

SCOE BIZ

Business Services

Bulletin No. 23-05

August 25, 2022

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

Welcome to the 2022-23 school year! I wanted to take a moment to thank everyone for their hard work in supporting Sonoma County Schools. The demands over the last few years have been overwhelming at times, but all your work is appreciated! Remember, we are in this together, so always reach out if you have any questions. **Have a great 2022-23 fiscal year!**

State of the State

During the first month of the 2022-23 fiscal year, California took in less revenue than estimated in the budget enacted at the end of June by -12.1 percent, the Department of Finance (DOF) reported in August 2022's bulletin.

- ✚ *Personal income tax (PIT) receipts* for July were \$1,057 million or -13.5 percent below what was expected.
- ✚ *Corporation tax receipts* for July were \$13 million, or 1.6 percent, above 2022-23 Budget Act assumptions.
- ✚ *Retail sales and use tax receipts* for July were \$87 million, or -6 percent, less than anticipated in the FY 2022-23 Budget. Most of the variance was due to when the money was recorded.

Mandate Block Grant

The 2022-23 web-based application for the Mandate Block Grant (MBG) is now open to school districts and charter schools. The Mandate Block Grant application link is located [here](#). Applications must be submitted by **August 30, 2022** in order to receive 2022-23 MBG funding. Funding will be paid in mid-November 2022 to all eligible LEAs that submit the MBG application.

- ✚ Funds are allocated using average daily attendance (ADA) calculated as of the 2022-23 Second Principal Apportionment. Rates are as follows:
 - Districts receive \$34.94 per ADA for students in grades K thru 8, and \$67.31 per ADA for students in grades 9 thru 12. Charters receive \$18.34 per ADA for students in grades K thru 8, and \$50.98 per ADA for students in grades 9 thru 12.

Instructional Materials Public Hearing Requirements for Fiscal Year 2022-23

[Education Code Section 60119](#) requires that school district governing boards hold an annual public hearing **on or before the end of the eighth week from the first day pupils attend classes**

and adopt a resolution stating whether each pupil in the LEA has sufficient textbooks or instructional materials. This public hearing and resolution are required annually. LEAs should keep the resolution on file for the LEA's annual audit, along with proof of posting and location of postings for the public hearing (at least 10 days in advance).

EC Section 60119(c)(1) states that sufficient textbooks or instructional materials means, "each pupil, including English Learners, has a standards-aligned textbook or instructional materials, or both, to use in class and to take home. This paragraph does not require two sets of textbooks or instructional materials for each pupil." This specifically applies to four subject areas: reading/language arts, mathematics, science, and history-social science.

For more detailed information, go to <http://www.cde.ca.gov/ci/cr/cf/> and click on "Instructional Materials Frequently Asked Questions" for direct responses to realistic/practical questions. **The resolution sample can be found at the CDE web page by clicking on the link embedded in FAQ #43.**

To see the steps your auditor will take, click on the link to the audit guide and go to page 14. The 2022-23 Guide for Annual Audits of K-12 Local Education Agencies can be found [here](#).

Educator Effectiveness Funds (EEF) Block Grant updates and reporting

The State Budget Act changed the EEF Block Grant by extending the local plan requirement to March 23, 2023 (previous deadline was December 30, 2021), and provided clarifying language on the use of funds for existing staff to be credentialed. [Attached](#) is an email for more information. Additionally, upon the receipt of these funds, **LEAs are required to report annual data and an expenditure report each year on or before September 30th**. A final data and expenditure report will be due on or before September 30, 2026. The annual report template is available [here](#) and a PIN was emailed out late last week to LEAs. Please plan accordingly to ensure your LEA meets the reporting deadlines. Also, on August 30, 2022 at 10:00 am the CDE is hosting a webinar on the new allowable expenditures. Registration can be found [here](#).

ESSER I and GEER I Obligation Deadline Coming Soon

Please remember the obligation deadline for ESSER I (resource 3210) and GEER I (resource 3215) is September 30, 2022. If you have not already spent these funds, please do so before the September deadline.

