

**SONOMA COUNTY SCHOOLS
DISTRICT BUSINESS USERS GROUP
MINUTES
APRIL 18, 2019**

Time: 12:30
Location: Redwood C
2018-19 Chair: Christina Menicucci
Recorder: Lynda Williams

ROUND TABLE DISCUSSION

1. Meeting called to order at 12:34 pm by Christina Menicucci. Introductions
2. APPROVAL OF AGENDA

Motion: Patricia Petzar Second: Lois Standing

3. APPROVAL OF MINUTES – March 2019

Motion: Diane Forestville Second: Lois Standing

NEW BUSINESS

1. **SCOE BIZ Bulletin No. 19-16** presented by Shelley Stiles
 - **State of the State** – Unknown. No information on April received from the State Controller's Office by the usual date in April in time for this bulletin. More information next month.
 - **2018-19 Audit Guidelines for LCAP:** Reminder of the LCAP audit guidelines. Make sure you have all these items before your audit visit.
 - **Indirect Cost Rates:** 2018-19 Indirect Cost rates have been posted for district and charter on the ICR web page. <http://www.cde.ca.gov/fg/ac/ic/index.asp> Reminder to limit food service program amounts derived using the lesser of a district's approved indirect rate or the statewide average. Statewide average is 5.12 percent.
 - **Payroll Add-On in ESCAPE:** Due to recent CalSTRS and CalPERS audits and audit finding in Sonoma County, SCOE is requiring a review and cleanup of add-ons. SCOE IT has reserved time in the Madrone Lab for focused in-depth review with one-on-one help. Reserve your slot by filling in the Google doc. <https://docs.google.com/spreadsheets/d/1zbHIFEnYyAh622t12HckwWJvTcYncCqLvAKZ61F2KwM/edit#gid=1284132859>
 - **FCMAT Alert:** Planning to meet essential data reporting requirements. FCMAT issued a document to share with district leaders to help communicate the need for proactive planning and staffing efforts through prioritizing. Read the full FCMAT alert at the FCMAT website and share with all your Admin leaders. <http://fcmat.org/wp-content/uploads/sites/4/2019/04/FCMAT-Alert-CALPADS-Use-4-2019-final.pdf>
 - **SCOE Alt Ed District Costs and Special Education Fee for Service Cost for 2019-20:** SCOE's Alt Ed District rate for A&B students served will increase from \$7,500 per ADA to \$8,300 for 19-20. SCOE's Special Ed Fee for Service rates will increase from \$42,750 to \$47,750 for 19-20. Deborah

Malone-Larson noted that this is due to a reduction in the number of transition program students, who are the lowest cost students. This creates the need for staffing reductions, but the intensive students (highest cost students) remain. When the less expensive student pupil count decreases the cost per student increases. If there is carryover at yearend, 50% of the increase will be covered by this carryover. Any rate reduction will be announced in the fall.

- **Suggested Steps to move Fund 25, Resource 0000 to Resource 9XXX:** Developer fees need to be reported in a local restricted resource. An attachment was included in SCOE BIZ Bulletin No. 19-16 with step-by-step instructions to assist in this process.
- **Notice of Public Hearing for 19-20 Budget** – Don't forget to fill out and return the publication notification (SCOE BIZ Bulletin No. 19-15 dated March 22, 2019) so that SCOE can place the ad in the newspaper for you. Requirement applies to Districts and is optional for Charters. Remember to check the newspaper to ensure your LEA's Notice of Public Hearing has been correctly published and save for auditors.
- **Reminder to perform the annually required Public Disclosures**
 - EPA – Resource 1400: Make spending decisions at an open public meeting and post accounting report on your website <http://www.cde.ca.gov/fg/aa/pa/epa.asp>
 - Reserve Transparency – The county cannot approve a District's budget unless the reserve transparency disclosures have been made. Make sure that "Reserve Transparency Disclosure" is a line item on the Agenda of the Public Hearing and in the minutes of the meeting, report that reserves were reviewed and discussing in accordance with EC Section 42127 (a)(2)(B) use SCOE template at <http://www.scoe.org/pub/htdocs/fiscal-forms.html>
- **Federal Cash Management Data Collection** – Data collection window opens April 10, 2019 and closes April 30, 2019. You can report anytime during this window <https://www.cde.ca.gov/be/pn/im/infomemeoaug2018.asp>
- **Federal Quarterly Interest Reporting** – Time to send your quarterly report and remit, if needed, to CDE. If you owe:

