

**SONOMA COUNTY SCHOOLS
DISTRICT BUSINESS USERS GROUP**

**MINUTES
October 25, 2018**

Location: Redwood C
Chair: Christina Menicucci
Recorder: Patty Nosecchi

ROUND TABLE DISCUSSION

- 1.0 Meeting called to order at 12:35. Introductions.
- 2.0 Agenda approved on a motion by Patty Pomplin, seconded by Jolene Hale.
- 3.0 Minutes of the September meeting approved on a motion by Patti Pomplin, seconded by Mary Schafer.

NEW BUSINESS

1. SCOE BIZ presented by Shelley Stiles

Refer to SCOE Biz Bulletin #19-06 and SCOE Biz Bulletin #19-07

- **Bulletin #19-06** is imbedded in the Interim Packet gives guidelines and information for completing the first interim which is due to SCOE on December 15, 2018. The rest of this section pertains to **Bulletin #19-07**.
- **State of the State:** All of the “big three” revenue sources are up and are 10.8% higher than for the first quarter of FY 17-18.
- **CDE transitioning to FI\$Cal:** Contact your nutrition analyst and make sure all your information transferred to this new system so you receive your nutrition program reimbursements.
- **Federal Cash Management:** Data due by October 31, only those reporting expenses will receive cash, involves Federal Titles 1 through 4. Title 4 has a new resource #4127, should be able to get funding if your district received Title 1 funding in 2017-18.
- **Federal Quarterly Interest:** Be sure you do not include reimbursable programs such as the lunch program and Special Ed IDEA for this calculation and you are now required to send your back up to the state.
- **Calendar idea:** Add to your calendar on the same date both Federal Cash Management and Federal Interest, very late in the month, quarterly.
- **ESSA PPE Reporting:** For 18-19 think about all calculation items listed on page 3 and come up with your own count and formula that will work for your district, be sure you are consistent year to year knowing this is like the SARC but not the same. Shelley checking if applicable to charters. Margaret offered that she is going through a federal categorical audit and they are focused on supplement vs supplant. Be sure to devote base dollars to EL students first before using federal dollars and know they will check your LCAP.
- **Fund 25 Resource issue:** Developer Fee Fund 25 will no longer allow an unrestricted resource. Option is to use Resource 9010 or one of your choosing that is restricted. This is effective this year. Annual report for 2017-18 due to the public 12/26/18.
- **Wildfire Property tax backfill:** Think hard about budgeting property tax backfill, see SCOE Bix E-Blast #19-08.
- **Charter schools must provide one meal beginning school year 2019-20.**

- **Classified Employee Summer Assistance Program:** This is a district decision, unions can't dictate the offer of this program.
- **Performance Based Budgeting:** Free all day presentation by GFOA on March 13, 2019. Those that attend could get breakfast, lunch, chocolate!
- **Reminders, Dates to Remember, Things to do :** Check SCOE Biz E-Blast recap, dates to remember and the extra page giving a list of things to do in November and December.

2. **SELPA** presented by Deborah Malone-Larson

- **IDEA Grant Awards:** Reminding all that the CDE has consolidated Resource 3320 into Resource 3310. Allocation plan in the works
- **Appreciation to all Business Officials:** Very much appreciated submission of all required reports by the deadlines.
- **SEIS:** LEA Business Officials should be checking SEIS on a regular basis.

3. **MAA Update** presented by Sharon Battaglia

- **Backcasting:** Districts involved received details of the settlement.
- **Common Message:** LEC (Local Educational Consortium) has provided information in a common language to assist LEAs regarding the fiscal and compliance impact of policy decisions regarding MAA and the billing option program.

4. **BUSINESS SERVICES** presented by Erin Graves

- **CalPERS payments to Retired Annuitants and Late Fee Invoices:** Please check out the External Payroll and Finance Updates page posted to the website. LEAs in this county do not have permission to access the Payroll Schedule navigation link as this is a level of access for SCOE only.

5. **CALPADS** presented by Candy Amos

- **User Account Agreement:** All Districts need to have new applications to CalPADS to have access to the new website. Application must be signed by superintendent. Do this sooner than later. If you do not have access yet, do a help ticket to CalPADS. Anyone allowed to have access to CalPADS should complete the User Account Agreement and this should be kept on file. Sample agreement and other pertinent information posted to website.
- **Fall 1 and Certification Deadlines:** Fall 1 must be certified by November 21, 2018 and the Amendment Window is November 22 to December 7. Time flies, be sure to stay on top of this.

6. **SCOE IT** presented by Dan Bienkowski

- **Monday down time:** Due to hardware failure, controller bug resulted in no rollover. Working on list of procedures for this type of incident such as what happens if downtime is more than 30 minutes and how to notify if there is no email including notices on the webpage, if accessible.

ONGOING

1. **Escape Tips:** presented by Tracy and Kimberly
 - Offer more training including 1:1 as there are now 3 of them to do this.
 - New reports EE22 lists new hires that is great for the union. New report EE51 is helpful for the EEOC reporting, gives necessary demographics.
 - Team out Monday and Tuesday, if urgent issue, please put on Subject line.

DISCUSSION/PRESENTATION

Budget Cuts: group discussion/suggestions on where to start, share experience and processes with all:

- Start away from the classroom then cut instructional assistants.
- Put ugly list together with options.
- Buy in from teachers and other staff, if they help with reductions it is not top down.
- Distrust from community and staff is one of the problems, to help with this create a Budget Advisory Committee. At WSCUSHD a 10 year review was presented so history is included.
- Discover what is important, find out if class sizes are too low.
- Prepare a Budget Reduction Plan or Fiscal Recovery Plan, wording is important.
- The Board needs to be prepared and educated about the numbers and why specific recommended reductions are necessary.
- Do a “what if” best case and worse case.
- Some people think they know the district and the budget, be prepared to defend your numbers as there is a lot of miscommunication.
- Consider having a board member on any committee formed.
- Reviewing the LCAP goals to be sure what is really important is based on goals and costs associated already shown in that report.
- Separate one time expenses from on going expenses.
- Be sure all are aware of the cost for STRS and PERS.
- Prepare list of options for where you can cut and that ask the committee to select. The committee reports to the board, one member of the committee is a board member to help on that end.
- List what to put back in to the budget first if more money is available, first out, first back in?

Meeting was adjourned at 2:20p.m.