

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

**Sheraton Grand, Sacramento
March 20, 2006
12:00 – 3:00 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.	Minutes of January 25, 2006	Written	Action
D.	Welcome from FCMAT's Administrative Agent <ul style="list-style-type: none">• Change in FCMAT leadership• Recommendation for the CEO position	Oral	Information
E.	FCMAT Executive Committee Meeting <ul style="list-style-type: none">• Motion related to the recommendation from the Administrative Agent for the FCMAT CEO• Recommendation/Approval for FCMAT Account Clerk II and CSIS Field Support Technician	Oral	Action
F.	Recognition of Thomas E. Henry, CEO 1995-2006	Oral	Information
G.	Public Participation <ul style="list-style-type: none">• Time reserved for any person to address the FCMAT Board. The Chair may limit the time of participation.	Oral	Information
H.	Pending Litigation – Closed Session <ul style="list-style-type: none">• Discussion with Legal Counsel: OFY/OFL v. California Department of Education	Oral	Info/Action
I.	Report from the California Department of Education	Oral	Information
J.	Report from Secretary of Education or Designee	Oral	Information
K.	CBO Mentor Project <ul style="list-style-type: none">• Executive Report• Approval of Third Cohort	Oral/Written	Info/Action
L.	COE Fiscal Procedural Manual <ul style="list-style-type: none">• Update 2006	Oral	Information

M.	CSIS Action and Information Items <ul style="list-style-type: none"> • Vendor Engagement Policy • External Communications Policy • CSIS Quarterly Report 	Oral/Written Oral/Written Written	Info/Action Info/Action Information
N.	California School Information Services (CSIS) <ul style="list-style-type: none"> • Program Analysis and Information 	Oral/Written	Discussion
O.	Approval of the FCMAT Board Bylaws	Oral/Action	Discussion
P.	Regional Team Activity Summary	Written	Information
Q.	Status of Key FCMAT Assignments <ul style="list-style-type: none"> • Options for Youth/Opportunities for Learning 	Oral	Discussion
R.	Financial Activity Report	Oral/Written	Info/Discussion
S.	Directory Information (Roster, Meeting Dates)	Written	Information
II.	Board Members' Comments	Oral	Information
III.	Agenda Items for Next Meeting	Oral	Information
IV.	Date and Location of Next Meeting Sunday, June 25, 2006 10:30 a.m. – 1:30 p.m. Los Angeles		
V.	Adjournment		

**FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM
 BOARD OF DIRECTORS' QUARTERLY MEETING
 Sheraton Grand, Sacramento
 March 20, 2006
 Minutes**

Present:

Herbert Fischer, San Bernardino COE, Chair RIMS, Region 10
 Jay N. Hoffman, Nuvview USD RIMS, Region 10
 Paul Tichinin, Mendocino COE North Coast, Region 1
 James Scott, Eureka City USD North Coast, Region 1
 Bob Owens, Lassen COE Northeastern, Region 2
 Richard Holmes, Siskiyou UHSD Northeastern, Region 2
 Molly Helms, Pollock Pines Elem. SD Capitol, Region 3
 Mary Jane Burke, Marin COE Bay, Region 4
 John Sugiyama, Dublin Unified SD Bay, Region 4
 Tim Foley, San Benito COE, Vice Chair South Bay, Region 5
 Bill Draa, Banta ESD Delta Sierra, Region 6
 David Miller, Hilmar Unified SD Central Valley, Region 7
 Julian Crocker, San Luis Obispo COE, Past Chair Costa Del Sur, Region 8
 Patrick Sayne, Paso Robles USD Costa Del Sur, Region 8
 Bill Habermehl, Orange COE Southern, Region 9
 Darline Robles, Los Angeles COE Los Angeles, Region 11
 Amy Enomoto-Perez, Rosemead SD Los Angeles, Region 11
 Frederick Harris Vice Chancellor, Community Colleges
 Gavin Payne Deputy Superintendent, CDE
 Susie Lange Deputy Superintendent, CDE
 Larry Reider Administrative Agent, FCMAT
 Tom Henry Chief Executive Officer, FCMAT
 Joel Montero Chief Executive Officer, FCMAT

Guests and Staff:

