

# Business Advisory Group Meeting

## Meeting Notes

August 23, 2018

### PRESENT

#### **BCOE:**

Travis Haskill  
Lisa Anderson  
Aaron Benton

#### **DISTRICTS:**

Ruthie Anaya, Palermo	Cody Walker, Thermalito
Susan Watts, Oroville High	Ron Sherrod, Durham
Marie Hartman, Chico USD	Jaclyn Kruger, Chico USD
David McCready, Paradise USD	Heather Naylor, Gridley
Christy Patterson, JPA	Pam Ragan, Biggs

#### **TREASURERS:**

Lisa Lam  
Collette Worsham

## Business Advisory Group

### 1. Additions to the Agenda

#### a. Payment of one time funds-Travis Haskill

- i. CDE plans to distribute one-time funds by paying them out in a 50/50 split; half in January and the other half in June. SMAA will be withheld from these payments. SMAA did not say from which distribution funds would be withheld.

#### b. CAL PADS Submission windows-Travis Haskill

- i. Please be aware, regarding 18/19 submission dates, the deadlines are significantly sooner than they were in 17/18. In 18/19 it is; Dec 7, 2018; Feb 1, 2019; and Aug 17, 2019.

### 2. Special Ed Update-Aaron Benton

- a. Local issues: Our funding is based on total ADA, not on special education eligibility. Student eligibility is growing each year but the amount of ADA is less each year. With an increasing number of students and less ADA funding, it is challenging meeting all needs.
- b. Aaron Benton attended a meeting with Assemblyman Gallagher. Over the last 5 years, the autism and OHI categories have continued to increase. We need to make sure our assessment practices are consistent throughout the county. 17-18 SELPA funding was based on the prior year and that is what we expect for the next fiscal year.
- c. Fiscal responsibility is an ongoing focus within SELPA.
- d. The Special Governance meeting held in early August was to discuss the approval of the medical treatment unit at Little Chico Creek Elementary School. Construction funds will come from Out of Home Care that were set aside for this purpose. This project should be completed by spring break.
- e. The 18/19 Special Education revenue estimates do not reflect the recent withdrawal of all of the charters that have given notice. The First Interim revenue estimates will show those changes.

### 3. New ESSA Reporting Requirements-Travis Haskill

- a. Completion of fund mapping is in progress and is a project that was not completed at the January implementation. It is projected to be completed by Friday, August 24<sup>th</sup>.

- b. Reporting will be submitted through School Report Card. This will not be effective until the 19/20 school year.
- c. As for the 18/19 report card, there will be a requirement that a brief description is included to explain the steps you are taking to meet the new reporting requirement in 19/20. The memo mentions that several expenditure categories will be excluded from the calculation. The calculation should include direct school site expenditures and any expenditures allocated to a school site.
- d. Student count- There will be an option to use either "enrollment" or "ADA", CDE recommends using "enrollment".
- e. If your technology is not set up to ID school site expenditures, you may want to consider moving forward with that.
- f. Question: will this be in SACS? Answer: No

#### 4. **Escape Update-Lisa Anderson**

- a. Fund Mapping- Completion of fund mapping is in progress. We have Fund mapping that was not completed from January. It is projected to be completed Friday, August 24, 2018.
- b. BCOE's Fiscal department is still waiting on Escape for Online Shopping.
- c. BCOE now hosts IFAS, so the URL address has changed. Travis will send out the new web address again. If an attempt is made to login to the old server, a message will be shown stating that the user is now locked out. If you have any issues with drill downs not working or trouble with accessing a W2, contact System Support.
- d. BCOE's Fiscal department is in the process of testing the AR module.
- e. Fiscal is interested in moving forward with Time Card Online, however there is no specific date this will begin.
- f. Laserfiche- We had a training on Monday with a small group of testers. Our testers learned how to; scan the invoice via Flexicapture, add information to the fields, create a file and upload a file into Escape. The process in Laserfiche will begin with scanning the invoice, Flexicapture then pulls out the information, the user will verify the information, the user can then add data if necessary, and lastly, press the button to create the file and upload into Escape. Testing will continue for a few weeks with a goal of 'going live' in mid-September.
- g. Laserfiche will start to learn the invoices format over time. Once the invoices have been mapped a couple times the process will be faster.
- h. Question: HRAs? We have not had further discussions with Escape yet. We are still working on implementing other things. Lisa will look into it and report back.

