

**SONOMA COUNTY SCHOOLS
DISTRICT BUSINESS USERS GROUP**

**MINUTES
November 16th, 2018**

Location: Redwood C
2018-19 Chair: Christina Menicucci
Recorder: Regina Cuculich

ROUND TABLE DISCUSSION

- 1.0 Meeting called to order at 12:37. Introductions
2.0 Approval of Agenda with amendments – omit #2 SELPA update and #3 MAA update
Motion: Patty Pomplin – Horicon/Kashia Second: Patty Nosecchi – Twin Hills
3.0 APPROVAL OF MINUTES - October
Motion: Patricia Petzar - Liberty Second: Patty Pomplin – Horicon/Kashia

NEW BUSINESS

1. SCOE BIZ presented by Shelley Stiles (Refer to SCOE BIZ Bulletin No. 19-09)
 - **State of State:** October revenue fell short of assumptions by 5.9% mostly due to timing of processing tax receipts.
 - **J13A Waivers for 2018-19 closure days:** LEA's will need to submit waivers for recent November closure day by June 30, 2018. CDE DOES want LEA's to submit separate waivers for each LEA (district school, charter school each separately, cannot roll up all charters into one waiver as we were allowed in 17-18). Please follow the instructions in the Bulletin on how to submit the waivers and how to treat your student information systems. Remember there was NO Emergency Declaration in our County for the smoke days, no 100% guarantee your waiver will be approved. SCOE will be advocating on District's behalf. Next year it is advised to add Emergency Closure Days into your calendar, CDE will take this into consideration when approving waivers in the future. Shelley will gather calendar samples from other districts for us.
 - **Absence days related to air quality when schools are open:** Material Decrease, etc. - see reprinted documentation at end of Bulletin or check the SCOE web page under DBUG.
 - **Wildfire Relief –** Property tax backfill and ADA loss: Affects basic aid district, not LCFF districts
 - **More Fiscal Reporting Requirements Released**
 - Title IV – Resource 4127
 - Classified Employee Summer Assistance Program
 - Low Performing Students Block Grant – Resource 7510
 - Classified Professional Development Funds – Resource 7311
 - **Minimum Wage Increases 1/1/19 –** see School Services attached Fiscal Report
 - **LCAP – 2019-20 –** begin your review for next LCAP cycle.
 - **2017-18 Audit Report and Audit Findings –** Nancy Linder and Linda Daugherty presented a Mini-Training on Audit Review Process prior to DBUG, please check it out on SCOE site
 - Submission requirements

- Calculator to estimate cost of Audit Finding
 - Auditor rotation requirements
 - **Annual Accounting for School Developer Fees – Fund 25** – due by December 26, 2018. See reporting requirements and posting and approval timelines in Bulletin.
 - **Performance Based Budgeting** – mark your calendars for March 13, 2019 for a presentation by Government Finance Officers Association (relates to LCAP's)
 - **SCOE Biz E-Blast list** – included in Bulletin
 - **Dates to Remember** – see Bulletin
2. **SELPA – no presentation**
 3. **MAA Update – no presentation**
 4. **Business Services** – Erin Graves presented 2 handouts and discussed:
 - STRS/PERS Credible service, outgrowth
 - Independent Contractors
 5. **CALPADS** – Candy Amos discussed revised amendment windows. Training will be rescheduled for Fall 2 reporting.
 6. **SCOE IT** – Dan Bienkowski discussed Document Management Systems as a group buy option, more to come.

ESCAPE TIPS:

1. Employee Portal handout (emailed out by Christine Menicucci on 11/15/18)

DISCUSSION

ADJOURNMENT:

Meeting was adjourned at 2:40pm

Contact DBUG Chair, Christina Menicucci at cmenicucci@gusd.com to add items to the agenda or request items to be covered in SCOE-Biz. Agendas and minutes are posted on the SCOE website at <http://www.scoe.org/pub/htdocs/fiscal-dbug.html>