California Department of Education
PO Box 515006

Sacramento, CA 95851 Attention: Cashier's Office

If you don't owe then email: cashmanagement@cde.ca.gov Don't forget your documentation!

- **Sports Equity** – Ed Code Section 221.9 requires district to publish on its website separately for each individual school: 1. Total enrollment, classified by gender. 2. Total number of student who participate in athletics, classified by gender. 3. Total number of school athletic teams, classified by gender, sport and competition level. Law became effective in 15-16 and annual posting are required by June 30.
- 2. **SELPA Update** Deborah Malone-Larson - New funding amounts for the Federal Grant went out this week (Resource 3310). Calculate the required Proportionate Share Calculation for students attending a Private School. If your LEA does not have a Private School or any SE students attending a private school, you will need to complete the Proportionate Share Assurance and return it by April 24, 2019. Needs to be done before the CDE will release the cash. Please review your student counts for accuracy.
- 3. **MAA Update** – Sharon Batteglia – The withholding for the one-time discretionary dollars did not occur in the January allocation. If it is not withheld at the next allocation, then DHS will need a

new plan for how they will collect those dollars. If they do, all districts (Except Alexander Valley) will have paid their debt. Training for all the new changes affecting the LEA billing option is scheduled for May 9 in Sacramento. Video conferencing and call-in feature will be available. Make sure someone at your district attends! Lots of changes! There is a provision that moved CRCS from 15 months to 8 months, March 1 of every year reporting for the prior fiscal year. Sharon also shared a chart showing how random moment time sampling has increased revenue.

4. **Business Services** – Erin Graves – Add on Clean up is mandatory due to all the changes that have happened in the past 10 years. Payroll is complex and errors can cost districts and retirees money. Erin recommends payroll certification for all payroll techs. Next payroll boot camp at SCOE in the fall offered by CASBO. Cost \$1,400. One-on-one help will be done with each district. Sign up. Please, make sure you are paying the days that employees work in a given month. This affects retirement earnings. A sample was given in Erin's handout.
5. **CALPADS** – Candy Amos – End of year certification window opens May 13 and closed August 30. Make sure your CalPads person is attending trainings. Everything changes every year. LCAP Federal Addendum Equity Data Training coming up on June 3. Major changes. Course codes. CaseMIS to Calpads transition. Discipline file restructure. Assignment Monitoring. To prepare have the demographic information in SEIS match your SIS. CDE trying to figure out how to do the non-binary gender designation in CalPads next year. This needs to be included in your enrollment forms too.
6. **SCOE IT** – Dan Bienkowski – ESCAPE Down time coming up on April 28. Need to replace a switch in the redundant system. DP Advisory met last week. ESCAPE will be releasing a new version that will be web based. Better for accessing from any platform, but will still need a VPN to access outside the firewall. This is a much needed upgrade. It is a change we want, but, ESCAPE is requesting a cost increase. We negotiated our current price 10 years ago. No increase for 19-20, as per SCOE, but will be one moving forward. Will keep you updated on the negotiations.

ONGOING

1. **ESCAPE TIPS** – Marie White – Open labs coming on Friday the 19th. Remember to sign up for all workshops and user groups on line so that enough materials will be ready. June 19 is AP year end workshop. Sign up : <https://www.scoe.org/pub/htdocs/classlist.html>

ANNOUNCEMENTS – Christina Menicucci – Need a recorder for May DBUG meeting. Next DBUG will be May 23 and we will be discussing a DBUG Chair for 19-20. If interested let Christina know.

Adjourned at 1:55 pm.