date: August 16, 2010

Number of People Interviewed for Position: 3

Who conducted the interview? Martha Friedrich

Last Position Candidate Held: Student Assistant Georgia Tech Research Institute

Name of Candidate Recommended for Employment: Nathaniel Holmes

Degree/Certifications Held: Information Technology, BS, Macon State College, Macon Georgia

Is Position Budgeted in 2010-11 Budgets? Yes

Executive Board:

FCMAT respectfully requests the Executive Board approval to extend an offer of employment for CSIS Programmer Analyst. Details regarding the position and candidate are outlined below.

Please let us know if you approve this new position/candidate by Monday, August 22, 2010. If we don't hear from you, we will assume that you have approved this position. We will notify the FCMAT Board at the October FCMAT Board meeting of your action. Thank you for your support of this request and if you have any questions, please call.

Thank you,

Joel D. Montero

Position Title: CSIS Programmer Analyst

Salary Range: 58.5 Level C; \$6,904/Monthly

Funding Source:

Please Indicated Whether the Position is a New or Existing Opening: Existing

Who will be the Direct Supervisor? Amy Fong

Description of Duties:

- Under general supervision, plan and execute application programming and analysis tasks supporting the operation and use of systems supporting the California School Information Services (CSIS) program staff, local education agencies and the California Department of Education.
- As a CSIS technical staff member, the CSIS Programmer/Analyst (P/A) may lead technical and procedural efforts that establish, document and carry out detailed services to CSIS Program participants.
- Usual duties of the CSIS Programmer/Analyst include determining client side data capture, presentation and manipulation needs within the CSIS architecture and building of system components necessary to the development, implementation and operation of systems in a client-server, multi-tier architecture.

Work Location: Sacramento

Anticipated Start Date: September 1, 2010

Number of People Interviewed for Position: 2

Who conducted the interview? Amy Fong, Director of Information Systems

Last Position Candidate Held: Consultant Programmer

Name of Candidate Recommended for Employment: Daming Wang

Degree/Certifications Held: Bachelor of Science, Computer Science at University of Wyoming

Is Position Budgeted in 2010-2011 Budgets? Yes

SECTION L

REPORT FROM FCMAT CEO

News

For Immediate Release



Anthony L. Bridges, FCMAT Deputy Executive Officer Earns CFE Credential

Austin, TX – August 19, 2010 - The Association of Certified Fraud Examiners (ACFE), the world's largest anti-fraud organization and leading provider of anti-fraud training and education, is pleased to award Anthony L. Bridges Deputy Executive Officer, of San Luis Obispo County, California, the globally-preferred Certified Fraud Examiner (CFE) credential. In order to become a CFE, Mr. Bridges has met a stringent set of criteria and passed a rigorous exam administered by the ACFE.

Bridges who holds a Bachelor's Degree in Business and Master's Degree in Educational Administration has successfully met the ACFE's character, experience, and education requirements for the CFE credential, and has demonstrated knowledge in four areas critical to the fight against fraud: Fraudulent Financial Transactions, Criminology & Ethics, Legal Elements of Fraud and Fraud Investigation.

Bridges joins the ranks of business and government professionals worldwide who have also earned the CFE certification. Mr. Bridges is currently the Deputy Executive Officer for the Fiscal Crisis & Management Assistance Team in the State of California.

CFEs have the ability to: Examine data and records to detect and trace fraudulent transactions; interview suspects to obtain information and confessions; write investigation reports, advise clients as to their findings and testify at trial; be well-versed in the law as it relates to fraud and fraud investigations; and understand the underlying factors that motivate

individuals to commit fraud. Certified Fraud Examiners (CFE's) on six continents have investigated more than 1 million suspected cases of civil and criminal fraud.

About the ACFE

The ACFE is the world's largest anti-fraud organization and premier provider of anti-fraud training and education. Together with more than 50,000 members, the ACFE is reducing business fraud world-wide and inspiring public confidence in the integrity and objectivity within the profession. Identified as “the premier financial sleuthing organization” by *The Wall Street Journal*, the ACFE has captured national and international media attention. For more information about the ACFE visit www.ACFE.com.