Maintenance of Equity (MOEquity) Exception Certification Questionnaire

Under section 2004(c) of the American Rescue Plan (ARP) Act, the LEA MOEquity provisions require that each LEA safeguards its high-poverty schools from disproportionate reductions to funding and staffing as a condition of receiving ESSER III funds. Section 2004(c)(2) of the ARP Act describes exceptions that allow certain LEAs to not complete LEA MOEquity reporting or maintain equity by the standards outlined in the ARP Act. To help the California Department of Education (CDE) meet this requirement, LEAs must report on their exception status as soon as possible. For more information about whether an LEA qualifies for an exception, please see <https://www.cde.ca.gov/fg/cr/arpact.asp#MOEquity> and the U.S. Department of Education's (ED) latest guidance at https://oese.ed.gov/files/2021/12/Maintenance-of-Equity-updated-FAQs_12.29.21_Final.pdf. **This questionnaire is open now and will close September 14th at 5:00 pm.** [Attached](#) is an email that was forwarded to CBOs on this reporting requirement.

Consolidated Application and Reporting System (CARS)

The Consolidated Application and Reporting System (CARS) spring release opened August 1st and closes **September 12th**.

- ✚ 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.
- ✚ Anyone may subscribe to the Consolidated Application distribution list by sending a blank email to join-consolidated-application@mlist.cde.ca.gov.

Fall 2022 Dashboard Coordinator Reset

This is a reminder that the California Department of Education (CDE) will be requiring a new submission of the California School Dashboard (Dashboard) Coordinator Application for the 2022–2023 school year in order to gain access as the coordinator for your local educational agency (LEA). Even if the coordinator information has not changed from the previous year, the application must be submitted and approved by the LEA superintendent or charter school administrator to receive the login credentials. [Attached](#) is an email for more details on the annual process.

Accessing the 2022–2023 Application:

Visit <https://coordinator.caschooldashboard.org/#/application>

Professional Development – Supported by SCOE

Attached is a flyer for professional development opportunities this fiscal year.

SCOE is hosting several workshops presented by CASBO. SCOE will reimburse for the cost of one registration by a district employee for one of the eligible workshops listed on the flier.

2022-23 Resources for CBOs

Attached to this bulletin is a listing of items to consider during the 2022-23 fiscal year. The document is intended to be a guide and resource for Sonoma County CBOs. It is not an all-inclusive list.

Account code restrictions for object 9110

LEAs should never use object code 9110 on a requisition or payment. Proper accounting practices dictate that all entries are two sided. The code on the requisition or payment should be the proper expenditure code for the expense and cash (object 9110) is hit automatically. Did you know that you can restrict your requisitions or payments to specific object code ranges, and exclude specific ranges to prevent errors? Depending on your LEA system set ups in ESCAPE,

you may be able to change these settings at the fiscal level. If you need assistance you can send a help desk ticket to helpdesk@scoe.org.

Fiscal Reports by School Services of California

School Services does an excellent job of providing explanations to current topics. If you are a member of School Services of California you can also see these reports by logging in to view on their web page or subscribe to their email services. Attached for your convenience are:

-  HTST Documentation Reminders (dated 7/27/2022)
-  CPI Flat in July (dated 8/11/2022)

Workshop Opportunities through School & College Legal

[Attached](#) is a list of workshops for the 2022-23 School Year.

REMINDERS:

General Obligation (GO) Bonds and Proposition 39 (55% Local Vote Bonds)

Traditional GO Bonds require 2/3 vote of the registered voters voting in the election. Under Proposition 39, which was enacted in November 2000, schools can authorize GO Bonds with 55% voter approval. Proposition 39 bond issuances include additional accountability requirements such as, including certain types of audits, provisions for conducting elections, and establishing a Citizens Oversight Committee. Some requirements are listed below:

-  Following a bond election, the County Registrar of Voters will provide the school district calling the election with the formal results in the form of a Certificate of Election Results. The governing board of the school district is to enter the results of such election into its minutes and to certify such proceedings to the County Superintendent of Schools, usually done in the form of a resolution. This action is normally taken at the next regular meeting of the governing board of the school district after the certification is received. This action must occur before the issuance and sale of the authorized bonds.
-  Ed Code Section 15278(a) requires that bond measures passed pursuant to Proposition 39 establish a Citizens Oversight Committee (Committee). The initial members of the Committee must be established within 60 days after the date that the governing board of the school district enters the results of the bond election on its minutes. The governing board of the school district may also adopt policies, guidelines and procedures to be applicable to the Committee once it is established. It is recommended that policies, guidelines and procedures be adopted before members of the Committee are selected. The Committee shall consist of at least seven (7) members to serve for a term of two (2) years, without compensation, and for no more than two (2) consecutive terms. The Committee *may not include* any employee or official of the school district or any vendor, contractor, or consultant of the school district **and must include** certain member types from the community.
-  Ed Code Section 15280 (b) requires certain documents relating to the Committee be made available on an internet website maintained by the school district.

