

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

**October 20, 2016**

Time: 12:30 p.m.  
Location: Redwood C  
Chair: Christina Menicucci  
Recorder: Patty Nosecchi

**ROUND TABLE DISCUSSION**

1. Meeting was called to order at 12:35p.m. by Christina Menicucci
2. AGENDA approved with order change, SELPA Updates moved to item 1, SCOE BIZ moved to item 2, SCOE IT moved to item 3 on a motion by Linda Williams, seconded by Carol Slender
3. MINUTES approved on a motion by Christy Arend-CRPUSD, seconded by Lanette Zootis-Windsor

**NEW BUSINESS**

1. SELPA Updates presented by Deborah Malone-Larson. It has been recommended by Finance that the ERMHS balance of \$105,000 be distributed to districts based on current ADA allocation plan. Superintendents Council to review at their next meeting in early November.
2. SCOE BIZ presented by Judy Thomson. Welcome **Ann** Hargreaves, new SCOE accountant.  
See handouts, bulletin No. 17-04. Topics:
  - ✓ State of the State. Fiscal year-to-date revenues are 1.1% below projections, please be aware and remain conservative.
  - ✓ Pupil Fees schedule for 2016 is \$19,300.
  - ✓ Administrative Employees to Teacher Ratio worksheet required for audit and link to locate. N/A for charter schools.
  - ✓ How to get a free public records guide.
  - ✓ AB1200 Collective Bargaining agreement submission.
  - ✓ Each district is responsible for maintaining records shared with SCOE.
  - ✓ 20 day attendance for charter schools due to SCOE by 10/24/16.SCOE BIZ and DBUG info on website [dp.scoe.org](http://dp.scoe.org) and on Escape home page. Review the Table of Contents, very useful.
3. SCOE IT presented by Dan Bienkowski. Topics:

Snap Server will be going away and so will microfiche instead there will be a workstation set up in SCOE Business Services for all to use.

Escape Conference did not go deep enough so there will be a mini-conference at SCOE with Escape trainers, if interested, please give ideas and topics. Date to be determined.

Two items of particular interest, HRA and Employee Portal, will be discussed next Wednesday, October 26, at the HR Quarterly meeting from 8:30am to 10:30am with a demo by Escape at 10:00am.

At all DBUGs Tracy and Marie will give 2 or 3 Escape short cuts or important features. At this meeting we looked at 3 items, see handouts.

- ✓ SSN Verification.
- ✓ Mass invoice copy.
- ✓ Requisition templates. For easy look up be sure to put on "Comment" line a sort name.

Robin, CalPADS expert, showed us reports:

- ✓ 1.1 which now includes a TK column.
- ✓ 1.17 watermarked if not certified. Be sure once you certify to reprint without watermark for auditors. Use this report for LCFF calculation, be sure to use filter for non-funded unduplicated count. Each column explained with some important info: For foster student information contact Debra Sanders. Migrant Ed is for 3 years only unless family reapplies and CalPADS will now be checking this. Direct Certify is out of CalPADS and we cannot change.
- ✓ 1.18 is a detailed student list.
- ✓ 1.19 is a county report, new last year, that SCOE is responsible for and they should be sharing with district business personnel as enrollment should be included with LCFF calculation.

SCOE can't see available reports until certified.

CalPADS Fall 1 closes December 2. Reopens on December 3 for updates and adjustments and closes again on January 27.

## **ONGOING**

1. Other Reports: DP Advisory - none
2. Escape Questions - none

## **DISCUSSION/PRESENTATION**

None

**ADJOURNMENT:** Meeting adjourned 1:15pm.