

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

Date: May 29, 2015  
Call to Order: 12:30 p.m.  
Location: Sonoma County Office of Education -Redwood C  
Chair: Shelley Stiles  
Recorder: Anne Kopache

Introductions were made.

Approval of Agenda: Moved by Sarah Lampenfeld and seconded by Wendy Wood. The motion carried unanimously.

Approval of Minutes from the April 24, 2015 Meeting: Moved by Wendy Wood and seconded by Lois Standing. The motion carried unanimously.

**NEW BUSINESS**

**SCOE Biz – Judy Thomson**

There was a review of both the School Services and Capital Advisors May Revise workshops. The consensus is that 2015-16 will be a good year for school finance, but to move forward cautiously as it won't last forever. Reminder that the 15-16 gap percentage has been increased to 53.08%. The Common Message for the 2015-16 Budget was reviewed and SCOE Guidance will be emailed by the end of the day. Transparency requirements were discussed with a focus on Funds 01 and Fund 17.

There was a question to the group wondering if others are putting the \$601 per ADA into their budgets. Judy said there is no set guidance on budgeting the funding but to monitor your district's needs to determine inclusion.

It was suggested to budget conservatively for transportation as changes in funding will be added to the target.

All District of Choice and Basic Aid Supplemental districts should be projecting interdistrict revenue as one time funds until there is more news regarding the extension of that program.

A member asked if districts should be using the original gap percentage or the May Revise gap percentage. Jim Cerreta suggested that since there is no definite guidance from the CDE yet, it is best to monitor your district's climate and risk and address the possible changes in the budget narrative. CDE guidance is due out shortly and will set precedence for future years.

**SELPA Special Education Updates – Deborah Malone-Larson**

Deborah reviewed the SELPA updates. ERMHS funding and appropriate uses were discussed. The 2015-16 revenue projections will be distributed soon. It was brought up that districts might be willing to wait a bit longer for estimates if SELPA were to base the estimates on P-2 ADA rather than P-1 and the December counts. Deborah will look into that. There was a reminder that SEMA and SEMB reports are due in October however they can be submitted early, perhaps with Unaudited Actuals.

### **SCOE IT – Dan Bienkowski, Tracy Lehmann**

Dan informed the group that the estimates for 2015-16 DP and SCOE Connect charges will be coming out next week. The next update for Escape will have the system down at 8:00am on Saturday and Sunday May 30 and 31.

Tracy reminded the group of the HR/Payroll user group June 16 and the AR/AP Set Up workshop June 18. All tentative rolls for 2015-16 budgets are due June 19. There will be 3 Open Lab sessions available in June and 1 in July. A workshop will be given July 21 for Escape updates to the ACA tracking system.

### **ONGOING**

#### **DP Advisory – Dan Bienkowski**

The DP Advisory Committee has begun meeting again, as the IT department is looking at needed updates. There is still one more CBO position available on the committee. The available spot will be discussed at the next DBUG meeting.

#### **RESIG Update – Erin Tarkhanian**

Erin spoke of the new safety and compliance training program available through RESIG. The program, Target Solutions will be a part of RESIG's services and will be no extra cost to the districts. There will be 185 classes available online that will cover all HR, OSHA and other mandated trainings. Portals will be customizable to individual districts and will include additional portals available for parent and community access. She asked for suggestions on what other topics might be covered by Target Solutions to be written down by the group. The suggestions were then put into a drawing and the winner received a \$50 Amazon Gift Card from Target Solutions.

#### **CalPADS Update – Robin Horwinski**

The 2015-16 CalPADS training schedule has been posted. There will be new classes for the "certifiers" to help all those involved with the certification process to understand their role in the CalPADS system.

### **DISCUSSION/PRESENTATION**

#### **DBUG Chair Nominations/Elections for 2015-16**

Shelly Stiles talked about and answered questions regarding the role and responsibilities of being DBUG chair.

Wendy Wood nominated Jolene Hale and Patty Murch seconded. Since Jolene Hale was not present and not able to accept the nomination, John Markartos volunteered to co-chair with Jolene if she is open to that option. The vote was unanimous.

The meeting was adjourned at 1:45 PM.