AB 2274 added reporting requirements to debt from bonds already approved by voters. It requires agencies to notify CDIAC of **any** proposed debt issuance, which would **include refinancing and other secondary issuances**. Prior to AB 2274, LEAs were only required to notify CDIAC of any *new* debt issuance. CDIAC can now require any information about the debt issuance “it considers appropriate” as part of the notification rather than limiting it to the sale date, the name of the issuer, the type of debt, and the estimated principal. In addition, the bill reduces the timeframe in which agencies shall notify CDIAC of a final debt sale from 45 days to 21 days after the sale or issuance. The aforementioned CDIAC reporting requirements are applicable to any issuance of debt after January 1, 2015.

AB 2551 enhanced transparency requirements for local bond elections, including Proposition 39 (2000) and two-thirds vote general obligation bonds. The bill requires LEAs attempting to pass local bonds to *submit to their local elections office* the total estimated debt service, including principal and interest, if all bonds are issued, as part of the Tax Rate Statement required pursuant to Elections Code Sections 9400-9401. The aforementioned reporting requirements are applicable to any issuance of debt after January 1, 2015.

It is recommended that districts that have recently passed GO Bonds discuss regulatory requirements with their bond or legal counsel. For more detailed information, please see the California Debt Advisory Investment Committee (CDIAC) website: (<http://www.treasurer.ca.gov/cdiac/>) and California’s Coalition for Adequate School Housing (C.A.S.H.) website (<http://www.cashnet.org/>).

Non-Voter Approved Debt disclosure form and requirements

Education Code Section 17150 **requires school districts to notify** the County Superintendent of Schools and County Auditor **at least 30 days prior** to the **governing boards’ approval of the issuance of certificates of participation (COPs) or other non-voter-approved debt secured by real property** such as: Lease purchases (LP) secured by real property; Qualified Zone Academy Bonds (QZABs) secured by real property; Revenue bonds; Energy Loans or Bond Anticipation Notes (BANs). The law requires the district provide repayment schedules, evidence of the ability to repay, and costs of issuance as well as information necessary to assess the anticipated effect of the debt issuance. Within 15 days of the receipt of the information, the County Superintendent of Schools and the County Auditor are authorized to comment publicly regarding the district’s capacity to repay the debt obligation, based on the information provided.

The Disclosure of Non-Voter Approved Debt form is located at <https://www.scoe.org/pub/htdocs/fiscal-forms.html> Please complete, supply supporting documentation, and submit in accordance to the above.

Dates to Remember:

- 09/05/2022 Labor Day Holiday – SCOE Closed
- 09/12/2022 ConApp due
- 09/15/2022 Unaudited Actuals Due to SCOE (statutory deadline)
- 09/15/2022 GANN Resolution Due
- 09/19/2022 Prior Year P-2 and/or P-Annual corrections due to SCOE
- 09/22/2022 DBUG [zoom link](#)

Mark your calendars now!

2022-23 District Business User Group (DBUG) meeting dates:

All meetings are on Thursdays at 12:30pm.

Dates: 10/20/2022, 11/17/2022, 1/26/2023, 2/23/2023, 3/23/2023, 4/27/2023, 5/25/2023, and 6/22/2023

Mini-Training Sessions/Working Sessions

Budget Review/Cleanup: October 31, 2022, 9:00 – 10:30 am (working session)

Cash Flow training: Before the November 17th DBUG, 11:15 am (length: 45-60 minutes) bring a lunch and we will provide snacks

General Ledger Mid-Year Cleanup: January 20, 2023, 9:00 – 11:00 am (working session)

LCAP check-in (annual update, what's new, and staying on track): immediately following the March 23rd DBUG (length: 45 minutes)

Workshops

Interim Workshop: October 20, 2022, 9:00 am to 12:00 pm

Next Fiscal Year Workshop: May 18, 2023, 9:00 am to 12:00 pm

Year-End Close Workshop: June 1, 2023, 9:00 am to 12:00 pm

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 may be 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. **We will be migrating all forms and materials to a shared Google based folder soon. A link will be provided when this occurs.**



