

**SONOMA COUNTY SCHOOLS  
DISTRICT BUSINESS USERS GROUP  
MINUTES August 22, 2019**

The meeting was called to order at 12:35pm by Christina Menicucci.

1. Introductions were made by those in attendance.
2. On a motion Patti Pomplin and seconded by Diane Hughes, the agenda was unanimously approved.
3. On a motion by Patti Pomplin and seconded by Diane Hughes, the minutes of the May 2019 meeting was unanimously approved.

**New Business**

1. **MAA UPDATE:** Backcasting allocation was deducted from the June 2019 One Time Discretionary Funds. Year end accounting code changes need to be updated through MAA. 2017-18 Q2 payments to be received in the next couple months.
2. **SCOE IT:** Recognized SCOE participants of the Payroll Boot Camp that have fulfilled all of the requirements and received their Payroll Certificates.
3. **SCOE BIZ:** Shelley Stiles presented SCOE Biz 20-04, 19-18. See back up for detailed information.
4. **SELPA:** Deborah Malone-Larson reviewed SELPA due dates for the 18/19 year. Excess Cost Calculation due Sept. 15<sup>th</sup>, Maintenance of Effort – including SEMA and SEMB reports are due Oct. 15<sup>th</sup>.
5. **CALPADS:** End of Year submission is due August 30<sup>th</sup>. Candy Amos presented CalPads Update Flash #158, #159 and #160
6. **BUSINESS SERVICES:** No Business Services Updates
7. **SCOE IT:** Cody presented possible changes in E-Rate reimbursement. Frontline has purchased Escape. SCOE's contract with Escape is capped yearly by the COLA.

**ONGOING**

1. **ESCAPE TIPS:** Tips on using and implementing the Employee Online Portal on Escape.

DISCUSSION/PRESENTATION

Patti Pomplin spoke to the group regarding the STRS and PERS Beneficiary Form.

**ADJOURNMENT:** 2:03 p.m.

## Back-Up Notes

- PERS & STRS is recognizing additional state contribution in 2018/19 as district contributions – therefore STRS and PERS On-Behalf adjustment may be required by auditors. Note that this additional contribution may impact Prop 51 3% calculation, impact Special Education payroll accounts and contributions and Major Object Codes may need to be updated. To update in Escape – ensure you're completely open in 2018/19 in order to reverse and change amounts in the journal entry for 2018/19 and not hit 2019/20 accounts.
- SCOE is hosting 2<sup>nd</sup> Annual CBO breakfast. Shelley will send an agenda. Contact SCOE to add items to the agenda.
- SCOE supporting Professional Development at SCOE. Change in registration for CASBO workshops. Districts will pay the invoice in full and submit for district reimbursement once attendance is verified.
- Discussed changes in CARS reporting for the 2019/20 school year.
- Tutorial on apportionment and CDE website before DBUG.
- SCOE will produce a full annual calendar of deadlines that will be sent to Superintendents and CBOs in PDF and editable formats.
- Discussion regarding the Press Democrat article referencing consolidating districts to lower administrative costs.