

**SONOMA COUNTY SCHOOLS
DISTRICT BUSINESS USERS GROUP**

MINUTES

Date: January 27, 2017
Time: 12:30 p.m.
Location: Redwood C
Chair: Christina Menicucci
Recorder: Patricia Petzar

ROUND TABLE DISCUSSION

1. CALL TO ORDER/INTRODUCTIONS - Christina Menicucci
Meeting called to order at 12:35 p.m.

2. APPROVAL OF AGENDA - Christina Menicucci
Motion by: John - Fort Ross
Second by: Gwen Rider - Cinnabar
Motion Passed

3. APPROVAL OF MINUTES - Christina Menicucci
Motion by: Lanette Zootis – Windsor
Second by Ann Hayes - Harmony
Motion Passed

NEW BUSINESS

1. SCOE BIZ - Judy Thomson
Bulletin No. 17-07

State of the State

For the first half of the fiscal year, total revenues of \$51.72 billion are \$1.66 billion below budget estimates (the equivalent of \$170 /ADA to put this amount in perspective) .

	Actual	Missing Estimates by	
Person Income Tax	34.58 billion	824.1 million	-2.3 %
Corporate Tax Receipts	3.23 billion	347.7 million	-9.7 %
Retail Sales/Use Tax	12.06 billion	610.4 million	-4.8 %

Governor's 2017-2018 Proposed Budget

The governor's budget for schools is discouragingly flat with increases in funding being more than offset by increases in retirement contributions.

One-time discretionary mandate allocations proposed are the equivalent of \$48/ADA.

The GAP funding percentage was decreased to 23.67%, a difference of -49.32% since First Interim. Business managers need to look at this and how it affects Multi-Year Projections.

CalPads Certification Report 1.19

District students in COE programs should be included in your LCFF calculator. The COE CalPads 1.19 Report listing the number of students for each district is included as an attachment to Bulletin 17-07.

LCFF Calculator

The LCFF calculator on the FCMAT website has been updated. If you use the First Interim calculator to prepare your Second Interim you will need to update LEA specific assumptions and change your COLA, Gap Funding, and EPA percentages as outlined in Bulletin 17-07.

Safe Havens

State Supt. of Public Instruction Tom Torlakson issued correspondence on Dec.21, 2016 declaring public schools "safe havens" for students and their parents and reminds families of existing laws that protect them from questions regarding immigration status. Key points and a link to the full letter are contained in Bulletin 17-07.

Parental Limit of Liability for Willful Pupil Misconduct

2015: \$18,700
2016: \$19,100
2017: \$19,200

Bid Threshold Annual Adjustment

2015: \$86,000
2016: \$87,800
2017: \$88,300

Federal Cash Management Data Collection

LEA's must submit cash balance data by January 31, 2017 to receive funds in the the next apportionment.

Geographic Boundaries of Charter Schools

The California Court of Appeals ruling stands. Charter Schools, whether classroom-based or nonclassroom-based, may not operate an in-county satellite facility outside of the authorizing district boundaries unless the following exceptions apply:

Independent Study/Adjacent County – A charter school may open a "resource center" in an adjacent county if the space is to support students enrolled in independent study. However, a majority of the students must receive instruction in, and be residents of, the county of the authorizing district.

Unavailability Exception – A charter school may open one site outside of its authorizing district's boundaries, but within the same home county, if the charter school has attempted, but is unable, to located its entire program within the district because a facility or site is unavailable.

Partnership with certain federal workforce programs/juvenile court schools, residential facilities.

Contact legal counsel if you have any questions or concerns.

Increased Requirement for Debt Management Policy and Practices

Effective January 1, 2017, (SB 1029) with any new debt, issuers must certify on the Report on the Report of Proposed Debt Issuance that they have adopted local debt policies concerning the use of debt and that the proposed debt issuance is consistent with those policies. Details are contained in Bulletin 17-07.

2017 Mileage Rates

Business: 53.5 cents

Medical or moving: 17 cents

Charitable organization service: 14 cents

Education Tech Voucher Program (Microsoft Settlement)

The list of eligible schools & districts is available on the CDE website

<http://www.cde.ca.gov/fg/fo/r5/etvo6estfund.asp>

The funds should be used to purchase and support education technology that improves teaching and student achievement. Schools are no longer required to create an education technology plan for eligibility.

