

**SONOMA COUNTY SCHOOLS
DISTRICT BUSINESS USERS GROUP**

**MINUTES
January 23, 2020**

Location: Redwood C
2019-20 Chair: Christina Menicucci
Recorder: Mercedes Cardenas

ROUND TABLE DISCUSSION

1. Meeting was called to Order at 12:35 PM.
Introductions

2. AGENDA Approved
Motion: Diane - Forestville Second: Jolene - Wilmar

3. September Minutes Approved
Motion: Carol - Waugh Second: Regina - Mark West

NEW BUSINESS

1. **SCOE BIZ** presented by Shelley Stiles. Refer to SCOE Biz Bulletin #20-12
 - Governor releases proposed State Budget for 2020-2021 FY on January 10, 2020
 - **COLA** went down from 3% to **2.29%** since 1st Interim
 - 2nd interim guidance along with the Common Message will be emailed the first week of February
 - **ESSA PPE** Update: Submit data no later than February 29, 2020. Shelley sent an email on 1/22 with a webinar and documents attached that can be used as a guide.
 - **2017 Wildfire Relief** – Lost Property taxes due to the October 2017 fires has been received. The appropriate code will be object **8590** (All Other State Revenue) and Resource **0000**. Funds will be posted by the end of January.
 - **Federal Cash Management Data Collection** window is January 10, 2020 to January 31,2020. Recommended to report **Federal Quarterly Interest** the same time as the Federal Cash Management Data Collection
 - **CARS** Reporting deadline is 2/28/20. There will be open labs to assist with CARS on 2/5 & 2/19.
 - **Summer Assistance program**, notify employees by 1/1/20 & notify CDE by 4/1/20 to participate. For the first year of participation (2018-19) must report the amount that was withheld from employees to CDE by 7/31/20.
 - **Dates to Remember:** List of October trainings and important dates.

2. **SELPA** presented by Deborah Malone-Larson
 - Sonoma's per ADA funding amount between \$60 to \$100
 - Estimated COLA IS 2.29%
 - Due dates for data collection forms: Board & care cost reimbursement 1/31/20. Out of home care cost reimbursement 1/31/20
 - Please review the attached Pupil Count
3. **MAA Update** presented Sharon Battaglia
 - Invoices (18/19 Q2) will be sent out soon and require a blue signature.
 - Must be on RMTS list to be billing. Contact Sharon Battaglia as soon as possible. This will be required starting July 1, 2020
4. **CALPADS** presented by Candy Amos
 - Perkins Data System has been retired. CTE/Perkins will now be reported in CALPADS Fall 2
 - See CALPADS January 2020 form for list of upcoming trainings & user group meetings
5. **Business Services** presented by Erin Graves
 - **Certificated RETRO Pay:** Erin Graves contacted CalSTRS to see if there's any way to credit for non-reported terms.
 - CalSTRS refunds dating back to the 1970s are distributing out to districts this week & must go through accounts payable.
 - **CalPERS Coaching Stipends:** School sports coaching stipend does not meet the definitions of special compensation. It is not time based so non creditable/reportable for CalPERS.
6. **Escape Tips** presented by Tracy, Marie and Kimberly
 - **Escape Workflow:** it allows you to define approvers, assign buyers, define notifications and setup approval routing
 - Escape is phasing out of the standard 1234 module that is currently used. It is suggested to switch to workflow now for an easier transition but is not required.
 - **New 2020 W-4 form** – See handout on how to properly setup the new 2020 W-4 onto Escape
7. **ADJOURNMENT:** 2:45pm