

**SONOMA COUNTY SCHOOLS
DISTRICT BUSINESS USERS GROUP**

MINUTES

Date: November 17, 2016
Time: 12:30 p.m.
Location: Redwood C
Chair: Christina Menicucci - (temp. Patty Nosecchi)
Recorder: Regina Cuculich

ROUND TABLE DISCUSSION

1. CALL TO ORDER/INTRODUCTIONS – Patty Nosecchi,
Meeting called to order at 12:40 P.M.

2. APPROVAL OF AGENDA - Patty Nosecchi
Motion by: Ann Hayes - Harmony
Second by: Lois Standing - Windsor
Motion Passed

3. APPROVAL OF MINUTES - Patty Nosecchi
Motion by: Carol Slender - Waugh
Second by: Lois Standing - Windsor
Motion Passed

NEW BUSINESS

1. CALPADS: Robin Horwinski (12:45-1:12)
Robin's Powerpoint will be available on DP website Homepage
Fall I review focus areas:
Robin shared what CDE uses Fall I data counts for – PY graduation rates, dropouts
Info included in Fall I data submission: Free and Reduced, English Learners, Spec
Ed, Title One, etc. are used to calculate LCFF Suppl/Conc grant funds, ERATE
discounts, etc. CDE uses CALPADS data to populate School Accountability Report
Cards (SARC) and Consolidated Application (CARS or Con App.). Since this pre-
populated data comes directly from CALPADS and cannot be changed in those
forms, you must make sure all of the CALPADS data that will be certified in
December is accurate.
COLLABORATION ACROSS DISTRICT prior to certification is important! 'Data stewards'
- will look at data, know their counts, review for accuracy
Have a committee for data elements, perhaps at each site so they get together and
review all datapoints.

There are data correction windows for CALPADS but this would delay any
corrections to your SARC's and Con App's.

Fall I Certification Deadline delayed (from 12/2/16) until ?
Send a ticket to SCOE Help Desk (helpdesk@scoe.org) if you would like instructions on how to access the CALPADS reports for verification.

2. SCOE BIZ: Judy Thomson

Bulletin No. 17-05 with attachments – Topics:

- State of State- Oct revenue missed projections by <5%>, total fiscal year revenue off by <1.1%>. Watch for next downturn cycle
- Audits- Judy sent out Audit Certification forms/ Corrective Actions in an email on 11/3/16 Scoe biz 17-06.

Info provided: Deadlines for filing extension of audit, other audit submission requirements.

There is a calculator for estimating your cost of an audit finding (website is shown on bulletin).

Compliance updates for 15-16 as well as 16-17 Audit Guide focal points (attached to bulletin).

Remember Auditor rotation, 6 year cycle.

- Dev Fee annual acct-fund 25 requirements and deadlines
- College Readiness Block Grant Reporting Template is avail – see bulletin for website (sample attached)
- Location of Charter School Operations-see recent rulings in this bulletin (also Legal Update 11/14/16, Memo No. 39-2016)
- Webcast on Equal Employment Opportunity Commission (EEOC) Final rules, notice to employees, website in bulletin
- Dates to remember

Happy Thanksgiving!

Remember all docs from DBUG meetings are posted to dp.scoe.org website – check it out

3. SCOE IT- ESCAPE Tips and tricks: Tracy ('SCOE IT Latest News' HOME PAGE has all of these docs)

- Send a help desk ticket if you want a tip shared with our group at future meetings
- Reminder: W2/ACA reporting time, Dec 8 workshop
- You can put Message on paycheck stubs- SCOE IT Homepage, 'Forms', 'It Checklists and Cheat Sheets', 'Check Stub and Advise Message.pdf' for instructions:
 - HR/Payroll, Payroll, Payroll Status, Go, select any *FUTURE* payroll, double click to open – top line ('check/advice message'), type in message, save close
- Payroll Certification Program – Samples of some helpful information shared through the program. Go to Homepage, workshops – ESCAPE Training 11-9-16 Adjust Pay (click on various samples, cheat sheets, great information)

- Sales Tax changes January 1 – **District's** responsibility to change to your rate. Go to SCOE IT Homepage, 'Forms', 'It Checklists and Cheat Sheets', 'Sales Tax Update in ESCAPE.pdf' for instructions:
 - Finance, Setup, General, Fiscal – change your sales tax rate here (not date driven, **please wait until January 1 to make the change**)
4. SELPA - Special Education Updates: Deborah Malone-Larson (no information to report)
5. SERVICES: Erin Graves (available attachments provided)
- CalPers Circular Letters (1. Statutory and Regulatory Requirements for Compensation Earnable and Publicly Available Pay Scales. 2. Off-Salary Schedule Pay. 3. Military Service Credit SB 294, form attached to receive service credit for Military Service)
 - Update on AB 1245 for EDD-electronic filing requirements-as of Jan 1, 2017 SDI will be required to file electronically, instructions for doing so was provided on EDD attachment (hint, district may use credit card to make electronic payment, then use your APY check to pay credit card to save bank fees) perhaps use this method in lieu of an auto debit from your clearing checking account (as suggested by some districts).
 - Status Update on CALSTRS Excess DBS Refund-delayed refund to ee/er. Awaiting ESCAPE Import update
Refunded in 2017 not 2016

ONGOING

1. Other Reports: DP Advisory, RESIG - None
SCOE Business Services will send out Survey Monkey regarding future DBUG dates, and looking for input on workshop ideas (vote for top 3)
2. Escape Questions - none

DISCUSSION/PRESENTATION

1. Overview of State Schools Facilities Program (SPF) & Facilities Utilization Master Plan (a product provided by Williams and Associates)– MimiDene Williams, Williams and Associates
Power Point Presentation handouts provided (will be available on SCOE Homepage)
SCOE is offering up to 10 hours of free consultation with MimiDene Williams if your district has 300 or fewer ADA, (paid by SCOE) contact Steve Harrington's office if you are interested.

ADJOURNMENT: 2:50 P.M.