AB1200 reports must be signed by the Superintendent and CBO.

2. SELPA – Deborah Malone Larson

ERMHS

Consensus of the Finance Committee is to continue with the same Allocation Plan:

Board & Care Cost for Residential Placements

SCOE ED Programs

Remaining Allocation to be distributed to LEAS based on the average of Dec.1 & Apr.1 students with mental health services on their IEPs reported in SEIS.

The one area of the ERMHS Allocation that is in question is the amount of the Board & Care Cost for Residential Placements

SPECIAL ED REVENUES

No new funding.

COLA of 1.48% (\$7.88 / ADA).

Special Ed. Revenue is decreasing due to a decrease in ADA; however the number of students with special needs IEPs is increasing.

SPECIAL ED DATA REPORTING

LEA's that have students attending a Consortium, SCOE, or another LEA's Program can review their students in the SEIS. Your LEA's CASEMIS manager can search for these students by adding the optional filter "Include students who are not served in the district but are residents.

3. **BUSINESS SERVICES** – Erin Graves

CalPers Circular Letter 200-049-08 Oct.3, 2008

If there is no board approved resolution (circa 1985), by law, CalPers employee contributions are post tax. Erin is working to see if SCOE's CalPers Technician can gain access within CalPers to search for copies of these resolutions if needed.

CalPers Circular Letter 200-064-14 Oct..27,2014

Temporary Upgrade Pay with new CalPers members is commonly being misreported as creditable. Contact IT if you have questions.

Ed Code 22119.3 (4) (b) Creditable Compensation – New Members

Creditable compensation does not mean and shall not include: Remuneration that is not paid each pay period in which creditable service is performed for that position. Review your stipend arrangements and other contracts that might fall under this issue.

4. **CALPADS** - Robin Horwinski

Robin's Powerpoint will be available on the DP website Homepage.

Robin gave an extensive overview of Fall 2 reporting requirements which primarily involves inputting all Certificated staff, assigning them to classes, and reporting students in those classes. Certificated Staff must be on the payroll. If a district has an arrangement with another district to supply one day of speech therapy, at this point in time, the speech therapist is not reported and the sponsor district only reports the FTE the speech therapist works for its own school.

Certification deadline is March 3 and the amendment window ends March 31. She stressed the importance that collaboration across the district to ensure the data is accurate prior to certification is important! The data feeds into LCAP and is used to calculate LCFF Supplemental/Concentration grant funds, E-Rate discounts, SARC's, ConApp's, Special Ed student testing and other agencies. Proper coding and accurate data is extremely important.

5. **ESCAPE TIPS** – Tracy and Marie

Deduction/Contribution Codes can now be entered in Set Up-Assignment-Bargaining Units, new fields Required Deductions; Required Contributions. Example Deduction Codes: Union Dues or Example Contribution: OPEB (Retirement Costs)

Deduction and Contribution can be mass added to a Payroll. This is found in Employment-Additional Deduction/Contribution, can enter as batch format or import. Template for import can be found in Escape in Online Resources. Example: Health & Welfare Refunds because of negotiation in cap.

Escape Tutorials for New Employees found in Escape Online Resources ~ Available for Escape Basics, Finance, and HR/Payroll

ACA Due Feb 10, 2017

IT staff are available to help districts with any ACA requirements.

- 6. SONOMA CO. WASTE MGMT PRESENTATION** - Felicia Smith 565-2413
Business No. 565-3375 email: recyclenow@sonoma-county.org
Website: www.recyclenow.org

Sonoma County wishes to reduce all food waste in regular garbage service to Zero. Organic waste bins for Yard Debris and Food Scraps should be free with those using the Ratto Group. They will help with on-site composting, Food for People & Animals, and offer free blue recycling baskets for the classroom.

If a school is truly interested in developing an on-site composting program there is funding for earth tubs through Cal Recycle Organics Generation Grant. Felicia is willing to help on applying for this grant.

It was pointed out that they need to have serious dialogs with CDE's Nutrition Dept.

7. FLOOD DAYS – J13A WAIVER

J13A Waiver forms are on the CDE website and must have Board approval. Send one copy to Judy. She has to have the superintendent sign the form and put a special stamp on it. Read Legal Advise dated Sept.15, 2015 re: work compensation issues.

ADJOURNMENT: 2:50 p.m.

