

**SONOMA COUNTY SCHOOLS
DISTRICT BUSINESS USERS GROUP
MINUTES**

Date: September 21, 2017

Time: 12:30PM

Location: Redwood C

Chair: Christina Menicucci

Recorder: Krystle Johnson

ROUND TABLE DISCUSSION

1. CALL TO ORDER/INTRODUCTIONS- Christina Menicucci
Meeting called to order at 12:32 pm
2. SPECIAL RECOGNITION: Payroll Certification Awards- Tracy Lehmann
SCOE presented Payroll Certification awards to those that completed the trainings
3. APPROVAL OF AGENDA- Christina Menicucci
Motion by: Lanette, Windsor
Second by: Leann, SCOE
Motion Passed
4. APPROVAL OF MINUTES- Christina Menicucci
Motion by: Patty, Twin Hills
Second by: Carol, Waugh
Motion Passed

NEW BUSINESS

1. SELPA- Deborah Malone- Larson
 - Membership on Finance Committee opening. Deborah will send e-mail to Business Managers with information. Reply if interested or we can nominate someone. We will vote and discuss nominees at the next DBUG meeting
2. SCOE BIZ Bulletin No. 18-04- Shelley Stiles
 - State of the State
 - Revenues exceed State budget projections in August. Outstanding loans of \$8.66B in August were less than the budget estimates.
 - Per Pupil Expenditures Reporting
 - New Requirement under Title I, LEA report cards per-pupil expenditures of Federal, state, and local funds for each LEA and school for the preceding fiscal year may be delayed until the 2018-19 school year. There will be no data collection through the SACS.
 - McKinney Vento Reserve Requirements
 - Select districts received a letter from CDE indicating that a reservation was made but the funds were not spent during the 16/17 school year. A sample listing of how these reservation funds can be used was attached (refer to bulletin 18-04)

- Considerations When Issuing Bonds
 - FCMAT has prepared a Fiscal Alert which provides a sample Debt Management Policy
 - California Clean Energy Jobs Act (Prop 39) Resource 6230
 - Sept 30, 2017 is the last day for LEA with approved energy expenditure plans to submit their Annual Progress Reports to the Energy Commission
 - The final energy expenditure plan (EEP) application due date has been extended to February 26, 2018
 - Education Effectiveness Funds-Final Reporting
 - The universal password to use when reporting the Final Educator Effectiveness Funds Report is: 6278529
 - If 100% of the funds received are not expended and reported the revenue must be returned to the state
 - School Planning Design and Funding Workshop
 - OPSC, DSA, and CDE are conducting free workshops across the state to provide information on school planning, design, and availability of state funding to help LEAs address their facility needs
 - One workshop in Sonoma County is on Sept 27, 2017 at 10AM-3PM
 - CalPERS GASB 68 Employer Tool
 - A new tool for employers that prepare GASB 68 journal entries for the fiscal year ended 6/30/17
 - Reserve Cap Bill Heads to Governor Brown's Desk
 - SB 751 is headed to Governor Brown's desk. State Superintendent of Public Instruction to notify districts and LEAs when conditions are met and when they are no longer met, combined assigned and unassigned ending fund balance in general fund and fund 17 to 10% and exempts basic aid districts and districts with fewer than 2501 in ADA.
 - Now that I have closed the books, where should I focus my efforts? Ask SSC...
 - Useful checklist to start working on to adjust your budget was discussed
 - 2nd Reminder: Instructional Materials Public Hearing Requirements for FY 2017-18
 - Local governing boards must hold an annual public hearing on or before the end of the 8th week from the 1st day pupils attend classes and adopt a resolution stating whether each pupil in the LEA has sufficient textbooks or instructional materials. This is required annually.
3. BUSINESS SERVICES- Erin Graves
- Follow up to Recent Court Decision Regarding OT pay Rate. FLSA defines overtime as a workweek longer than 40hrs where Ed code defines OT to include any time required to be worked in excess of 8 hrs in any one day and in excess of 40 hrs in any calendar week. Under FLSA, the total cash-in-lieu payments must be bona fide. IT IS RECOMMENDED LEAS REACH OUT TO THEIR LEGAL COUNSEL FOR ADVICE ON HOW THIS COURT DECISION MAY IMPACT YOUR DISTRICT AND TO ENSURE COMPLIANCE
 - Reminder: CASBO AP Workshop closes 9/25 and CASBO 1099 workshop closes 10/2
4. CALPADS- Candy
- Nov 1st Direct Cert Count; Dec 15 deadline for 1st Fall; Amendment Window
 - Check for anomalies; 2% or less (i.e. multiple SSID, or concurrent primary enrollment)
 - Homeless Student Status, make sure current and accurate

- CalPads info meeting in Oct 17; 9-12:30 can sign up; CalPads adv
5. MAA Update- Sharon Battaglia
 - Sharon Battaglia shared what you can expect in regard for MAA Backcasting for Invoices through 14/15 Q2. She said that if backcasting invoice amount is greater than interim payment received the district will receive the difference of backcasting invoice amount less the interim payment. However, if backcasting invoice amount is less than the interim payment received then the district will owe back to DHCS the difference between the backcasting invoice amount and the interim payment received.
 6. SCOE IT- ESCAPE
 - Escape Upgrade on Oct 8
 - Escape Online Portal
 - Old Adobe shared that you can review pay, assignments, benefits, leaves, pay stubs, W2s, can change deductions and see how it affects your paycheck.
 - If interested, send SCOE IT helpdesk ticket

ONGOING

1. Other Reports: DP Advisory- N/A
2. Escape Questions- N/A

DISCUSSION/PRESENTATION

1. Budget Revisions vs. Budget Entry- Marie
 - Marie reviewed tips and tricks to creating a budget model (see powerpoint handout for further details and examples)

ADJOURNMENT: 2:00 pm.