

Santa Clara County  Office of Education

COUNTYWIDE CHIEF BUSINESS OFFICERS MEETING

JANUARY 18, 2018

9:30 a.m. to 12:00 p.m.

GILROY ROOM

AGENDA

9:30 - 9:40	Welcome	Megan K. Reilly Business Services
9:40 - 10:05	Introduction to Public Affairs Branch and Services	Peter Daniels Public Affairs
10:05 - 10:30	Technology Services Update	David Wu & Cindy Patterson Technology Services
10:30 - 10:55	State, Economic and Legislative Update	Robert D. Miyashiro & Michelle Underwood School Services of California, Inc.
10:55 - 11:20	LCAP/System Support	Dawn River Educational Services
11:20 - 11:45	District Business and Advisory Services Update	Judy Kershaw District Business and Advisory Services
11:45 - 12:00	Closing	Megan K. Reilly Business Services

FUTURE MEETINGS

DATE	TIME	ROOM
February 15, 2018	9:30 a.m. - 12:00 p.m.	Oak Grove Room
March 22, 2018	9:30 a.m. - 12:00 p.m.	Milpitas Room
May 17, 2018	9:30 a.m. - 12:00 p.m.	Oak Grove Room

Santa Clara County  Office of Education

Public Affairs

Department of Media and Communications

- School Communications
- Media & Public Relations
- [Video/Digital Media](#)
- [Graphic Design](#)
- [Translation/Interpretation](#)
- Publications
- Recognitions and Special Events



Print Services

- Copying & Duplicating
- Bindery Operations
- Typesetting & Composition
- Wide Format Printing
- Bulk Mail Services



Ridder Park Conference Center

- Room Use (based on availability)
 - Monday through Friday
 - 7:30 am to 5:30 pm
 - After Hours Availability (subject to OT fee)
- Technology Equipment & Assistance
- Catering

In Closing...





Santa Clara County Office of Education
CBO Meeting

January 18, 2018



Governor's 2018-19 Budget for K-12 Education

Presented by

Robert D. Miyashiro
Vice President

Michelle McKay Underwood
Director, Governmental Relations

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Themes for the 2018-19 Governor's Budget

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- Slow growth and federal policies put pressure on programs for California
- Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP) model reach "full implementation"
- Major political and legislative challenges in an election year portend changes in the balance of power in Sacramento as Governor Jerry Brown leaves office
- Local agencies feel the pressure of local control and stagnant resource projections