Russ Brawn Chief Operations Officer, CSIS
 Frank Fekete Legal Counsel, FCMAT
 Roberta Mayor Chief Management Analyst, FCMAT
 Barbara Smith Executive Secretary, FCMAT
 Jan Langtry Administrator, CSIS
 Nancy Sullivan Administrator, CSIS
 Mary Turcotte CBO Mentor Project Coordinator
 Bill McGuire Associate Superintendent, Clovis Unified SD
 Francie Heim Deputy Superintendent, El Dorado COE

Excused:

Terence McAteer, Nevada COE Capitol, Region 3
 Larry Aceves, Franklin-McKinley ESD South Bay, Region 5
 Michael Carey, Amador COE Delta Sierra, Region 6
 Patrick J. Holland, Mariposa COE Central Valley, Region 7
 Kenneth Noonan, Oceanside USD Southern, Region 9
 Don Singer San Bernardino Community College District
 Erik Skinner Office of Secretary of Education
 Linda Protine BASC Chair
 Christine Frazier Associate Superintendent, KCSOS

I. General Functions

A. Call to Order

The meeting of the FCMAT Board of Directors was called to order at 12:01 p.m. by Chair Herbert Fischer, San Bernardino County Superintendent of Schools. Herb welcomed the board members.

B. Approval of Agenda

A motion was made by Bob Owens and seconded by Richard Holmes to approve the March 20, 2006 agenda. The motion was approved.

C. Minutes of January 25, 2006

A motion was made by Bill Draa and seconded by Amy Enomoto-Perez to approve the minutes of the January 25, 2006 board meeting. The motion was approved.

D. Welcome from FCMAT's Administrative Agent

Dr. Larry Reider welcomed the board members. He indicated that the board will be recognizing Tom Henry at today's meeting for his leadership and for taking FCMAT to new heights, as he leaves to join the Chancellor's office for Community Colleges.

E. FCMAT Executive Committee Meeting

Herb commented on behalf of the Executive Committee that he appreciated the timely communication to the committee in regards to Tom's departure. He shared that the members look forward to working with Joel and the outstanding FCMAT staff as well as the Administrative Agent, Larry Reider.

Herb indicated he would entertain a motion from the Executive Committee. A motion was made by Mary Jane Burke and seconded by Darline Robles that Joel Montero be named the new CEO of FCMAT. The motion was approved.

Mary Jane shared that the board supports Joel and the FCMAT team. Joel commented that he could not have had a better mentor than Tom Henry. Tom has set the bar very high and his leadership will be a tough act to follow, but he promised to take the organization to the next level. Joel also thanked the board for their help in the last couple of weeks during the transition in leadership.

Recommendation /Approval for New Hires

Joel reported that the bylaws state that the Executive Committee can approve new hires. The Executive Committee approved the hiring of a CSIS Field Support Technician and a FCMAT Account Clerk II.

F. Recognition of Thomas E. Henry, CEO 1995-2006

On behalf of the FCMAT Board of Directors, Chair Herb Fischer presented Tom with a Resolution and thanked him for his outstanding service to public education. Tom was recognized from BASC and many individual members of the FCMAT board for his contribution to FCMAT and his support of the county and district offices throughout the state.

G. Public Participation

There were no public comments.

H. Closed Session to Discuss Pending Litigation

The board met briefly in closed session to discuss pending litigation.

I. Report from the California Department of Education

Susie Lange provided information to the board regarding SB 352, the Chief Business Officer Training Program. Additional information on the program is available on the CDE website. Applications are being accepted and they will be reviewed by the CDE. Susie reported that this program has an ambitious timeline. Applications will be accepted in June. This program will include charter schools. She commented that it's difficult to predict who will apply, but they expect possible applications from charter schools. There has been a lot of input on the curriculum. The program will be a two-year commitment. Susie stated that this program is not at all connected to the CBO Mentor Project developed by FCMAT, although FCMAT was consulted during the development of this program.

Joel stated that this program is different from the CBO Mentor Project and that Susie has kept Joel up to date on the program's development. He stated that this program will help meet the need for qualified CBOs. The CBO Mentor Project is a preparation program for CBO's. The CDE program is a professional development program that will benefit those CBO's who have been in their positions for a while and will keep them up to date. David Miller suggested it would be helpful to work with the county offices in implementing the program.

