

**SONOMA COUNTY SCHOOLS  
DISTRICT BUSINESS USERS GROUP  
MINUTES, AUGUST 25, 2017**

Chair: Chrstina Menicucci  
Recorder: Patricia Petzar

**Call to Order**

Meeting was called to order at 12:35 pm.

Agenda approved.

Motion by Lynette (Windsor) and seconded by Margaret (Wright)

Minutes from prior meeting approved.

Motion by Diane (Forestville) seconded by Judy Thompson (SCOE)

**SELPA**

Subsequent Year Tracking Worksheet was discussed. Worksheet must be signed.

There is a business manager representative opening in the Selpa Finance Committee.

Interested parties are requested to send a statement of interest to the Selpa Office.

Nominations and voting will be on the September DBUG agenda.

**SCOE Business**

Refer to SCOE Biz Bulletin No. 18-03.

*State of the State:* July 2017 revenues exceeded State budget by \$188.8 million.

*Instruction Mats. Public Hearing* must be held on or before the 8th week from the first day students attend classes.

*Pension Stabilization Trust* program was established by PARS to set money aside in a pension-related trust that can be used to pay future increases in CalStrs and CalPers employer contributions.

*Education Protection Act:* Board resolution is not required, but if used, should be updated. Sample resolutions are posted on the SCOE website.

*Bright Schools Program:* Recommended that an LEA submit an application by Sept.15 to allow enough time for approval. Deadline to encumber funds under Prop.39 is extended to June 30, 2019.

*Mandate Block Grant* application must be submitted online by August 30.

*Fraudulent Activity* is occurring with increasing activity. If something seems out of the ordinary, ask questions.

*School Wellness Policies* need to be updated and posted to websites by July 1, 2017.

*GO Bonds and Prop 39 Bonds* have added reporting requirements for any issuance of debt after Jan. 1, 2015. It is recommended that districts that have recently passed GO Bonds discuss regulatory requirements with their bond or legal counsel.

*Non-Voter Approved Debt Disclosure.* Districts must notify the County Supt. of Schols and County Auditor at least 30 days prior to board approval of COPs or other non-voter-approved debt secured by real property.

*Cash Transaction Limits.* Refer to Bulletin No. 18-03 for requirements if anticipating a

payment over \$1 million to a single vendor.

### **CalPads**

August 25, 2017: Last Day to Certify prior year Annual.

Communicate with your CalPads staff frequently before "CBED" date - first Wednesday of October (Oct. 04)

Issues to be particularly aware of is proper TK coding and MediCal is now identifying Free/Reduced students in the Direct Certification reporting process.

A workshop for New Calpads staff is being held Sept. 22 - 8:30 - Noon.

### **IT**

Remind payroll staff to file an New Employee 06 Report with the EDD after each payroll run to be in complete compliance, but at least once a month.

Webinar Info for new Users to Escape can be found under SCOE Resources in the Escape system.

Remind A/P staff to run ReqPay17 for \$600 or more contracts and report independent contractors.

**Meeting was adjourned at 2:15 pm.**