SECTION N

FCMAT ANNUAL BUDGET REPORT
AND ANALYSIS

Fiscal Crisis and Management Assistance Team
2008-09 Unaudited Actuals
2009-10 Unaudited Actuals
2010-11 Working Budget

CSIS Operational

	Unaudited Actuals 2008-09	Unaudited Actuals 2009-10	Working Budget 2010-11
Beginning Balance	\$ 1,620,065.00	\$ 2,357,436.00	\$ 2,357,436.00
Revenues			
Pass Through Federal	\$ -	\$ -	\$ -
All other Federal	\$ 1,114,000.00	\$ 991,874.72	\$ 2,166,126.00
Pass Through State	\$ -		
Other State	\$ 5,145,002.00	\$ 4,761,493.17	\$ 5,393,942.00
Local	\$ -		\$ -
Fees & Contract	\$ (42,155.00)	\$ 128,926.79	\$ 20,000.00
Site Transfers			\$ -
Total Revenues	\$ 6,216,847.00	\$ 5,882,294.68	\$ 7,580,068.00
Expenditures			
Certificated Salaries	\$ 8,285.00	\$ 112.75	\$ -
Classified Salaries	\$ 3,205,647.00	\$ 3,422,148.81	\$ 3,753,867.00
Employee Benefits	\$ 946,603.00	\$ 974,997.44	\$ 1,103,553.00
Supplies	\$ 48,080.00	\$ 71,568.29	\$ 80,000.00
Contracts/Services	\$ 1,270,861.00	\$ 1,339,946.35	\$ 2,592,648.00
Equipment	\$ -	\$ 73,521.04	\$ 50,000.00
Other Outgo	\$ -		\$ -
Total Expenses	\$ 5,479,476.00	\$ 5,882,294.68	\$ 7,580,068.00
Net Increase/Decrease	\$ 737,371.00	\$ -	\$ -
Ending Balance	\$ 2,357,436.00	\$ 2,357,436.00	\$ 2,357,436.00

Fiscal Crisis and Management Assistance Team
 2008-09 Unaudited Actuals
 2009-10 Unaudited Actuals
 2010-11 Working Budget

Management Assistance

	Unaudited Actuals 2008-09	Unaudited Actuals 2009-10	Working Budget 2010-11
Beginning Balance	\$ 936,534.00	\$ 1,427,393.00	\$ 2,346,066.00
Revenues			
Pass Through Federal	\$ -		\$ -
All other Federal	\$ -		\$ -
Pass Through State	\$ -		\$ -
Other State	\$ 2,583,812.00	\$ 3,432,049.86	\$ 2,885,344.00
Local	\$ 19,470.00	\$ 8,500.00	\$ 5,000.00
Fees & Contract	\$ 1,210,044.00	\$ 775,843.59	\$ 800,000.00
Site Transfers	\$ 148,045.00		\$ -
Total Revenues	\$ 3,961,371.00	\$ 4,216,393.45	\$ 3,690,344.00
Expenditures			
Certificated Salaries	\$ 243,753.00	\$ 354,328.68	\$ 247,668.00
Classified Salaries	\$ 1,264,842.00	\$ 1,212,248.77	\$ 1,169,941.00
Employee Benefits	\$ 419,697.00	\$ 430,288.33	\$ 448,091.00
Supplies	\$ 35,239.00	\$ 31,343.14	\$ 60,000.00
Contracts/Services	\$ 1,355,120.00	\$ 1,091,150.72	\$ 1,565,694.00
Equipment	\$ 31,596.00	\$ 25,758.00	\$ 7,000.00
Other Outgo	\$ 120,265.00	\$ 152,602.81	\$ 191,950.00
Total Expenses	\$ 3,470,512.00	\$ 3,297,720.45	\$ 3,690,344.00
Net Increase/Decrease	\$ 490,859.00	\$ 918,673.00	\$ -
Ending Balance	\$ 1,427,393.00	\$ 2,346,066.00	\$ 2,346,066.00

Fiscal Crisis and Management Assistance Team
2008-09 Unaudited Actuals
2009-10 Unaudited Actuals
2010-11 Working Budget

