

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

**August 26, 2016**

Location: Redwood C  
Chair: John Markatos  
Recorder: John Azzizzi

**ROUND TABLE DISCUSSION**

1. Meeting was called to order at 12:35 p.m.
  - a. Recorder sign-up sheet was passed around; Jolene is next up on 9/30
2. AGENDA approved.
  - a. Motioned: Patty Pomplin                      Seconded: Patricia Petzar
3. MINUTES from previous meeting were not available.

**NEW BUSINESS**

1. SCOE BIZ presented by Judy Thompson. See handouts: *Bulletin No. 17-02* and *Things to do August - September*

Topics:

- State of the State: April – July revenues lower than expected
- Instructional Materials: Annual public hearing needs to be held on or before the end of the eighth week of school (Audit Guide included in SCOE BIZ)
- Mandate Block Grant: Application is due by Aug 30 for 16-17 funding
- College-Readiness Block Grant (9-12<sup>th</sup> grade): rsc 7338; \$149.32 per UDC in WASC accredited high school; district and charter.
- ESSA Transition: see SCLS Memo No. 16-2016 (meeting hand-out)
- Timing of School Board Elections: SB 415 (Sept 2015) generally prohibits school board election dates other than statewide election dates (see law for exceptions)
- Prop 39 – Annual Progress Reports: are due by Sept 30 to Cal Energy Commission
- Healthy Schools Act (SB 1405) – New Training requirement effective July 1, 2016 for annual Integrated Pest Management training. (Table of Healthy Schools Act Responsibilities included in SCOE BIZ)
- Reminders:
  - Non-Voter Approved Debt disclosure form due to SCOE 30 days prior to governing board approval of COP's
  - General Obligation Bonds require 2/3's voter approval; Prop 39/Local Vote Bonds require 55% vote
  - Transparency/Reporting Requirements for Local Bonds (AB 2274, AB 2551)

- Cash Transactions at the County – 5-day notice required for payments >\$1mm to a single vendor; need to use wire-transfer process rather than through APY
  - Annual Accounting for School Developer Fees
  - Webinar Aug 31 on Prop 39 Energy Program
  - Upcoming SCLS workshops
  - Dates to Remember
2. Business Services – Erin Graves. See handout/summary, *Discussion for DBUG 8/26/2016*
    - a. Hiring CalSTRS Retirees as Independent Contractors
      - i. Determination of Independent Contractor vs Employee (2 handouts from IRS and EDD)
      - ii. Understanding CalSTRS limits and tracking/reporting hours (2 handouts/forms, *ES732 ER Cert of IC Status, CalSTRS Retiree Earnings Paid Through Accounts Payable*)
    - b. Foreign Vendors Providing Service in US
      - i. Special forms and withholding requirements – speak with Erin if/when employing foreign vendors
  3. CALPADS Updates for 2016-17
    - a. Presentation by Robin Howinski (see handout)
      - i. Quite a few changes this year / check training calendar on SCOE website
  4. School-Based Medical Administrative Activities (SMAA) Update
    - a. Presentation by Sharon Battaglia (see handout, *MAA DBUG update Aug 2016*)

## **ONGOING / REPORTS**

1. SCOE IT: Marie and Tracy provided an update on the Payroll Certification program. The next training is scheduled to begin on October 10<sup>th</sup>.
2. INTRODUCTION: Mary Downey – new Assistant Superintendent – Business Services

## **DISCUSSION / PRESENTATION**

1. Substitute Sick Leave: There was a general discussion about how different districts / charters are dealing with the new sick leave law as relates to substitute teachers.
2. The CARNet (Charter Authorizers Regional Support Network) representative was introduced. He was scheduled to give a presentation immediately following DBUG

## **ADJOURNMENT**

The meeting was adjourned at 2:07 pm