

**SONOMA COUNTY SCHOOLS
DISTRICT BUSINESS USERS GROUP**

**MINUTES
September 27, 2019**

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 Regina/Mark West, seconded by Kimberly/SCOE.
- 3.0 Minutes of the September meeting approved on a motion by TJ/Two Rock seconded by Carol/Waugh.

NEW BUSINESS

1. SCOE BIZ presented by Shelley Stiles

Refer to SCOE Biz Bulletin #20-05 and SCOE Biz Bulletin #20-06

- **Bulletin #20-05** is a special edition regarding charter school legislation including AB1505, AB1507 and AB967. Information from CASBO, links to each bill will be live once posted.
The rest of this section pertains to **Bulletin #20-06**.
- **State of the State:** All of the “big three” revenue sources are off to a good start for 19-20.
- **ESSA PPE:** CDE web application coming in November, data source is the 2018-19 Unaudited Actuals. No real methodology. Must do by school so if you have SACS Fund 01 and it includes Fund 03, each school must have it’s own amounts. Amounts will be different than SARC. Additional information included with bulletin, links will be live. Consider printing 5 page report/letter listing what to include and what to leave out.
- **Indirect cost rate exclusion:** Removal of food costs from ICR calculation will impact the 2021-22 ICR..
- **Fringe benefits:** Meal reimbursement issues.
- **Mini-workshops:** List of offerings for 2019-20.
- **Fiscal Reports by SSC:** Current reports from SSC. Copies included with bulletin.
- **2018-19 Books Closed, What’s Next:** Time for compiling changes for First Interim.
- **Professional Development Opportunities at SCOE:** CASBO, SSC, FCMAT trainings at SCOE. For CASBO workshops, must register directly with CASBO, have the district pay for the workshop and get reimbursed by SCOE.
- **Federal Disaster Relief Funding:** Project SERV federal grant funding due to traumatic crisis is still available, ends 03/31/2020.
- **2nd Reminder Instructional Materials Public Hearing 2019-20:** Resolution regarding sufficient textbooks ore instructional materials must be done on or before the 8th week of school.
- **Dates to Remember:** List of October trainings and important dates.

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

- **Timelines & Due Dates:** Excess Cost Calculation due 09/15/19. Subsequent Year Tracking, SEMA & SEMB due 10/15/19.
- **SEIS:** LEA Business Officials should be checking SEIS on a regular basis.
- **6-22 & Preschool Pupil Count:** 09/01/19 count per district included.

3. **MAA Update** presented by Deborah Malone-Larson for Sharon Battaglia

- **Revenue Transfer:** 17-18 quarterly transfer next week.

4. **CALPADS** presented by Candy Amos

- **CASEMIS to CalPADS:** Transition has begun. Be sure new roles and privileges are updated in CalPADS. Only 1 person in County at SELPA level can approve so certification can be completed, start early! Due at Fall 1, 12/20/19, recommend first approval be done by December 6.
- **Assignment Monitoring:** Kick Off 10/15/19. 3 phases including CalPADS Coordinator, Curriculum Staff, Human Resources. Due at Fall 2 on 3/20/20. Check out now in case missed assignment waivers need completed.
- **Fall 1 and Certification Deadlines:** Fall 1 must be certified by December 20, 2019 and the Amendment Window is deadline is January 24, 2020. Recommend that first approval be done by December 6. Handouts include "Fall 1- Data to Review".

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

- **Meal Reimbursements/Allowances:** Rules regarding meal reimbursement detailed in handout.
- **Source Documents:** Check Escape transactions by SCOE, source documents now attached.
- **Revenue Posting:** SCOE in the process of creating journal templates for importing and posting revenue so districts can reduce the amount of time spent journaling to the appropriate revenue code.
- **Reminders – see External Fiscal Services Payroll & Retirement Manual:** This manual includes info on Independent Contractor vs Employee (pages 38-42), hiring CalSTRS Retirees (pages 99-105), hiring CalPERS Retirees (pages 146-159), Creditable Compensation, Calculating OT pay rates, and much more.
- **Confirming Missing Payroll:** Must be done every month of fees are costly.
- **W-2 Preparation:** Print report (Pay31) after each payroll to address issues, what to do with an incorrect SS number, deceased employee final payment, OASDI errors are included in handout.
- **1099 Preparation:** ABC testing, Foreign and CA Nonresident vendors, Cash In-Lieu compensation, deceased employee final payment are in the handout.

6. **SCOE IT** presented by Cody Grosskopf and the IT Team

- **Escape working on MYP:** See Escape on line resources/tools for Webinars. Contact Tracy, Kimberly or Marie for individual budget help.
- **RETROs:** Team has been creative in getting RETROs done. Be sure the required Retroactive Payroll form is sent to SCOE IT helpdesk.

- **Covered CA – ACA letters:** 1,000 letters were distributed in error, letters not saying districts are wrong, but is a “red flag” that there could be an issue with Covered CA, it may be a warning letter. Letters from ACA and IRS require action, contact IT for help by submitting a helpdesk ticket.

ONGOING

1. **Escape Tips:** presented by Tracy, Marie and Kimberly
 - Escape has created Indicators. Indicators can be by grade level, by building projects, by teacher to name just a few. Districts can have 5 indicators. Fields do not lock and can be updated anytime. Report pulls as Excel. Handout given and presentation were helpful in understanding uses.
 - Team out 9/30 and 10/1 for Escape conference, if urgent issue, please put on Subject line of helpdesk ticket.

DISCUSSION/PRESENTATION 11:30am to 12:15pm

1. **Understanding the Principal Apportionment:** Presentation by SCOE Fiscal Advisors on where to find and read principal apportionment information. Presentation and Excel PA calculator emailed to Business Managers/CBOs on 09/27/19.

ADJOURNMENT: Meeting was adjourned at 1:40p.m.