

# SCOE BIZ

## Business Services Bulletin No. 22-24



5340 Skylane Boulevard  
Santa Rosa, CA 95403-8246  
(707) 524-2600 ■ [www.scoe.org](http://www.scoe.org)

---

June 23, 2022

To: District and Charter Business Services  
From: Sarah Lampenfeld, Director, External Fiscal Services  
Subject: June 2022 Edition

### **Budget Adoption and 45-Day Budget Revision**

When a budget agreement is reached by the Governor and the Legislature and it's signed by Governor Newsom, the 45-Day Revise count starts and it will be time for LEAs to make necessary budget updates to their 2022-23 Adopted Budgets. More details will follow in a separate SCOE Biz Bulletin, along with the BASC Common Message: 45-Day Revise.

### **2021-22 Second Principal Apportionment**

The 2021–22 Second Principal (P-2) Apportionment has been certified, which includes updated calculations for 2020–21 First Annual Recertification (Annual R1) and 2019–20 Third Annual Recertification (Annual R3).

The following information is available on the California Department of Education's (CDE) website at <https://www.cde.ca.gov/fg/aa/pa/pa2122.asp> to assist local educational agencies (LEA) in understanding the components of the 2021–22 P-2 Apportionment:

- [Apportionment letter](#) and accompanying [attachment](#) that describe the funding calculations and available resources.
- LEA Funding Detail:
  - [Funding Exhibits](#): Detailed entitlement calculations by LEA for each Principal Apportionment program.
  - [Excel files](#): Principal Apportionment Summary, Adjustments and Prior Year Re-computations, Payment Schedules, etc.
  - [Statewide LCFF Summary Data](#): Statewide summary data of the main components of the Local Control Funding Formula (LCFF), including base, supplemental, and concentration grants.
  - [LCFF Fingertip Facts](#): Statewide summary of LCFF data.
- Special Education funding details, including the Special Education Local Plan Area Assembly Bill 602 Average Daily Attendance and Prior Year Base Rates, are available on the Special Education web page at <http://www.cde.ca.gov/fg/aa/se/index.asp>.

### **2021–22 EPA Fourth Quarter Apportionment**

The CDE has also certified the 2021–22 Fourth Quarter (Q4) Apportionment for the Education Protection Account (EPA). The EPA apportionment letter and entitlement schedule are available on the CDE website at <https://www.cde.ca.gov/fg/aa/pa/epa2122.asp>.

County treasurers are estimated to receive warrants for the EPA Q4 apportionment on June 24, 2022.

### **Stimulus Reporting: 2022 Summer Quarterly**

2022 Summer Quarterly reporting **opens on Thursday, June 23<sup>rd</sup> and closes on Friday, July 15<sup>th</sup>**. This reporting cycle reflects expenditures incurred from April 1 to June 30, 2022 in the following funds: GEER I Funds, Resource Code 3215, ESSER I, Resource 3210, ESSER II, Resource 3212, and ESSER III, Resources 3213 and 3214, ELO-G (federal resources only), Resources 3216-3219, and ARP-HCY, Resource 5634. LEAs can make corrections to previous cycles by making negative adjustments in their reporting. Also, please remember to update your LEA's ESSER III Plan Link if updates have been made to the Expenditure Plan and/or the Safe Return to In-Person Instruction Plan.

### **Consolidated Application and Reporting System (CARS)**

The Consolidated Application and Reporting System (CARS) spring release is expected to **open July 1<sup>st</sup> and close six weeks after the window opens**.

- ✚ CDE has provided trainings posted on YouTube. The Navigating CARS webinar is an introduction to the system that is targeted to new local educational agency users. It covers how to maneuver in the CARS application, reviews the function of each tab, provides examples of data collection forms, and offers additional information about how CARS operates. This training webinar can be accessed here: <https://www.youtube.com/watch?v=qSl-b4YxiJY>.
- ✚ Additional information about CARS is available on the California Department of Education CARS web page at <http://www.cde.ca.gov/fg/aa/co/cars.asp>.
- ✚ If you have any questions regarding CARS, please try your SCOE Advisor with your questions first. If the answer is unknown or your question is unique, then please contact the Consolidated Application support desk by email at [conappsupport@cde.ca.gov](mailto:conappsupport@cde.ca.gov).
- ✚ Anyone may subscribe to the Consolidated Application distribution list by sending a blank email to [join-consolidated-application@mlist.cde.ca.gov](mailto:join-consolidated-application@mlist.cde.ca.gov).

