

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

September 30, 2016

Location: Redwood C
Chair: Christina Menicucci
Recorder: Jolene Hale

ROUND TABLE DISCUSSION

1. Meeting was called to order at 12:35 p.m.
 - a. Christina added Item #6 under New Business for Erin Graves to talk about IRS letter & Refund & EDD letter to electronically file DE-9423.

2. AGENDA approved.
 - a. Motioned: Mary Schafer Seconded: Carol Slender

3. MINUTES approved.
 - a. Motioned: Judy Thomson Seconded: Carol Slender

NEW BUSINESS

1. SCOE BIZ presented by Judy Thomson. See handouts: Bulletin No. 17-03 and *Things to do October-November*

Topics:

- **State of the State:** Economy is not booming be cautious as revenues are falling below projections.
- **Charter School 20 Day Attendance Report:** Data submitted online. Hard signed copy due to SCOE October 24, 2016.
- **Fall Census Day:** Wednesday, October 5, 2016. Deadline to report online is by October 31, 2016. Difference between CBEDs and CalPads is that CBEDs reports School, classified staffing and district info vs Calpads which collects student data and certificated staff data.
- **Debt Considerations:** Bulletin 17-03 gives detailed information on questions you should prepare before issuance of debt, types of debt, best practices and problem findings in past school bond debt from the LA Grand Jury report. Also review "Small Government/New Issuer-Debt Issuance Checklist: Considerations When Issuing Bonds" hand-out.

- **Prior Year Warrant Cancelations:** New practice to handle prior year warrant cancelations. District's Fund 01 will be credited to object 8699 ZERR account in current year which must be cleared and posted accordingly. See "Escape New Logic for Prior Year Warrant Cancelations" hand-out for more information.
 - **LCFF Evaluation Rubrics:** SBE had adopted LCFF Evaluation Rubrics to be included in future LCAPS.
 - **Pupil Fees: Damage to School Property:** School districts need to analyze on a case by case basis whether property has been *willfully* damaged.
 - **Districts claim Outside Mandate Block Grant for 2013-14 & 2014-15:** CAASPP costs to include reimbursement for computing devices, technology required to implement the test, time of CAASPP coordinator and time to notify parents of pupil's participation. Deadline for filing to SCO is October 31, 2016.
 - **AV Mail:** Do not consolidate time relevant documents in one envelope as they may not get looked at right away is sent with financial reports. Send separately!
2. SELPA Special Education Updates presented by Deborah Malone-Larson. See Special Education Fiscal and Program Updates handout.
Topics:
- Finance Committee to be considering language to be added on how to address ending fund balances in Board and Care Allocation under ERMHS.
 - Supts Council to consider NPS/As rate increases at their October meeting and would be retroactive to beginning of school year.
 - SEMA & SEMB reports due to SELPA by October 15, 2016
 - Excess Cost Calculation was due Sept 15th, submit ASAP if you haven't done so.
 - Monthly SCOE 6-22 & Preschool Sept counts are provided.
3. SCOE IT - no report
4. CALPADS-Escape HR Data presented by Robin Horwinski.
Topics:
- All of the staff demographics and assignments data for Calpads can be entered into Escape for a completed extract into CALPADS. Go to Escape Home Page under "Forms" and review the "Data Population for CALPADS HR Entry" hand-out for more details.
5. RESIG- Rose Burcina, Executive Director of RESIG requested feed back on a Strategic Planning Survey that was handed out. This needed to be returned to her by October 10th. Also provided was a list of services provided by RESIG and upcoming Workshop.

6. Business Services - Erin Graves wanted Districts to forward any IRS letters and refunds checks pertaining to their 941 filings to her. Remember to sign over the refund check. She also encourage districts to sign up and use the online electronic process to file your unemployment claims.

ONGOING

1. Other Reports: DP Advisory- No Report.
2. Escape Questions-None

DISCUSSION/PRESENTATION

1. Timing of SCOE Paper Order- Margaret Skikos from Wright District was wondering if districts were receiving their paper orders late and if there was a solution to get it earlier. Most districts were having their maintenance/custodian staff receive it earlier in the summer so it wouldn't be received after school started.
2. *Escape Fixed Assets- a Power Point Presentation was given by Tracy Lehmann on how to set up fixed assets in Escape (See power point hand-out). In addition there is also a webinar on this under Online Resources in Escape. Linda Daugherty elaborated further and provided a "helpful hints" write-up from an Escape user on how she processes fixed assets (see hand-out Fixed Assets System-helpful hints).

ADJOURNMENT: The meeting was adjourned at 2:20 pm.