

SONOMA COUNTY SCHOOLS  
DISTRICT BUSINESS USERS GROUP  
MINUTES

Date: November 16, 2017

Location: Redwood C

Chair: Christina Menicucci

Recorder: Mary Schafer

ROUND TABLE DISCUSSION

1. CALL TO ORDER/INTRODUCTIONS - Christina Menicucci  
Meeting called to order at 12:33 pm
2. APPROVAL OF AGENDA  
Motion by Margaret (Wright), second by Lynda (Old Adobe)  
Motion Approved
3. APPROVAL OF MINUTES  
Motion by Diane (Forestville), second by Lanette (Windsor)

NEW BUSINESS

1. SELPA – Deborah Malone-Larson
  - Review of Preschool Program revenue allocations including for districts without preschool students.
  - Review of Preschool services expenditures and SCOE Fee for Service.
  - Review student data information access in SEIS (Special Education Information System).
2. SCOE BIZ – Shelley Stiles: *Refer to SCOE BIZ Bulletin 18-08*
  - Total State revenues outpacing budget projections
  - Review of J13A waivers for districts and charters closed due the fires (must be separate waivers for districts and charters). The CDE is revising the form. Send one copy with original signatures to SCOE. Provide closure detail on form.
  - Review of 2016-17 Audit report requirements (additional information in November 7, 2017 *SCOE BIZ Bulletin 18-07*).
  - Assistance available at SCOE for FEMA forms and reimbursement claims support.
  - Reporting of Local Indicators on the CA School Dashboard expected to be 12/1/2017.
  - CDE has posted Prop 39 fund allocations for 2017-18. These should be included in 1<sup>st</sup> Interim report.
  - FCMAT Risk Analysis should be completed by all districts with new Superintendents and/or CBOs and especially by districts with high risk factors.
  - Refer to *SCOE BIZ Bulletin 18-06*:
    - Project SERV may provide federal funding for wildfires. LEA needs assessment due 12/1/2017. Additional resource information on the CDE site.
    - NSLP – additional disaster relief payments possible
    - Fund 25 Annual Accounting for School Developer fees deadline 12/26/2017.
  - Important dates reviewed. Cash flows will be reviewed during Open Lab.
  - Refer to *SCOE BIZ Bulletin 18-05* for 1<sup>st</sup> Interim reporting. Property Tax reporting is delayed.
3. BUSINESS SERVICES – Erin Graves
  - Reviewed AV delivery change over the holiday break. Expect a 1/5/2018 delivery.

4. CALPADS – Candy Amos
  - Information Day/Census Day was October 4, 2017
  - Fall 1 Certification deadline: 12/15/2017 and amendment deadline: 1/26/2018
  - Review of homeless students status and areas to verify
  - Trainings:
    - CALPADS Fall 1 for Administrators 11/29/2017 from 9-12
    - CALPADS/Aeries User Group Meeting 11/29/2017 from 1-3
    - School Wise User Group Meeting 11/30/2017 from 1-3
5. MAA Update – Sharon Battaglia
  - A review of the program reveals most districts received more reimbursements than entitled to but these overpayments will be deducted from future amounts.
6. SCOE IT – Tracy Lehman
  - Send someone to the ACA/1099/W-2 workshops (see calendar) and to the Open lab if need extra support.

#### ONGOING

1. Other Reports: DP Advisory - NA
2. Escape Questions - NA

#### DISCUSSION/PRESENTATION – Deborah Malone-Larson

1. SELPA Finance Committee Nominations-paper vote
  - Historical review of the participation by District Business Officials on the SELPA Finance Committee and the process for choosing new representatives when there is a vacancy. Several years ago the Superintendents' Council on the Committee rejected the representative chosen by the District Business User Group (DBGU).
  - There are currently two vacancies open on the committee and interested persons were asked to submit a statement requesting consideration. Lois Standing from Windsor submitted her statement. Joel Dontos from Santa Rosa City Schools was identified as a candidate but did not provide a statement.
  - DBGU participants discussed the importance of having representatives from a variety of districts including small districts.
  - Diane Hughes from Forestville presented herself as a candidate.
  - DBGU participants voted by ballot for two representatives from the selection of three candidates. The results will be shared with the Superintendents' Council.

#### ADJOURNMENT