Professional Development

	Unaudited Actuals 2008-09	Unaudited Actuals 2009-10	Working Budget 2010-11
Beginning Balance	\$ 367,072.00	\$ 193,265.00	\$ 250,038.00
Revenues			
Pass Through Federal	\$ -		\$ -
All other Federal	\$ -		\$ -
Pass Through State	\$ -		\$ -
Other State	\$ 965,000.00	\$ 719,691.02	\$ 1,301,575.00
Local	\$ 62,767.00	\$ 87,689.69	\$ 80,000.00
Fees & Contract	\$ -		\$ -
Site Transfers	\$ -		\$ -
Total Revenues	\$ 1,027,767.00	\$ 807,380.71	\$ 1,381,575.00
Expenditures			
Certificated Salaries	\$ 49,721.00	\$ 48,962.28	\$ 48,963.00
Classified Salaries	\$ 130,026.00	\$ 123,760.28	\$ 115,396.00
Employee Benefits	\$ 41,656.00	\$ 40,578.88	\$ 43,518.00
Supplies	\$ 11,573.00	\$ 11,188.97	\$ 15,000.00
Contracts/Services	\$ 925,279.00	\$ 489,829.83	\$ 1,100,688.00
Equipment	\$ -		\$ -
Other Outgo	\$ 43,319.00	\$ 36,287.47	\$ 58,010.00
Total Expenses	\$ 1,201,574.00	\$ 750,607.71	\$ 1,381,575.00
Net Increase/Decrease	\$ -	\$ 56,773.00	\$ -
Ending Balance	\$ 193,265.00	\$ 250,038.00	\$ 250,038.00

Fiscal Crisis and Management Assistance Team
2008-09 Unaudited Actuals
2009-10 Unaudited Actuals
2010-11 Working Budget

AB 139 Reimbursements

	Unaudited Actuals 2008-09	Unaudited Actuals 2009-10	Working Budget 2010-11
Beginning Balance	\$ 858,000.00	\$ 858,000.00	\$ 1,400,223.00
Revenues			
Pass Through Federal	\$ -		\$ -
All other Federal	\$ -		\$ -
Pass Through State	\$ 122,968.00	\$ 631,901.75	\$ 539,622.00
Other State	\$ 66,165.00	\$ 55,099.05	\$ 147,378.00
Local	\$ -		\$ -
Fees & Contract	\$ -		\$ -
Site Transfers	\$ -		\$ -
Total Revenues	\$ 189,133.00	\$ 687,000.80	\$ 687,000.00
Expenditures			
Certificated Salaries	\$ 38,256.00	\$ 39,169.80	\$ 39,170.00
Classified Salaries	\$ 16,761.00	\$ 4,462.38	\$ -
Employee Benefits	\$ 10,364.00	\$ 8,258.12	\$ 8,013.00
Supplies	\$ -		\$ -
Contracts/Services	\$ 784.00	\$ 3,208.75	\$ 100,195.00
Equipment	\$ -		\$ -
Other Outgo	\$ 122,968.00	\$ 89,678.75	\$ 539,622.00
Total Expenses	\$ 189,133.00	\$ 144,777.80	\$ 687,000.00
Net Increase/Decrease	\$ -	\$ 542,223.00	\$ -
Ending Balance	\$ 858,000.00	\$ 1,400,223.00	\$ 1,400,223.00

Fiscal Crisis and Management Assistance Team
 2008-09 Unaudited Actuals
 2009-10 Unaudited Actuals
 2010-11 Working Budget

Consolidated Sites

	Unaudited Actuals 2008-09	Unaudited Actuals 2009-10	Working Budget 2010-11
Beginning Balance	\$ 20,447,700.00	\$ 21,775,810.00	\$ 22,343,756.92
Revenues			
Pass Through Federal		\$ 4,015,450.21	\$ 3,884,550.00
All other Federal	\$ 42,834.00	-	
Pass Through State	\$ 20,091,292.00	\$ 9,067,640.49	\$ 1,276,166.00
Other State	\$ 1,725,993.00	\$ 1,543,685.52	\$ 1,069,429.00
Local			
Fees & Contract	\$ 532,133.00	\$ 290,191.71	\$ 525,531.00
Site Transfers	\$ (172,560.00)		
Total Revenues	\$ 22,219,692.00	\$ 14,916,967.93	\$ 6,755,676.00
Expenditures			
Certificated Salaries	\$ 23,571.00	\$ 23,397.34	\$ 28,585.00
Classified Salaries	\$ 316,384.00	\$ 363,075.03	\$ 104,608.00
Employee Benefits	\$ 114,359.00	\$ 126,276.17	\$ 36,792.00
Supplies	\$ 7.00	\$ 1.48	\$ 1,750.00
Contracts/Services	\$ (187,118.00)	\$ 753,180.29	\$ 1,423,225.00
Equipment	\$ 33,087.00		\$ -
Other Outgo	\$ 20,591,292.00	\$ 13,083,090.70	\$ 5,160,716.00
Total Expenses	\$ 20,891,582.00	\$ 14,349,021.01	\$ 6,755,676.00
Net Increase/Decrease	\$ 1,328,110.00	\$ 567,946.92	\$ -
Ending Balance	\$ 21,775,810.00	\$ 22,343,756.92	\$ 22,343,756.92