Information About the Educator Effectiveness Funds Block Grant Program

EEF2021@cde.ca.gov <EEF2021@cde.ca.gov>

Fri, Aug 12, 2022 at 10:23 AM

To: slampenfeld@scoe.org

Dear Educators:

INFORMATION ABOUT THE EDUCATOR EFFECTIVENESS FUNDS (2021–26) BLOCK GRANT PROGRAM

The purpose of this communication is to inform local educational agencies (LEAs) of important changes that have been made to statute related to the Educator Effectiveness Funds (EEF) Block Grant program. This program provides funds to county offices of education, school districts, charter schools, and state special schools to provide professional learning and to promote educator equity, quality, and effectiveness. Allowable uses of funds are specified in California *Education Code (EC)* Section 41480(b). Details regarding the EEF allocations and apportionments are available at: <https://www.cde.ca.gov/fg/fo/r14/edeffectiveness21result.asp>.

The original language in *EC* 41480 required that each LEA receiving funds develop a local plan for the EEF to be heard in a public meeting of the governing board of the school district, the county board of education, or governing body of the charter school, before its adoption in a subsequent public meeting on or before December 30, 2021. Legislative changes in Section 18 of Assembly Bill 181 extend this deadline to March 31, 2023.

In addition, clarifying language was provided allowing EEF to be used for existing staff to become credentialed, or fully credentialed for their assignment. Additional clarifying language allows EEF to be used on related costs of providing and attending professional learning, including, but not limited to, travel, per diem reimbursement, and substitute teacher costs.

The EEF are subject to annual audits required by *EC* Section 41020. LEAs that receive a finding in the 2021–22 annual audit will be contacted by the California Department of Education (CDE) regarding corrective action required to resolve the finding. As part of this process, LEAs will need to provide board agendas and meeting minutes that show the final plan was presented and approved in two separate board meetings before March 31, 2023. LEAs that receive a finding during the 2021–22 annual audit will not be subject to a fiscal impact as long they can provide the corrective action requested. However, LEAs that do not hold the mandatory meetings by March 31, 2023 will receive an audit finding in the 2022–23 annual audit and will not be able to resolve the finding through corrective action. Instead, LEAs that receive an EEF audit finding for 2022–23 will be required to return the funds received.

The EEF may be expended during the 2021–22, 2022–23, 2023–24, 2024–25 and 2025–26 fiscal years. An annual data and expenditure report will be due each year on or before September 30. For access to the EEF Reporting database and the Annual Report template, please visit the EEF Home web page at <https://www.cde.ca.gov/pd/ee/eeef2021.asp>. Please note that a PIN number is required to log into the EEF Reporting database. LEAs will receive an email with their unique PIN number. A final data and expenditure report will be due on or before September 30, 2026. Any funds not expended by June 30, 2026 must be returned to the CDE.

For programmatic information, please visit the EEF Home web page at <https://www.cde.ca.gov/pd/ee/eeef2021.asp> or contact the Teacher and Leader Policy Office at 916-445-7331 or EEF2021@cde.ca.gov.

For fiscal information, please visit the EEF Fiscal web page at <https://www.cde.ca.gov/fg/aa/ca/educatoreffectiveness.asp> or contact the Categorial Allocations and Audit Resolution Office at CAAR@cde.ca.gov.

Sincerely,

/s/

Monique McWayne, Director
Educator Excellence and Equity Division
California Department of Education



MOEquity Exception Questionnaire Open

EDReliefFunds <EDReliefFunds@cde.ca.gov>
To: Sarah Lampenfeld <slampenfeld@scoe.org>

Wed, Aug 24, 2022 at 9:46 AM

You are receiving this message because you are subscribed to the CDE ED Relief Funds listserv.

August 24, 2022

This letter is to inform you that the questionnaire for local Maintenance of Equity (MOEquity) exceptions for the 2022–23 fiscal year for local educational agencies (LEAs) receiving Elementary and Secondary School Emergency Relief (ESSER) III funds is now available and **will close September 14, 2022, at 5 p.m.** The Reporting Portal is available at <https://www3.cde.ca.gov/caresactreporting/> to complete this questionnaire. Please use the same password as previous reporting and assurances. LEAs reporting an excepted status are not required to complete additional LEA MOEquity reporting requirements for the applicable fiscal year.