#### 5. **Check Cancellation Process in Escape-Travis Haskill**

- a. System support will be making some changes to this process in Escape. The vendor check cancellation process has not been an issue. The issue is regarding payroll checks. Julie will be sending out detailed instructions on the new process. There is a significant difference depending on the type of cancellation (straight cancellation or cancel/reissue.) The type of cancellation makes a difference in how fiscal processes the cancellation with the auditor, weather an S-transfer is required or not and other factors. Fiscal will be updating the form for this process. When a check is reissued out of fund 76 it will reduce the amount of paperwork required. When a revolving check is cut, fiscal needs to be aware of it. Julie will send out instructions.
- b. June Reconciliations- you may see a few manual payroll items related to payroll cancels on the treasurer's side that should clear out in July.
- c. For issues, please do not contact Jan directly. Instead, email System Support because this email address has an email tracking system.

#### 6. **Classified Employee Summer Assistance Program-Travis Haskill**

- a. The Classified Employee Summer Assistance Program is a new, optional program that was included in the budget. It will not take effect until 19/20 school year.

- b. What it is: The state has appropriated \$50 million to allow them to match portions of classified employee's salary that they can elect to have deferred for use during the summer when they do not receive a paycheck.
- c. This program is optional. January 1<sup>st</sup> is the deadline for districts to let their classified employees know whether the district has chosen to participate in the program. Again, participation is optional. After January 1, 2019, employees cannot change their selection once it has been made.
- d. Districts will be responsible for administrative costs incurred by participating in this program. Funds distributed to districts from CDE will be taxable as income, however, there is no state funding available to districts to pay those taxes. Payment comes from the state directly to the district. Funds will be considered revenue.
- e. Rules to qualify: The employees must not be 12-month employees, there are salary caps, employees eligible to participate can make no more than twice the minimum wage and they can only withhold up to 10% of their gross pay.
- f. The state said there are cash flow considerations. When the employee makes the election, they must choose one payment or two. If they chose two payments, (most likely) the funds would be disbursed in their June and July checks. The state said if the district has not yet received their apportionment at the required time of disbursement to the employee, the district is still required to pay the State's portion of the funds. The state will match the employee's deferment dollar for dollar. If the participation is higher than estimated, then CDE will prorate the amount. Districts may need to set up a separate code in SACS; CDE will be providing assistance in the future. Funds come to the district as revenue and districts must show the expense. Regarding questions as to how to do this, CDE will issue clarification on this process later.
- g. Districts need to consider the costs to them when deciding if they elect to participate or not.
- h. More info to come

**7. ESSA Preliminary Entitlements and Federal Cash Management Communications-Travis Haskill**

- a. ESSA has released preliminary entitlements
- b. ESSA plans to make changes to federal cash management communications
- c. Starting with the next reporting period, ESSA will not send the notification to the contact people.
- d. If you would like to receive notification, you now have to sign up for a listserv. Go to the CDE Federal Cash Management webpage, send a blank email to the email address listed there if you want to continue to receive notifications.

**8. Mandated Block Grant Deadline-Travis Haskill**

- a. Notifications for applications went out on August 3<sup>rd</sup>. Elections need to be made by 8/30/18.

**9. Instructional Materials Hearing-Travis Haskill**

- a. SSC released an article about the public hearing requirement for the sufficiency of instructional materials. The article is included in the handout. Hearing requirements will be different for each district.
- b. Hearings have to be done prior to the 8<sup>th</sup> week of school. Districts must have a public hearing on or before the 8<sup>th</sup> week after students start classes, so the date will be different for each district.
- c. Ed code specifies the duration of time that districts must post notice of hearing as well as the number of public places within the school district that notice must be posted.
- d. It is required that the board adopt a resolution.

**10. FCMAT Changes-Travis Haskill**

- a. FCMAT will be making changes to what triggers an engagement. Previously, if assistance was desired, the district or county office had to reach out to FCMAT to request an engagement. Funds have been included in the governor's budget to pay for these automatic engagements. Their goal is to get involved earlier to stay ahead of things. They have specified a number of things that would trigger an automatic engagement; a qualified interim certification three times in a row; a disapproved budget; lack of going concern; any time a county office charges certifications; negative certification.

b. There will be no charge for their services.

**11. Upcoming Training Opportunities-Travis Haskill**

a. The Government Finance Officers Association will offer trainings. Their website has details.

b. FCMAT Projection Pro (their MYP tool) training 11/7/18 at BCOE (signup is not available yet). This will be available to charter schools too, even if they are not in SACS. Sign up on FCMAT's website.

**HANDOUTS/UPDATES**

1. Agenda
2. ESSA Reporting Memo
3. Classified Employee Summer Assistance Program Info.

***Next Meeting Scheduled for Thursday September 27, 2018 8:30 A.M. (BCOE Board Room – 8:30-12:00)***