Sites Include:

CSIS Project Management
 CSIS Pass Through Grant
 Audit Appeals
 FCMAT Community College
 Regional Teams

CSIS Special Projects
 Comprehensive Reviews
 Ed Data Partnership
 FCMAT Reserve
 AB 1200 COE Reimbursements

SECTION 0

CALIFORNIA SCHOOL INFORMATION
SERVICES

(CSIS)



FCMAT/California School Information Services Program Status Report FY2010-11 First Quarter – October 2010

Introduction:

The California School Information Services (CSIS) Program, administered by the Fiscal Crisis and Management Assistance Team (FCMAT), was created to address a variety of challenges faced by local education agencies (LEAs) in the management and exchange of public school student, staff and institutional information in California. This report provides a summary of FCMAT/CSIS accomplishments for mid June, 2010 to mid October 2010. The body of the report contains two sections, one focused budget action regarding the California Longitudinal Pupil Achievement Data System (CALPADS) and a second section summarizing completed and ongoing FCMAT/CSIS work related to CALPADS.

CALPADS Budget Action:

On October 8, in action on the State Budget, the Governor reduced the Department of Education's and FCMAT/CSIS's budget for CALPADS and set this money aside for future legislation that will appropriate funds for "an appropriate entity" to complete the project. FCMAT/CSIS was provided \$1.362 million to provide services through December 6, 2010. The level of funding is approximately \$500,000 short of what CSIS needs to continue services through December 6th. Discussions are ongoing regarding the future role FCMAT/CSIS in CALPADS.

Summary of FCMAT/CSIS CALPADS Accomplishments this Quarter:

During the past quarter, FCMAT/CSIS continued to implement the *Transition Plan for CSIS Support of CALPADS* and make preparation for CALPADS its highest priority, consistent with the FCMAT Board approved *Transition Policy for CSIS Support of CALPADS*. The *Transition Plan* includes three goals intended to prepare local education agency (LEA) for CALPADS, support their utilization of CALPADS, and provide subject matter expertise to the California Department of Education (CDE) in its development of CALPADS; those goals are: 1) CALPADS successfully meets all of its objectives, 2) FCMAT/CSIS is prepared to deliver effective future support and maintenance of CALPADS, and 3) FCMAT/CSIS continues to support SSID assignment and maintenance and electronic State Reporting until CALPADS is successfully implemented. All work related to transferring SSID responsibility to CALPADS is complete. Highlights of FCMAT/CSIS' work on the first two goals are summarized below by those *Transition Plan* goals.

1. **CALPADS successfully meets all of its objectives:** Work this quarter included continuing to assist CDE and IBM with the implementation of CALPADS Fall 1 functionality as well as providing input into the design and development of CALPADS. FCMAT/CSIS continued assisting in CALPADS testing, teaching CALPADS training courses and staffing question and answer calls.

Implementation of Fall 2 functionality (teacher demographics, staff assignments, student course enrollment, and English Learner services data) is scheduled for December 2010. CSIS is assisting with testing the software and training LEAs on this new functionality.