### **Federal Cash Management Data Collection (CMDC)**

The data collection window for the Federal Cash Management Data Collection (CMDC) System opened on July 10<sup>th</sup> and will close July 31<sup>st</sup>. You may report your data at any time during this period. **LEAs must submit cash balance data by July 31<sup>st</sup>**, for the following programs in order to receive funds in the next apportionment for those programs (if you are a Title III Consortium LEA, your cash apportionments flow based on the total combined reporting for all Consortium LEAs):

- Title I, Part A
- Title I, Part D
- Title II, Part A
- Title III, Immigrant
- Title III, LEP
- Title IV

Note: The cash balance is to be reported regardless of the fiscal year from which the funds originated. CMDC information, including instructions, future reporting dates, FAQs, and Login can be found at the CDE Web site <http://www.cde.ca.gov/fg/aa/cm/>.

**Federal Quarterly Interest Reporting**

CDE federal program grantees are required to report and remit interest to the CDE at least quarterly. Although grantees are allowed to keep interest amounts up to \$500 per year for administrative purposes, the \$500 is in total for all federal programs, not for each federal program. When reporting and remitting federal interest to the CDE, grantees should specify the time period of interest earning and the federal program resource codes. Interest on federal cash balances should be sent to the CDE at the following address:

California Department of Education  
P.O. Box 515006  
Sacramento, CA 95851  
Attention: Cashier's Office

If no \$s to Remit: Email  
[cashmanagement@cde.ca.gov](mailto:cashmanagement@cde.ca.gov)

The CDE requests LEAs submit documentation regarding the calculations and the interest rate used. Documentation (once available) for the **current quarter's rate** can be found at <https://sonomacounty.ca.gov/administrative-support-and-fiscal-services/auditor-controller-treasurer-tax-collector/divisions/treasury/publications/interest-apportionment>. A complete list of federally reimbursable programs that should be EXCLUDED from your interest calculations can be found at <https://www.cde.ca.gov/fg/ac/co/reimbursableprograms.asp>. A good report to use for documenting your calculations is the Fiscal24 Resource Cash daily balances. You will need to enter the reporting period (quarter dates), interest rate for the quarter, and specific federal resources you would like to include in the calculation. **Title I, II, III, IV, ELOG (resources 3216, 3217, 3218 and 3219 only), GEER and ESSER I, II, and III would need to be included, but you may have other non-reimbursable programs.**

**Workshop Opportunities through School & College Legal**

Attached is a list of workshops for the 2022-23 School Year.

**REMINDERS:**

**Positive Cash in all Funds on June 30<sup>th</sup>!**

Tomorrow is the final day to submit cash transfers. Please run a final check to ensure all funds will have positive funds on June 30<sup>th</sup>. A good Escape report for the final check is a Fiscal 01; filtered by "yes" for assets and liabilities and object 9110.

**P-Annual Attendance and Prior year Correction Due Dates**

As a result of the new PADDC web-based system, P-Annual attendance reporting is now **due to SCOE June 30<sup>th</sup>**. Additionally, the P-Annual window is open for Audit Adjustments to Calpads Data. If you have any questions, please reach out to your Fiscal Advisor.

### **Dates to Remember:**

06/24/2022	2021-22 Last Cash Transfers due by 4:30 pm
07/01/2022	Preliminary Cash Roll to FY23
07/04/2022	Independence Day observed – SCOE Closed
07/05/2022	2022-23 Screens open in ESCAPE
07/05/2022	2022-23 First AP batch due @ Noon
07/07/2022	Escape New User AP/AR (9:00 – 12:00 pm) <a href="#">Click here to register</a>
07/07/2022	Escape New user HR/Payroll (1:00-3:00 pm) <a href="#">Click here to register</a>
07/10/2022	Scheduled Maintenance Day (7:00 -12:00 pm)
07/25/2022	SCOE Year-End Closing Entry Packets emailed to LEAs
07/28/2022	Unaudited Actual Workshop hybrid: Redwood C and <a href="#">zoom</a>
07/29/2022	Districts eFile Use Tax and mail payment deadline
08/10/2022	Year-End Close checklist due to SCOE Advisor
08/25/2022	August DBUG

### **NO JULY DBUG**

#### **NOTE:**

- Want to add something to a DBUG Agenda? Want a topic added to SCOE Biz? Contact DBUG Chair Christina Menicucci
- Documents presented at DBUG found posted at <http://www.scoe.org/pub/htdocs/fiscal-dbug.html>
- Workshop manuals and Fiscal Services/IT forms may be found at <http://www.scoe.org/escape> under the heading of Resources on the left side of the page.