Darline asked about the list of providers, and those who had been included in this list. Susie shared that the list is compiled from those who attended the state board meetings. They are mostly public and private institutions, and if anyone had suggestions for other possible providers she asked that they please give them to Susie. Darline suggested that as the timeline is very tight, working with the county offices would be beneficial. Francie Heim commented that a partnership of CASBO, CCSESA, SSC and CASH will submit an application to be a provider.

J. Report from Secretary of Education or Designee

A representative was not present.

K. CBO Mentor Project

Joel introduced Francie Heim, Bill McGuire and Mary Turcotte who are leaders involved in the CBO Mentor Project. Joel reminded the board that the CBO Mentor Project was developed at the FCMAT Board's request.

The CBO Mentor Project is one of FCMAT's most successful programs to date. Joel reported that after the first round of the program, the steering committee spent a good deal of time evaluating the program and getting a sense of what worked and what didn't work. The second round of participants graduated on March 4th.

Bill McGuire presented to the board the Executive Report for 2004-05, the first year of the program's implementation. Many comments and suggestions from the first year's group were implemented into the second year of the program. Bill referred to Appendix C which provides an update on the graduates from the first cohort.

Bill shared that the program has been a tremendous success. The participants are required to complete 100 hours in the classroom and another 100 hours outside the classroom. Many of the graduates have received positions as CBO's and many are in the process of applying for new positions. Bill reported that the committee is working on the report for the second year program and will share it with the board soon.

Bill Draa commented that he had an opportunity to attend the recent graduation and he was impressed by the outstanding leadership for the program and by how much the graduates had accomplished. Susie Lange asked about the budget reported for the first year of the program for the 19 graduates. Joel responded that the budget reported for the first year was accurate, and he anticipated that the second year would be somewhat less. Molly shared that these participants and program leaders give up their Friday evenings and Saturdays for this program.

A motion was made by Bill Draa and seconded by Molly Helms to approve the third cohort of the CBO Mentor Project. The motion was approved. Joel thanked the board for their continued support.

L. COE Fiscal Procedural Manual

Joel reported that the COE Fiscal Procedural Manual has been updated. Updated copies have been provided for the board and can be found on the FCMAT website www.fcmat.org. He shared that this document has been very well received in the field and that FCMAT will update it annually.

M. CSIS Action and Information Items

Nancy Sullivan noted on page 6 of the Vendor Engagement Policy that the terminology has been changed from "CSIS Annual SSID Maintenance..." to "CSIS Annual SSID Enrollment Update."

A motion was made by Paul Tichinin and seconded by Molly Helms to approve the Vendor Engagement Policy and the External Communications Policy. The motion was approved.

The documents are also provided for the board in the CSIS Quarterly report.

N. California School Information Services (CSIS)

Joel introduced Nancy Sullivan and Jan Langtry from CSIS. They provided an overview of CSIS for the board. A copy of the PowerPoint presentation will be e-mailed to the board. A hard copy was distributed for the board's reference during the presentation of the overview.

O. Approval of the FCMAT Board Bylaws

Frank Fekete reported that this is the second reading of the proposed amendments to the FCMAT Board Bylaws. The Bylaws have been amended to include the addition of the community college representatives. The amended Bylaws also proposed a change in quorum from 16 to 13 members, a majority of members.

A motion was made by Patrick Sayne and seconded by Bill Draa to approve the FCMAT Board Bylaws as amended. The motion was approved.

P. Regional Team Activity Summary

Joel reported that the Regional Teams work on a calendar basis from January to December. January 2006 marked the completion of the first year of implementation, and the activity reports from each of the four regional teams are included in the board packets. FCMAT is pleased with their progress in the first year. The regions are doing a variety of things and each one is different. Funding is available for this 2006 year and it should continue.

Q. Status of Key FCMAT Assignments

The Options for Youth and Opportunities for Learning Charter Schools were discussed under Item H.

R. Financial Activity Report

Joel reported that the Financial Activity Report in the board packet is provided for the board's information. He indicated that he will be bringing to the board in June a possible increase in the daily rate for FCMAT services.

II. Board Comments

Board members shared that FCMAT Board members Molly Helms and John Sugiyama will be retiring in June.

III. Agenda Items for Next Meeting

No items were discussed for inclusion in the next agenda.

IV. Date and Location of Next Meeting

The next meeting is scheduled for Sunday, June 25, 2006 from 10:30 a.m. to 1:30 p.m. at the Roosevelt Hotel in Hollywood.

V. Adjournment

The meeting was adjourned at 3:00 p.m.