FCMAT/CSIS, CDE and IBM also continue to collaborate on the CALPADS Service Desk. Between October 4, 2009 and October 4, 2010, the Service Desk received 20,511 requests. Of those, 96.3% have been closed. The final certification deadline for the 2009 Fall 1 submission is October 21, 2010. As of October 11, 1,316 LEAs were certified and 206 were not. Of the 206, 120 LEAs still had fatal errors to resolve and some of these LEAs also had anomalies they needed to resolve to be below the 2% anomaly threshold. CDE has indicated that any LEAs not certified by October 21 will lose enrollment-based funding and have their official enrollment be zero. In addition, any unified or high school district will not make AYP as their graduation rate will be zero.

- 2. FCMAT/CSIS is prepared to deliver effective future support and maintenance of CALPADS:** During the past quarter, FCMAT/CSIS continued to implement individual training plans for staff and to update procedures to align with the Information Technology Infrastructure Library (ITIL). Staff attended training sessions and completed work assignments that further develop the knowledge and skills necessary for CSIS support of CALPADS. Over the past year, staff has developed expertise in Microsoft Visual Studio Team System and now use this collection of integrated software development tools every day to source control code, record and track work items, collect metrics, and report status. Staff has also successfully completed several projects in which they utilized the .NET framework and ASP.NET, Microsoft's Active Server Pages server-based scripting language used to provide dynamic content and build database-driven web sites. Though access to vendor developed code and data structures has been limited, staff has begun critical review of those deliverables. In addition, FCMAT/CSIS completed its first semi-annual Continual Service Improvement (CSI) Review, developed guidelines for developing CSI metrics, and updated the metrics used to inform continual improvement of processes.



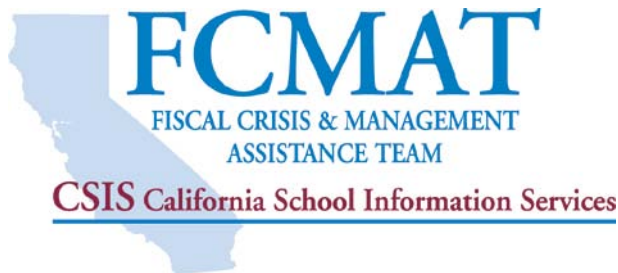
Ed-Data Partnership Update October 2010

FCMAT/CSIS assumed responsibility for hosting the Ed-Data website on June 30, 2010 and for maintaining the site effective October 1, 2010. FCMAT's Ed-Data partners, the California Department of Education (CDE) and EdSource, are very engaged in the project and have indicated their satisfaction with FCMAT/CSIS services to date. FCMAT/CSIS is working with the partners to prepare the site for updated district and school profiles data in November when CDE releases the 2009-10 certified enrollment, graduate and dropout data. As part of this work, FCMAT/CSIS will replace references to the Alameda County Office of Education hosting and maintaining the site with updated language that reflects FCMAT's expanded.

A partners' meeting was held on October 13, 2010 to discuss future direction for the site. A brief oral summary of the outcome of the partners' meeting will be provided at the FCMAT Board meeting.

SECTION P

STATUS OF KEY FCMAT ASSIGNMENTS



FCMAT PROJECT TRACKING REPORT

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

Management Assistance Pursuant to Education Code 42127.8

Job #	Client	Review Types	Date Requested	Status
854	Union Hill School District	Child Development	08/13/2010	Scheduled
853	Tehama COE - Reeds Creek Elementary	Fiscal Review	08/11/2010	Scheduled
852	Santee School District	Transportation	09/08/2010	Scheduled
851	Schools Legal Service	Technology	10/1/2010	Ongoing
850	Monterey COE-San Lucas	AB 139	08/16/2010	Scheduled
848	Merced COE and SELPA	Fiscal Review Special Education	08/25/2010	Scheduled 10/26
847	Central UHSD	Org & Staffing	06/25/2010	Scheduled
846	Twin Rivers USD	Transportation	09/01/2010	Ongoing
845	Inglewood USD	Fiscal Crisis Fiscal Expert Fiscal Review MYP/Forecast	07/14/2010	Ongoing
843	Lassen Union High School	Food Services	07/20/2010	Ongoing
842	Bear Valley Unified	Reorganization	07/18/2010	Ongoing
839	San Diego COE/North Inland SELPA	Budget Development Multi-Year Projection/Forecast Special Education	05/12/2010	Ongoing
838	Escondido Union School District	Reorganization	02/23/2010	Ongoing
837	St Helena Unified School Dist	Fiscal Review	06/05/2010	Ongoing
836	St Helena Unified School Dist	Budget Development	06/05/2010	Ongoing
835	FAME Public Charter School	Other	05/05/2010	Ongoing
834	Washington Unified School District	Transportation	03/16/2010	Ongoing
832	Santa Clara County Office of Education	Purchasing & Warehouse	02/25/2010	Ongoing
830	Fairfield-Suisun SD	Special Education Transportation	03/05/2010	Ongoing