Maintenance of Equity (MOEquity) Exception Certification Questionnaire

Under section 2004(c) of the American Rescue Plan (ARP) Act, the LEA MOEquity provisions require that each LEA safeguards its high-poverty schools from disproportionate reductions to funding and staffing as a condition of receiving ESSER III funds. Section 2004(c)(2) of the ARP Act describes exceptions that allow certain LEAs to not complete LEA MOEquity reporting or maintain equity by the standards outlined in the ARP Act. To help the California Department of Education (CDE) meet this requirement, we are requesting LEAs report on their exception status as soon as possible. For more information about whether an LEA qualifies for an exception, please see <https://www.cde.ca.gov/fg/cr/arpact.asp#MOEquity> and the U.S. Department of Education's (ED) latest guidance at https://oese.ed.gov/files/2021/12/Maintenance-of-Equity-updated-FAQs_12.29.21_Final.pdf.

Please note that ALL LEAs receiving ESSER III (Resource Codes 3213/3214) funds are required to complete the MOEquity Exception Questionnaire for this current school year. Additionally, please ensure that your LEA carefully reads the instructions provided on the questionnaire for next steps. Some LEA exception types require additional steps to finalize your LEA's exception status.

For more information about this report, please see the Maintenance of Equity section on our [Federal Stimulus Quarterly Reporting Help Page](#). Additional information regarding these requirements can be found on the CDE [ESSER III FAQs](#) web page.

Should you have any questions about this questionnaire or other federal stimulus questions, please send those via email to EDReliefFunds@cde.ca.gov.

Sincerely,

The CDE Federal Stimulus Team

Join this listserv by sending a blank email message to join-edrelieffunds@mlist.cde.ca.gov.

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REMINDER - Fall 2022 Dashboard Coordinator Reset

LCFF <LCFF@cde.ca.gov>

Wed, Aug 17, 2022 at 1:05 PM

To: Sarah Lampenfeld <slampenfeld@scoe.org>

You are receiving this email because you are subscribed to the LCFF listserv.

This is a reminder that the California Department of Education (CDE) will be requiring a new submission of the California School Dashboard (Dashboard) Coordinator Application for the 2022–2023 school year in order to gain access as the coordinator for your local educational agency (LEA). Even if the coordinator information has not changed from the previous year, the application must be submitted and approved by the LEA superintendent or charter school administrator to receive the login credentials.

The CDE will be resetting the 2021–2022 Dashboard Coordinator data base at **5 p.m., Friday, August 19, 2022**. During this time, there will be no access to the Dashboard Coordinator Web site. The Web site will reopen on **August 22, 2022** for LEAs to begin registering their new coordinators. **Please note that applications submitted in advance of August 22, 2022, cannot be processed and will be deleted from the database.**

Process for Completing the Designation Application (On or after August 22, 2022)

Accessing the 2022–2023 Application: Visit <https://coordinator.caschooldashboard.org/#/application>

Completing the Application: Complete the application, which includes providing contact information, LEA/School Name, and submit the completed application by selecting the "Submit" button. It is recommended that you provide contact information for an alternate coordinator that can be contacted in the absence of the designated coordinator.

Obtaining Approval and Password: Once the application has been submitted, the superintendent or charter school administrator will receive an e-mail from newapplicant@cedrsystems.net with a link to review and approve the designation. If the application is approved by the superintendent or charter school administrator, an e-mail including the 2022–2023 password, will be sent to all contacts identified on the application.

Inputting Local Indicator Information: Once a Coordinator receives their login credentials, they will be able to upload their LEA's local indicator information to the Dashboard. For the 2022 Dashboard, LEAs will upload all local indicator information reported to the LEAs governing board or body at the same meeting at which the LCAP was adopted. This includes local indicator information related to the number/percentage of misassignments of teachers of English learners, total teacher misassignments, and vacant teacher positions included in the self-reflection tool for LCFF Priority 1. The window for local indicator submission will close on **5 p.m., Friday, September 30, 2022**.

For questions about the coordinator designation process, contact the Local Agency Systems Support Office by email at LCFF@cde.ca.gov.