**Santa Rosa Office**  
5350 Skylane Blvd., Santa Rosa, CA 95403  
Phone: 707-524-2690  
Fax: 707-578-0517

**Ukiah Office**  
2240 Old River Rd., Ukiah, CA 95482  
Phone: 707-467-5127

## 2022-2023 Workshops

as of April 25, 2022

**We are presenting our workshops with an in-person and virtual option (based on in-person enrollment) through the use of SWIVL (<https://www.swivl.com/>). The workshops will be located at the Sonoma COE facility in the Teacher Learning Center. Those workshops with limited in-person enrollment will be via Zoom only.**

**The Zoom link and material will be distributed to registered attendees via email no later than close of business the day preceding the date of the workshop.**

DATE	TITLE	PRESENTER	INTENDED AUDIENCE	LOCATION
August 30, 2022 9:00 a.m. - 12:00 p.m. clients \$45/person non-clients \$55/person	Student Discipline Including Special Education <sup>1</sup>	Carl D. Corbin	<b>K-12</b> Administrators, school psychologists, and special education providers	Virtually – Zoom  In-Person – Sonoma COE
September 7, 2022 9:00 a.m. - 1:00 p.m. clients \$60/person non-clients \$70/person	Title IX: Part I: Overview & Coordinator Role <sup>2</sup>	Kaitlyn A. Schwendeman & Leah M. Smith	<b>K-12/CCD</b> Administrators, Title IX Coordinators, Deputy Title IX Coordinators, and Equity and Inclusion Staff	Virtually – Zoom  In-Person – Sonoma COE
September 13, 2022 9:00 a.m. - 12:00 p.m. clients \$45/person non-clients \$55/person	Collective Bargaining: Everything District Negotiators Need to Know <sup>2</sup>	Kaitlyn A. Schwendeman	<b>K-12/CCD</b> Negotiating Team Members	Virtually – Zoom  In-Person – Sonoma COE

September 21, 2022 9:00 a.m. - 11:00 a.m. clients \$30/person non-clients \$40/person	Sexual Harassment and Abusive Conduct Prevention Training <sup>2</sup>	Leah M. Smith	<b>K-12/CCD</b> Supervisory personnel including District Board Members and non-supervisors	Virtually – Zoom  In-Person – Sonoma COE
September 23, 2022 9:00 a.m. - 12:00 p.m. clients \$45/person non-clients \$55/person	Hot Topics in Special Education <sup>1</sup>	Jennifer E. Nix	<b>K-12</b> Special Education Staff	Virtually – Zoom  In-Person – Sonoma COE
September 27, 2022 9:00 a.m. - 12:00 p.m. clients \$45/person non-clients \$55/person	How to Respond to a Public Records Act Request <sup>2</sup>	Erin E. Stagg	<b>K-12/CCD</b> Administrators, Deputy/Asst. Administrators, Business Managers, lower-level administrative staff	Virtually – Zoom  In-Person – Sonoma COE
October 4, 2022 9:00 a.m. - 12:00 p.m. clients \$45/person non-clients \$55/person	Public Contracting <sup>2</sup>	Loren W. Soukup & Erin E. Stagg	<b>K-12/CCD</b> Superintendents, Business Managers, Facility Directors	Virtually – Zoom  In-Person – Sonoma COE
October 5, 2022 4:00 p.m. - 7:00 p.m. clients \$45/person non-clients \$55/person	The Brown Act, Conflicts of Interest and Governance Basics <sup>2</sup>	Erin E. Stagg	<b>K-12/CCD</b> Board members, Administrators, Deputy/Asst. Administrators, Business Managers, etc.	Virtually – Zoom  In-Person – Redwood A & B
October 6, 2022 9:00 a.m. - 12:00 p.m. clients \$45/person non-clients \$55/person	Legally Defensible Practices Regarding Section 504 of the Rehabilitation Act of 1973 <sup>1</sup>	Carl D. Corbin	<b>K-12</b> All certificated staff would benefit, especially Administrators and School Psychologists	Virtually – Zoom  In-Person – Sonoma COE
October 13, 2022 9:00 a.m. - 1:00 p.m. clients \$60/person non-clients \$70/person	Title IX: Part II: Conducting Title IX Investigations <sup>2</sup>	Kaitlyn A. Schwendeman & Leah M. Smith	<b>K-12/CCD</b> Administrators, Title IX Coordinators, Deputy Title IX Coordinators, and Equity and Inclusion Staff	Virtually – Zoom  In-Person – Sonoma COE

