



## MONTEREY COUNTY MANAGEMENT ASSISTANCE TEAM (MCMAT)

### MENU OF SERVICES 2015-2016

The Monterey County Office of Education provides a variety of services to local school districts through its Monterey County Management Assistance Team (MCMAT) that assist districts to: (1) address financial issues; (2) improve internal operations; (3) incorporate best practices, and/or (4) refine various operations. MCMAT also provides on-site training, support and materials that reflect best practices to address identified district issues.

#### **MCMAT Mission**

MCMAT's mission is to assist districts with fulfilling their fiscal and management responsibilities by providing:

- \* Comprehensive reviews (full or partial)
- \* Intervention services
- \* One-on-one training or coaching
- \* Other related school business and human resources support services

#### **Comprehensive Reviews**

MCMAT members conduct comprehensive analyses and provide detailed findings and recommendations of the district's current practices and internal operations to ensure that best practices and effective internal controls are being implemented. District may request an overall evaluation of all nine categories (listed below) or a partial review of selected areas. Services are provided at no cost to the district.

#### **Intervention Response Team**

MCMAT is prepared to respond to requests from districts in need of immediate assistance to focus on specific internal operations and best practices for a particular department. The district can receive up to 4 hours of free services from any single member or combination of Team members equaling four hours to assist in developing steps, processes, procedures, timelines, forms and documentation to address needs identified in an audit report, FCMAT finding or other agency source.

## **Coaching and Training Assistance**

MCMAT is prepared to assist districts by providing support and assistance to new or less experienced staff through personalized coaching and training. Additionally, MCMAT can provide one-to-one assistance to districts that are seeking to support newly hired manager(s).

Districts are strongly encouraged to take advantage of this key resource to support your efforts in creating, modifying and developing effective systems, materials, or monitoring of critical internal controls and communications to ensure effective operation of the district. While MCMAT services are valuable for all districts, they are particularly valuable to smaller districts, districts under new leadership, and districts lacking staff resources to carefully study, analyze and prepare recommendations for improvements. Some services are provided at **no expense** to districts.

## **Service Request**

To obtain information regarding a Full or Partial Review, Intervention or Coaching and Training Assistance contact Robert Costa, MCMAT Team Lead (650-722-1059) or Garry Bousum, Associate Superintendent, MCOE (831-755-0307).

### **Nine Categories of MCMAT Service**

Leadership & Governance  
Communications and Community Relations  
Infrastructure  
Budget Development  
Budget Monitoring  
Data Accuracy, Collection and Reporting  
Human Resources Management  
Long-Term Debt Management  
Cash Monitoring & Accounting Procedures

MCMAT is a service of the Monterey County Office of Education,  
Dr. Nancy Kotowski, County Superintendent of Schools,  
Garry P. Bousum, Associate Superintendent, Finance & Business