Sincerely,

Local Agency Systems Support Office

Student Achievement and Support Division

California Department of Education

1430 N Street, Suite 6208

Sacramento, CA 95814-5901

lcff@cde.ca.gov

<http://www.cde.ca.gov/>

To receive LCFF updates via e-mail, please subscribe to the LCFF listserv by sending a "blank" message to join-LCFF-list@mlist.cde.ca.gov.

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FISCAL REPORT

PUBLIC EDUCATION'S POINT OF REFERENCE FOR MAKING EDUCATED DECISIONS

CPI Flat in July



BY PATTI F. HERRERA, EDD

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posted August 11, 2022

The Bureau of Labor Statistics reported that the Consumer Price Index (CPI)—the U.S. measure of inflation—remained unchanged from June 2022, resulting in an unadjusted annual inflation of 8.5%. Recall that annual inflation just a month ago measured at 9.1%. When excluding the costs for food and energy, annual inflation increased by 5.9%.

Key drivers for July CPI were significant reductions in energy costs, which as a basket of goods, decreased by 4.6% from June 2022 levels. While this reduction offsets the more modest monthly cost increases of food and shelter, the unadjusted annual cost of energy is still up by 32.9% when compared to a year ago July, with gasoline up by 44.0% and fuel up by 75.6% from a year ago.

Certainly, U.S. residents are breathing a sigh of relief from what was mounting energy costs on the one hand, but on the other hand they continue to feel pressure in their wallets from the rising cost of food, which increased at an annual rate of 10.9%—the largest annual increase since May 1979.

Since inflation is one of the significant factors that can lead to an economic recession, as well as influences annual cost-of-living adjustments (COLAs), we will continue to monitor the CPI closely, recognizing that COLA for education funding purposes is specifically determined by a federal price deflator for government entities.

FISCAL REPORT

PUBLIC EDUCATION'S POINT OF REFERENCE FOR MAKING EDUCATED DECISIONS

HTST Documentation Reminders

 [BY ANJANETTE PELLETIER](#)

 [BY LINETTE HODSON](#)

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posted July 27, 2022

School districts and county offices of education (COE) have many questions about the 60% reimbursement for home-to-school transportation (HTST) included in the 2022-23 Enacted Budget. Although many questions of implementation are still being resolved by the CDE, local educational agencies (LEAs) need to act now to verify their close of books reporting is accurate and establishes eligibility for reimbursement. Currently, our primary advice is to review the California Standard Accounting Manual (CSAM) procedures to ensure appropriate coding. CSAM Procedure 325-21 outlines which expenditures are defined as HTST, while CSAM Procedure 640 includes numerous coding examples and clarification regarding HTST.

As noted in an earlier article (see "[Ask SSC . . . Home-to-School Transportation Plan and Reimbursements](#)" in the July 2022 *Fiscal Report*), the new HTST reimbursement is for eligible entities—which is specified to mean a school district or COE in the statute. The 60% reimbursement flows outside the Local Control Funding Formula (LCFF), regardless of the district funding type. The 60% reimbursement allowance will be reduced by any applicable transportation add-on amount within the LCFF calculations for the district or COE, including those received by community-funded districts through their minimum state aid. The HTST cost-of-living adjustment (COLA), starting in 2023-24, will be applied to the add-on within the LCFF. As of this writing, community-funded districts would not receive the benefit of this COLA since minimum state aid is unchanged since 2013-14 funding levels, although this could change in subsequent legislation and ahead of the 2023-24 fiscal year.

Regardless of how an LEA transports students, the overall advice is the same: Follow the appropriate CSAM Procedure 640 guidance to make certain HTST is coded using Function 3600 for the associated costs. LEAs may need to review the appropriate Standardized Account Code Structure coding for payment to non-agency contractors, or for subagreements, in combination with appropriate Function 3600 codes, to secure eligibility for the 60% reimbursement of eligible transportation costs.

School Services of California Inc. will be following this issue closely and reporting as additional details become available, but for now we believe the priority should be for LEAs to confirm their 2021-22 expenditures are coded correctly using Function 3600 to ensure they are captured appropriately in the funding calculation.



SONOMA COUNTY OFFICE OF EDUCATION

WORKSHOPS HOSTED BY SCOE BUSINESS SERVICES

As of August 24, 2022

If a Sonoma County school district employee attends one of the eligible workshops listed below their district will be reimbursed for the cost of registration. Districts will pay for the registration upfront and then be reimbursed after proof of attendance has been provided to SCOE. One person per district (unless approved by Greg Medici or Sarah Lampenfeld).