October 18, 2022 9:00 a.m. - 3:00 p.m. clients \$75/person non-clients \$85/person	School Site Administrators 101	Carl D. Corbin & Kaitlyn A. Schwendeman	<b>K-12</b> School site administrators	Virtually – Zoom  In-Person – Sonoma COE
November 2, 2022 10:00 a.m. - 12:00 p.m. clients \$30/person non-clients \$40/person	Legal Best Practices for Supporting Transgender and Gender- Nonconforming Students & Staff	Leah M. Smith	<b>K-12</b> Administrators, student services directors, district staff	Virtually – Zoom  In-Person – Sonoma COE
November 7, 2022 9:00 a.m. - 12:00 p.m. clients \$45/person non-clients \$55/person	Common Special Education Mistakes Leading to Litigation <sup>1</sup>	Jennifer E. Nix	<b>K-12</b> Special Education Staff	Virtually – Zoom  In-Person – Sonoma COE
November 10, 2022 9:00 a.m. - 1:00 p.m. clients \$60/person non-clients \$70/person	Title IX: Part III: Additional Title IX Challenges for Community Colleges <sup>2</sup>	Leah M. Smith	<b>CCD</b> Administrators, Title IX Coordinators, Deputy Title IX Coordinators, and Equity and Inclusion Staff	Virtually – Zoom  In-Person – Sonoma COE
November 17, 2022 9:00 a.m. - 1:00 p.m. clients \$60/person non-clients \$70/person	Comprehensive Review and Practical Guidance on Student Discipline <sup>1</sup>	Leah M. Smith	<b>K-12</b> All school site and district administrators who have student discipline responsibilities	Virtually – Zoom  In-Person – Sonoma COE
December 1, 2022 9:00 a.m. - 12:00 p.m. clients \$45/person non-clients \$55/person	Title IX: Part IV: Athletics <sup>2</sup>	Kaitlyn A. Schwendeman	<b>K-12/CCD</b> Site Administrators, Title IX Coordinators, Equity and Inclusion Staff, Athletic Directors, Coaches, and Booster Club Members	Virtually – Zoom  In-Person – Sonoma COE

December 5, 2022 9:00 a.m. - 12:00 p.m. clients \$45/person non-clients \$55/person	Special Education for New Site Administrators <sup>1</sup>	Jennifer E. Nix	<b>K-12</b> School Site Administrators	Virtually – Zoom  In-Person – Sonoma COE
December 13, 2022 9:00 a.m. - 11:00 a.m. clients \$30/person non-clients \$40/person	Confidentiality and Record Retention/Destruction 101 <sup>2</sup>	Erin E. Stagg	<b>K-12/CCD</b> Administrators, Deputy/Asst. Administrators, Business Managers, lower-level administrative staff	Virtually – Zoom  In-Person – Sonoma COE
December 15, 2022 9:00 a.m. - 12:00 p.m. clients \$45/person non-clients \$55/person	Layoffs 101 (Certificated & Classified)	Carl D. Corbin	<b>K-12</b> Staff responsible for layoffs	Virtually – Zoom  In-Person – Sonoma COE
January 19, 2023 9:00 a.m. - 12:00 p.m. clients \$45/person non-clients \$55/person	The Intersection of Special Education and Other Laws <sup>1</sup>	Jennifer E. Nix & Leah M. Smith	<b>K-12</b> Special Education Staff	Virtually – Zoom  In-Person – Sonoma COE
January 23, 2023 4:00 p.m. - 7:00 p.m. clients \$45/person non-clients \$55/person	The Brown Act, Conflicts of Interest and Governance Basics <sup>2</sup>	Erin E. Stagg	<b>K-12/CCD</b> Board members, Administrators, Deputy/Asst. Administrators, Business Managers, etc.	Virtually – Zoom  In-Person – Sonoma COE Oak Room
January 26, 2023 9:00 a.m. - 12:00 p.m. clients \$45/person non-clients \$55/person	Review of New Legislation Impacting Education for 2023 <sup>2</sup>	Carl D. Corbin	<b>K-12</b> Board Members and Superintendents	Virtually – Zoom  In-Person – Sonoma COE



