

**SONOMA COUNTY SCHOOLS
DISTRICT BUSINESS USERS GROUP**

**MINUTES
September 21, 2018**

Location: Redwood C
Chair: Christina Menicucci
Recorder: Lanette Zootis

ROUND TABLE DISCUSSION

1. Meeting was called to order at 12:33 p.m.
2. AGENDA approved
Motioned: Patti Pomplin Seconded: Robert Marical
3. MINUTES approved
Motioned: Patty Nosecchi Seconded: Joe Silveira

NEW BUSINESS

1. **SCOE BIZ** presented by Shelley Stiles
Refer to SCOE Biz Bulletin #19-05
 - **State of the State:** Total revenues \$9.98 billion for August, higher than anticipated by \$1.14 or 12.9%.
 - **Personal Income Tax (PIT):** Receipts for August were \$5.94 billion, 8% higher than expected.
 - **Corporate Tax Receipts:** Receipts for August were \$92.3 billion, 44.88% below 2018-19 Budget Act estimates.
 - **2017-18 J-13A Waiver Status:** Waiver approval letters for October 2017 have been sent to LEAS (only 2 pending). Contact Shelley Stiles for a copy if you have yet to receive your letter.
 - **Materials Decrease Approvals:** Approval have been sent to the CDE and are pending approval. Information on how to report ADA as a result of approval can be found at <https://www.cde.ca.gov/fg/aa/pa/formj13afaq.asp> or e-mail your SCOE Advisor.
 - **Closure Make-up Days and 2018-19 Calendar:** CDE has indicated that each LEA should be adding "closure make-up" days to your calendars for reoccurring closures (i.e. power outages, flooding, etc.).
 - **Classified Professional Development Funds:** The 2018-19 State Budget includes funding for classified staff professional development. This block does not require you to apply, rather it will be funded based on each LEA's number of classified school employees for 2017-18. Funding estimates should be available in late September and funding to be released in December.
 - **1st Annual Fall CBO Breakfast Meeting:** Meeting will be September 27th at 7:30 am in the SCOE Board Room.
 - **Professional Development Opportunities for 2018-19:** SCOE will be hosting multiple PD opportunities at low or no cost. Please refer the workshop list included in SCOE biz bulletin 19-05.

- **2018-18 Books Closed, What's Next:** Each LEA's Unaudited Actuals should have been board approved on or before September 15th and submitted to SCOE. Now is the ideal time to begin to review your budget and assumptions for 2018-19. It's never too early to start reviewing, updating and compiling a list of changes for 1st Interim.
- **California Clean Energy Jobs Acts (Prop 39):** September 30, 2018 is the last day for LEAs with approved energy expenditure plans to submit their Annual Progress Reports to the Energy Commission.
- **Reminder:** Instructional Materials Public Hearing Requirements for 2018-19 required that local governing boards hold an annual public hearing on or before the end of the either week of the first day pupils attend classes.

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

- **IRS Recommended Paycheck Checkup:** The IRS urges taxpayers to use the Withholding Calculator @ IRS.gov to do a "paycheck checkup."
- **Social Security Number Verification Service (SSNVS):** It is critical to verify all employees SSNs. Go to www.ssa.gov/employer/ssnv.htm to register for verification services to avoid employee funding issues.
- **CalPERS Letter Regarding Additional Benefits Paid to Retired Annuitants:** LEA that have received a copy of the letter should research and contact CalPERS within 30 days from the date of the letter.
- **Classified MOUs:** CalPERS has a dedicated team to review MOUs. Email copies of the MOUs to Maria Aguayo or Erin Graves and they will forward to CalPERS for a reportable compensation determination.
- **Payroll Submissions:** Effective October Regular Payroll, the Pay 15 report replaces the Pay04.
- **Retroactive Pay Notification Form:** Be sure to notify SCOE of retroactive pay adjustments and use the Retroactive Pay Notification Form.
- **Reminders:** No Phone Payments! It is against County policy for electronic submission of a check (phone payment). When completing a credit application, indicate that you are school district and do NOT include bank information for the County Treasurer. Do not return deposit to open after sending the deposits to SCOE.

3. **CALPADS** presented by Candy Amos

- **Information/Census Day:** October 3, 2018
- **CALPADS New Security Model:** LEA Administrators will need New Accounts; Completion of Essentials 2 or Fall 1 Advanced Training prior to being given an account in the new system.
- **Reminder:** CALPADS will be offline on 9/21/19-10-3/18.

4. **SCOE IT** presented by Marie White

- **Payroll Management Class for CBOs:** September 26th at SCOE
- **Pay 15 Report Replaces Pay 04:** Refer to handout for instructions.

ONGOING

1. **Escape Tips:** presented by Marie White
Meeting was adjourned at 1:36 p.m.