Eligible Workshops Register directly with CASBO unless indicated as another presenter

- **Accounts Payable Rules and Best Practices**
- **Advanced Management & Supervision**
- **Budget Basics & Beyond**
- **CalSTRS/CalPERS: Best Practices for Employment Agreements, CBAs & Avoiding Adverse Audits**
- **CalSTRS/CalPERS: Retirement Concepts**
- **Legal Aspects & Hands-On Accounting for Student Body Organizations**
- **Payroll Compliance & Calendar Year-End Reporting**
- **Payroll Concepts**
- **Payroll Essentials**
- **Pupil Attendance Accounting for Business Office Personnel**
- **Standard Account Code Structure (Basic and Advanced)**
- **Using Data Analytics to Maintain Fiscal Solvency**
- **1099 Reporting Concepts**
- **ERP-CA Benefits Management Course ([register with Frontline](#))**

To receive the reimbursement from SCOE you will need to submit proof of payment (to the presenter) along with proof of attendance at the workshop. These items should be emailed to Bonnie Brown, bbrown@scoe.org



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 August 22, 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 ¹	Leah M. Smith	K-12 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 ²	Kaitlyn A. Schwendeman & Leah M. Smith	K-12/CCD 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 ²	Kaitlyn A. Schwendeman	K-12/CCD Negotiating Team Members	Virtually – Zoom In-Person – Sonoma COE

DATE	TITLE	PRESENTER	INTENDED AUDIENCE	LOCATION
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 ²	Leah M. Smith	K-12/CCD Supervisory personnel including District Board Members and non-supervisors	Virtually – Zoom In-Person – Sonoma COE
September 22, 2022 9:00 a.m. – 12:30 p.m. clients \$45/person non-clients \$55/person	Evaluations, Investigations, and Documentation of Employees	Nancy L. Klein & Leah M. Smith	K-12 Staff that Supervise Employees and/or Conduct Investigations	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 ¹	Jennifer E. Nix	K-12 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 ²	Erin E. Stagg	K-12/CCD 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 ²	Loren W. Soukup & Erin E. Stagg	K-12/CCD 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 ²	Erin E. Stagg	K-12/CCD Board members, Administrators, Deputy/Asst. Administrators, Business Managers, etc.	Virtually – Zoom In-Person – Sonoma COE

DATE	TITLE	PRESENTER	INTENDED AUDIENCE	LOCATION
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 ¹	Leah M. Smith	K-12 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 ²	Kaitlyn A. Schwendeman & Leah M. Smith	K-12/CCD 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	Kaitlyn A. Schwendeman & TBD	K-12 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	K-12 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 ¹	Jennifer E. Nix	K-12 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 ²	Leah M. Smith	CCD Administrators, Title IX Coordinators, Deputy Title IX Coordinators, and Equity and Inclusion Staff	Virtually – Zoom In-Person – Sonoma COE

DATE	TITLE	PRESENTER	INTENDED AUDIENCE	LOCATION
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 ¹	Leah M. Smith	K-12 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 ²	Kaitlyn A. Schwendeman	K-12/CCD 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 ¹	Jennifer E. Nix	K-12 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 ²	Erin E. Stagg	K-12/CCD 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)	Loren W. Soukup	K-12 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 ¹	Jennifer E. Nix & Leah M. Smith	K-12 Special Education Staff	Virtually – Zoom In-Person – Sonoma COE

DATE	TITLE	PRESENTER	INTENDED AUDIENCE	LOCATION
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 ²	Erin E. Stagg	K-12/CCD 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 ²	Jennifer E. Nix	K-12 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 ¹	Jennifer E. Nix	K-12 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 ^{1,2}	Jennifer E. Nix	K-12 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 ²	Kaitlyn A. Schwendeman & Leah M. Smith	K-12/CCD 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 ¹	Jennifer E. Nix	K-12 Special Education Assessors School Psychologists Speech and Language Therapists	Virtually – Zoom In-Person – Sonoma COE

DATE	TITLE	PRESENTER	INTENDED AUDIENCE	LOCATION
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 ²	Nancy L. Klein	K-12/CCD 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 ²	Leah M. Smith	K-12/CCD 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.

- ¹ 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.
- ² 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, by calling (707) 524-2690, or by email to 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.