

DBUG Minutes

November 20, 2015

Prepared by Patti Pomplin

Meeting was called to order at 12:37 with Wendy Wood as chair. Introductions were made by all attendees, agenda and minutes were approved as presented.

- ESCAPE Finance Workflow in Action

Dan introduced Terri Hammond from Escapes who did a presentation on “Finance Workflow in Action” which was part of the Escapes workshop that Dan, Marie and Tracy attended in Sacramento. Workflow will allow notifications and approvals to be set up electronically. Dan will start SCOE workflows with county JE’s. If a school district wants to set up the workflow for their school sites, a help desk ticket will need to be submitted to SCOE. To sign up for notifications/information concerning Escapes, log into: www.escape.com

- SELPA Special Education Updates

Deborah Malone-Larson discussed the funding allocations for the preschool programs and the change in distribution from prior years. State revenue in the current year will be distributed based on the average attendance in a SDC on October 1, February 1, April 1 and June 1. Federal revenue will be based on December 1 pupil count for preschoolers receiving speech only.

In 2016-17 revenues will be distributed based on 2014-15 preschool allocation plus COLA using K-6 P2 ADA. Federal revenue will be based on K-6 P2 ADA.

Deb also wanted to let us know that IDEA funds can be withheld if data reporting requirements are not met. LEA’s are required to ensure all

students with a disability have a current IEP. If your LEA is not meeting this requirement, the CDE will find you noncompliant.

She also attached copies of the 2014-15 State and Federal revenue comparison sheets and the student counts as of November 2015.

- SCOE BIZ

Judy Thomson handed out Bulletin No. 16-07 which included:

*State of the State – October revenues beat estimates by 1.9%

*Audit Extensions – a written request for an audit report filing extension is due to SCOE before November 26, 2016.

*Administrative Employees to Teacher Ratio – is done with the district's annual audit, the worksheet can be found at:

<http://www.cde.ca.gov/fg/aa/ca/documents/atrworksheet.doc>

*Educator Effectiveness Funding – Resource 6264 requires that a detailed expenditure report be submitted to CDE by July 2018. A plan must be adopted THIS year showing how funds will be spent. Our local boards must pass the plan AFTER a public meeting explaining our plan.

*Annual Accounting for School Developer Fees Fund 25, Object 8681 must be made available to the public by December 26, 2015, the governing board must review the information at its next regularly scheduled meeting no earlier than 15 days AFTER the information is made available to the public. Also districts collecting developer fees must make further findings every five years about any funds remaining (most districts seem to be including this in their annual reporting).

*Proposition 39 – California Clean Energy Jobs, Resource 6230, Object 8590 – an Annual Progress Report must be submitted for each approved energy expenditure plan to the Energy Commission. Annual progress reports must be submitted each year as a condition of the award. Final project completion reports will be available this next year and must be submitted 12-15 months after completion of the EPP's.

*Dates to Remember – included holidays, open lab, W2 workshop, 1099 workshop, first interim reports due to SCOE, audit reports, CALPADS, developer fee accounting and P1 deadline.

- SCOE IT

*Payroll certification program is expected to start November 30 and December 1 with the sessions repeated throughout the year. The classes will include: 2 days of payroll concepts, yearly review of payroll updates, retirement systems, W2 reporting, CASBO training, ethics, accounting overview, record retention, Excel as well as hands-on work, testing and homework for a training program of about 69 hours. This program will be offered to other county offices to provide an overview for prospective employees entering the payroll field.

*CASBO is expected to start a CBO certification program in March 2016.

- Other Reports

*There were no reports from the DP advisory committee or RESIG

*Robin let everyone know that Fall 2 was open and that training would happen the 2nd or 3rd week in January. Training dates will be posted at: scoe.org/calpads

- Escape Questions

*None

- Redevelopment Agency Countywide Study

*Jim Cerreta handed out a news flash from Fagen Friedman & Fulfrost concerning the new laws and how they impact redevelopment and the wind-down process. Please see handout for information or contact Jim with questions.