Management Assistance Pursuant to Education Code 42127.8 (Continued)

Job #	Client	Review Types	Date Requested	Status
824	Marin County Office of Education	Special Education	08/26/2009	Ongoing
816	North Santa Cruz County SELPA\Soquel Union Element	Special Education	09/24/2009	Ongoing
811	Sierra Unified School District	Special Education	10/07/2009	Ongoing
810	Ross Valley School District	Cash Flow	10/05/2009	Ongoing
779	San Diego Unified SD	Budget Development Org & Staffing Training	07/17/2009	Ongoing
776	John Swett Unified School District	On-Site Support	07/10/2009	Ongoing
771	Benicia Unified School District	Budget Development	06/09/2009	Ongoing

Onsite Fiscal Assistance

Job #	Client	Review Types	Date Requested	Status
849	Lucia Mar Unified School District	Budget Explorer Cash Flow	09/27/2010	Scheduled 11/05

Fiscal Expert

Job #	Client	Review Types	Date Requested	Status
840	Marin County Office of Education	Fiscal Expert	08/02/2010	Ongoing
761	Sonoma County Office of Education/Piner Olivet	Fiscal Expert	04/17/2009	Ongoing
712	Vallejo City Unified School District	Fiscal Expert	06/30/2008	Ongoing

Fiscal Advisor

Job #	Client	Review Types	Date Requested	Status
841	Ivy Academia Charter School	Fiscal Advisor	06/14/2010	Ongoing
814	Sonoma County Office of Education-Cloverdale	Fiscal Advisor	01/05/2010	Ongoing
710	Solano County Office of Education - Travis USD	Fiscal Advisor	06/25/2008	Ongoing

Comprehensive

Job #	Client	Review Types	Date Requested	Status
844	King City JUHSD	Comprehensive	08/04/2010	Ongoing
600	Compton	Comprehensive	07/01/06	Ongoing
426	Vallejo City USD	Comprehensive	06/21/2004	Ongoing

Community Colleges

Job #	Client	Review Types	Date Requested	Status
8102	Peralta Community College District	Fiscal Crisis	02/05/2010	Ongoing

Professional Development

Job #	Client	Review Types	Status
N/A	Colusa	BE Workshop	12/2
8809	Fresno COE	BE Workshop	11/15
8807	Contra Costa	BE Workshop	10/28
8806	Napa COE	BE Workshop	11/1
8805	Solano COE	BE Workshop	10/27
8802	Orange CDE	BE Workshop	11/9,10
8979	Charter School Workshop - 11/30/10	Workshop	11/30
8978	Charter School Workshop - 11/02/10	Workshop	11/2
8053	Eureka City Schools	Associated Student Body	11/16
8058	San Bernardino COE	Associated Student Body	10/28

New Requests for Management Assistance

Job #	Client	Review Types	Date Requested	Status
N/A	Santa Barbara School Districts	H/R	10/11/10	
N/A	King City Joint Union High School District	Maint & Oper/Facilities Transportation	10/13/2010	Draft SA sent 10/15
N/A	King City Joint Union High School District	Other	10/13/2010	Draft SA sent 10/15
N/A	Tropico Middle School Student Body Association	Training	10/15/2010	
N/A	Stockton Unified School District	Fiscal Expert Fiscal Review	10/05/2010	Draft SA sent 8/12
N/A	Hope SD	Fiscal Review Reorganization	9/27/2010	
N/A	Marin COE	Other Sp. Programs	03/01/2010	
N/A	San Bernardino County Superintendent of Schools	Associated Student Body	9/23/10	Scheduled 1/9/11
N/A	Lodi Unified School District	All	04/30/2010	Reactivated 9/3
N/A	Office of Public School Construction	Facilities Project Management	07/30/2010	Draft SA sent 8/4

