

**SONOMA COUNTY SCHOOLS
District Business Users Group
Minutes for March 25, 2016**

Round Table Discussion

1. The meeting was called to order by John Markatos at 12:30PM. Introductions were made.
2. On a motion by Ruth Karlsrud and seconded by Carolyn Bischof the agenda was approved.
3. The approval of the minutes was moved until later in the agenda when the group had time to review.

New Business

1. Deborah Malone-Larson presented the SELPA and Special Education updates.
There was an overview of Early Mental Health Services funding. December and April counts will be averaged to determine final funding amounts.
P-1 Special Education revenue projections will be released soon. Reminder to verify December 1, 2015 counts.
There was a summary of the basis for 2016-17 revenue projections.
Districts will be receiving Preschool dollars even if they do not have eligible students, however SELPA will take back funds that are not used and redistribute.
2. Jim Cerreta presented SCOE Biz in Judy Thomson's absence.
Revenues for the state are up again in February.
There will be a change in coding for transportation JPA services due to a new CSAM procedure.
Budget and LCAP public hearing and approval regulations were reviewed. Reminder that the budget presented at the public hearing must include changes made to the Governor's May Revise. SCOE advises to build and present district budgets with "add ons" and "take aways" if the timing does not permit waiting until the May 10th release date of the May Revise.
Reminder that district reserve levels for next year's budget s must be presented at a public hearing. Judy Thomson will add an excel presentation template to the DBUG website soon.
There was an inquiry from the group for recommendations for auditors. There is a CDE list as well as a county list of recommendations. Judy Thomson should also be of help.
3. Dan Bienkowski presented the SCOE IT updates.
There will be a maintenance day on April 10 so Escape will be down until 12:00PM that day.
New VPN software is being considered due to Ransom Ware concerns. It is expected the cost to districts for the new software will be about \$36 per year per user. New passwords will also be required.
The Escape employee portal will be ready to roll out soon. A few districts will test the system, and the feature for online timecards should be ready January 1 2017.
The Payroll Certification sessions will be starting soon. Tina Rodriguez will be back to lead the program which will be affiliated with CASBO. Sessions will be limited to 15-20 students and excel knowledge will be required. More information will be out soon.
1095 forms have been printed and will be ready for pick up with the March Regular payroll.
Hands on Budget Development will be available in the Madrone Room on April 8.
Next year's Position Control and Budget Development will be scheduled on one day and be offered after the 2nd Interim due date.
4. On a motion by Patti Pomplin and seconded by Lynda Williams the minutes from the February 26, 2016 DBUG meeting were approved.

Discussion/Presentation

Jim Cerreta informed the group that the CASBO CBO Certification Program will be starting April 22, 2016. It is a 3 module program. By completing 2 modules a Director of Fiscal Services certification will be earned, and all 3 modules will be required for CBO Certification. Scholarships are available through SCOE.

Adjournment was at 1:30PM.