January 31, 2023 9:00 a.m. - 12:00 p.m. clients \$45/person non-clients \$55/person	Student Discipline Including Special Education <sup>1</sup>	Carl D. Corbin	<b>K-12</b> Administrators, school psychologists, and special education providers	Virtually – Zoom  In-Person – Sonoma COE
February 2, 2023 9:00 a.m. - 12:00 p.m. clients \$45/person non-clients \$55/person	Preschool Education A to Z <sup>1,2</sup>	Jennifer E. Nix	<b>K-12</b> School Site Administrators	Virtually – Zoom  In-Person – Sonoma COE
February 8, 2023 9:00 a.m. - 12:00 p.m. clients \$45/person non-clients \$55/person	School and Workplace Investigations <sup>2</sup>	Kaitlyn A. Schwendeman & Leah M. Smith	<b>K-12/CCD</b> Site administrators, HR Staff, Title IX Coordinators, any others who might conduct investigations.	Virtually – Zoom  In-Person – Sonoma COE
March 31, 2023 9:00 a.m. - 12:00 p.m. clients \$45/person non-clients \$55/person	Legally Defensible Assessments <sup>1</sup>	Jennifer E. Nix	<b>K-12</b> Special Education Assessors School Psychologists Speech and Language Therapists	Virtually – Zoom  In-Person – Sonoma COE
April 26, 2023 9:00 a.m. - 3:00 p.m. clients \$75/person non-clients \$85/person	Employee Health Leave Rights and Employer Responsibilities <sup>2</sup>	Nancy L. Klein	<b>K-12/CCD</b> Any administrator or employee responsible for monitoring or approving employee leaves or for providing notices related to health leaves	Virtually – Zoom  In-Person – Sonoma COE
May 3, 2023 9:00 a.m. - 11:00 a.m. clients \$30/person non-clients \$40/person	Sexual Harassment and Abusive Conduct Prevention Training <sup>2</sup>	Leah M. Smith	<b>K-12/CCD</b> Supervisory personnel including District Board Members and non-supervisors	Virtually – Zoom  In-Person – Sonoma COE

Workshop dates and times subject to change.

Check <http://www.sclscal.org> for more details regarding the above programs and registration.

- <sup>1</sup> This course meets the qualifications for continuing education credit for LEPs, LPCCs, LMFTs, LCSWs, and NCSP. It also qualifies for hours of continuing professional development for Nationally Certified School Psychologists under provider number 1025. The California Association of School Psychologists maintains responsibility for the program and its content. Participants in this training will earn Continuing Education Units – one unit hour per hour of instruction at the workshop - which can be used toward CASP certification. If you wish to receive credit, add “CEU” after your last name at the time of registration for the workshop. For in-person attendees, each registrant wishing to receive credit must submit at the time of the workshop, a check for \$20 made out to CASP and a completed CASP form which SCLS will provide. For virtual attendees, information will be provided at the beginning of the workshop. This payment is separate and in addition to the workshop fee which is paid to SCLS. SCLS will submit the checks and forms for CEU’s to CASP.
- <sup>2</sup> Participants in this training will earn Continuing Education Units for the total length of the workshop, which can be used towards California Association of School Business Officials CASBO certification.

Certificates of completion can be provided upon request as evidence of completion for the American Speech-Language-Hearing Association.

Advance reservations are necessary and space is limited. You may register on our website at [www.sclscal.org](http://www.sclscal.org), by calling (707) 524-2690, or by email to [register@sclscal.org](mailto:register@sclscal.org). The workshop fee must be paid prior to the workshop date and can be done by mailing checks payable to School and College Legal Services to 5350 Skylane Blvd., Santa Rosa, CA 95403 or by faxing a purchase order made out to School and College Legal Services to (707) 578-0517.

Workshop registration fees are per person.

The workshop fee will be charged for cancellations received less than seven days prior to the date of the workshop. If you are attending this workshop and are an individual with a disability who needs a special accommodation to participate, please call (707) 524-2690 at least 48 hours in advance of the workshop.