New Requests for Management Assistance (Continued)

Job #	Client	Review Types	Date Requested	Status
N/A	Office of Public School Construction	Facilities Project Management	07/30/2010	Draft SA sent 8/4
N/A	Paramount Unified School District	Fiscal Review	08/04/2010	Revised 10/12
N/A	Fullerton Joint Union High School District	Management Assistance Sp. Programs Transportation	08/05/2010	Draft SA sent 8/24
N/A	Sutter County Superintendent of Schools	AB 139	08/11/2010	SA sent 10/8
N/A	Pomona USD	Budget Development	08/23/2010	Draft SA sent 8/30
N/A	Monterey COE/Alisal	Fiscal Review	08/31/2010	SA sent 9/27
N/A	Albany Unified School District	Special Education	09/13/2010	SA sent 10/1
N/A	Contra Costa County Office of Education	Associated Student Body	09/15/2010	Scheduled 2/9/11
N/A	Delhi Unified School District	Special Education	09/21/2010	In Discussion
N/A	Redding School District	Human Resources Management Assistance	09/23/2010	SA sent 10/7
N/A	Lake COE	Transportation	09/30/10	Draft SA revised 10/13
N/A	San Diego COE – Outdoor Education	Food Service	09/27/10	Draft SA in progress

SECTION Q

FCMAT ANNUAL REPORT
2009-10

SECTION R

**CBO MENTOR ANNUAL EXECUTIVE
REPORT**

SECTION 5

DIRECTORY INFORMATION

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

Adopted March 18, 1999

Revised and Adopted March 13, 2003, March 11, 2004, March 20, 2006

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. The Governing Board is composed of twenty five (25) members who function according to statutes. The members 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 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. Each board member shall select an alternate from his/her region to serve in his/her absence.
- Section 5. The board shall elect a chairperson to conduct meetings and a vice chair to conduct meetings in the chairperson's absence.
- Section 6. The chairperson and vice chair shall be county superintendents that serve a term of two years.
- Section 7. The FCMAT board shall appoint a replacement for any member who may be unable to perform his/her duties due to resignation or other inability for the remainder of his/her term. A concurrence of two-thirds (2/3) of the board will confirm this appointment. The appointee may be the regional alternate.

ARTICLE VI
Nominations and Elections

- Section 1. The State Department representative and Chancellor of the CCC or his or her designee shall serve a continuing term. County superintendents shall be nominated by CCSESA and district superintendents shall be nominated by the Association of California School Administrators (ACSA) in October of each year. The community college district governing board member is chosen by the chancellor.
FCMAT will notify CCSESA, ACSA and the Chancellor 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) members.

Section 4. The Administrative Agent, FCMAT CEO, and designated staff shall attend meetings of the Board of Directors.

Section 5. Meetings shall be conducted in accordance with the Bagley-Keene Act relating to open meetings.

ARTICLE VIII
Finances

Section 1. Allowable expenditures are the actual and necessary costs of travel, lodging and meals of the board member. Expense claims and receipts shall be submitted to the FCMAT secretary for processing.

Section 2. Fiscal control shall be in accordance with AB 1200 and the contract limitations established by the California Department of Education.

ARTICLE IX
Dissolution

The board shall continue in existence until it is dissolved upon the effective date of the repeal of the statutory authority which created the board, or upon the effective date of any statutory amendment which so substantially alters that authority as to require the creation of a different board or governance structure.

ARTICLE X
Rules of Order

The board shall act upon majority vote of the quorum.

ARTICLE XI
Amendments

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

FCMAT BOARD OF DIRECTORS INFORMATION

COUNTY SUPERINTENDENTS

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DISTRICT SUPERINTENDENTS

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COMMUNITY COLLEGES

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2011 FCMAT Board Meeting Dates

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

Wednesday, January 26, 2011
10:00 a.m. - 12:00 p.m.
Hyatt Monterey (Monterey County)

Sunday, April 10, 2011
10:00 a.m. - 1:00 p.m.
Holiday Inn Redding (Shasta County)

Sunday, June 26, 2011
10:00 a.m. - 1:00 p.m.
Ventura County (Location TBD)

Sunday, October 23, 2011
10:00 a.m. - 1:00 p.m.
Tenaya Lodge (Mariposa County)