The California Economy

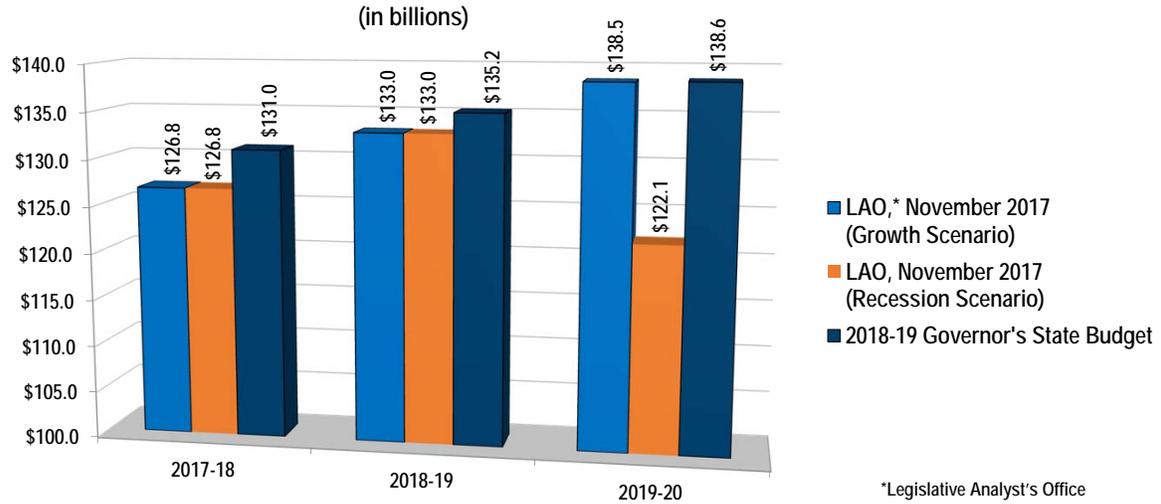
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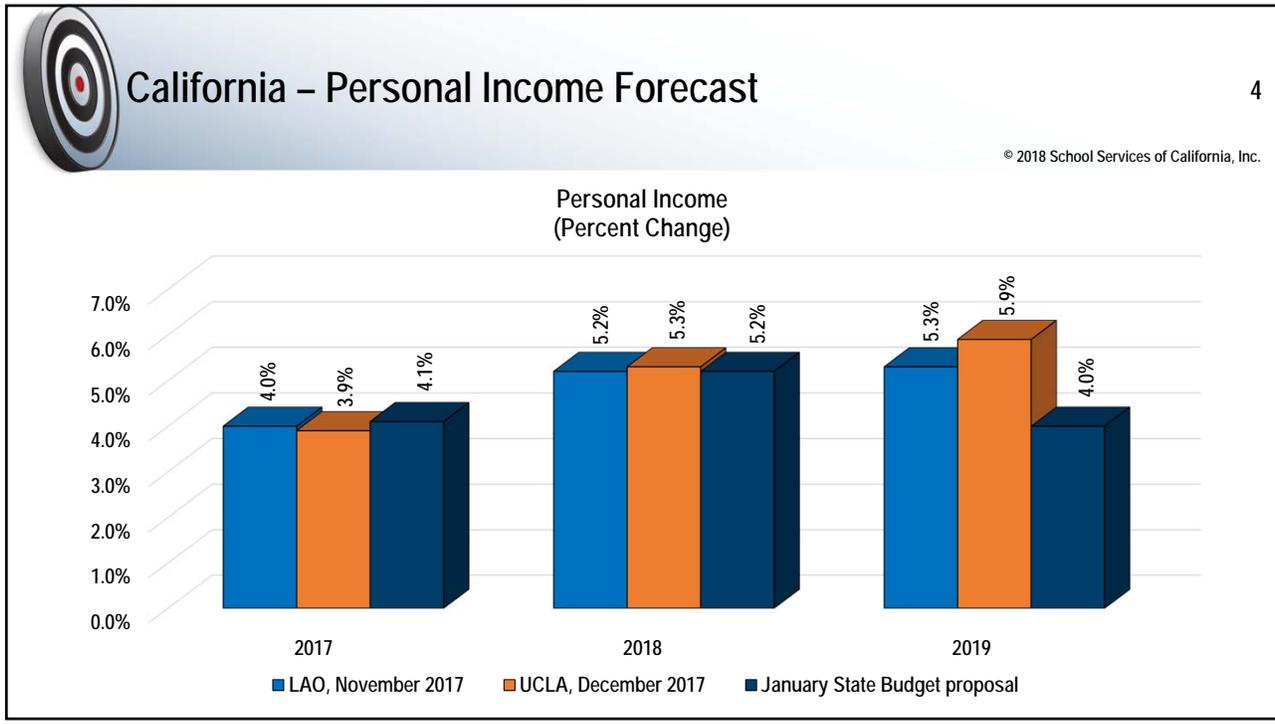
- The California economy is slowing down
 - The combination of good job markets and constrained housing markets has combined to slow growth in the state
 - However, given the tight labor market, employers will likely continue to raise pay to attract and retain workers, with hourly wages also rising due to the statutory annual increases in minimum wage
- How the new federal tax plan will affect California has not been factored into the State Budget
 - High-income earners have some flexibility on when they realize income and pay certain expenses
 - Whether they chose to delay or accelerate tax payments will affect the timing of tax revenues – particularly personal income tax (PIT), which makes up a large share of the General Fund
- And let's not forget marijuana!
 - Will projected tax revenues come to pass – with or without proposed federal enforcement?



Big Three Revenues – Personal Income Tax, Sales and Use Tax, and Corporation Tax

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Risks to the Economy and Revenues

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- Federal policy decisions are the largest risk to the U.S. and California economies
 - Tightening of the Federal Reserve's quantitative easing program to mitigate the effects of the Great Recession may slow spending and borrowing as interest rates increase
 - A decision to pull the U.S. out of the NAFTA may significantly reduce exports
 - The full effect of the federal tax bill on overall economic fundamentals remains to be seen



Source: UCLA Anderson Report, December 2017



Risks to the State Budget

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- Although early, the new federal tax policy is positively affecting the state's PIT, which generates about two-thirds of General Fund revenues – a good sign
 - The downside is that the State Budget relies so heavily on this highly volatile funding source that any modest change in PIT revenue has an amplified effect on the State Budget
- If the U.S. pulls out of or makes significant changes to NAFTA, the impact on California would be considerable
 - Mexico is the state's largest export market followed by Canada
 - NAFTA is associated with more than 4.4 million California jobs
- Federal enforcement of marijuana activity through heightened prosecution activity could stymie much-anticipated revenue from the state's legalization of marijuana, some of which is earmarked for education

Sources: LAO; "Trump, NAFTA and the economic stakes for California," NPR, April 27, 2017

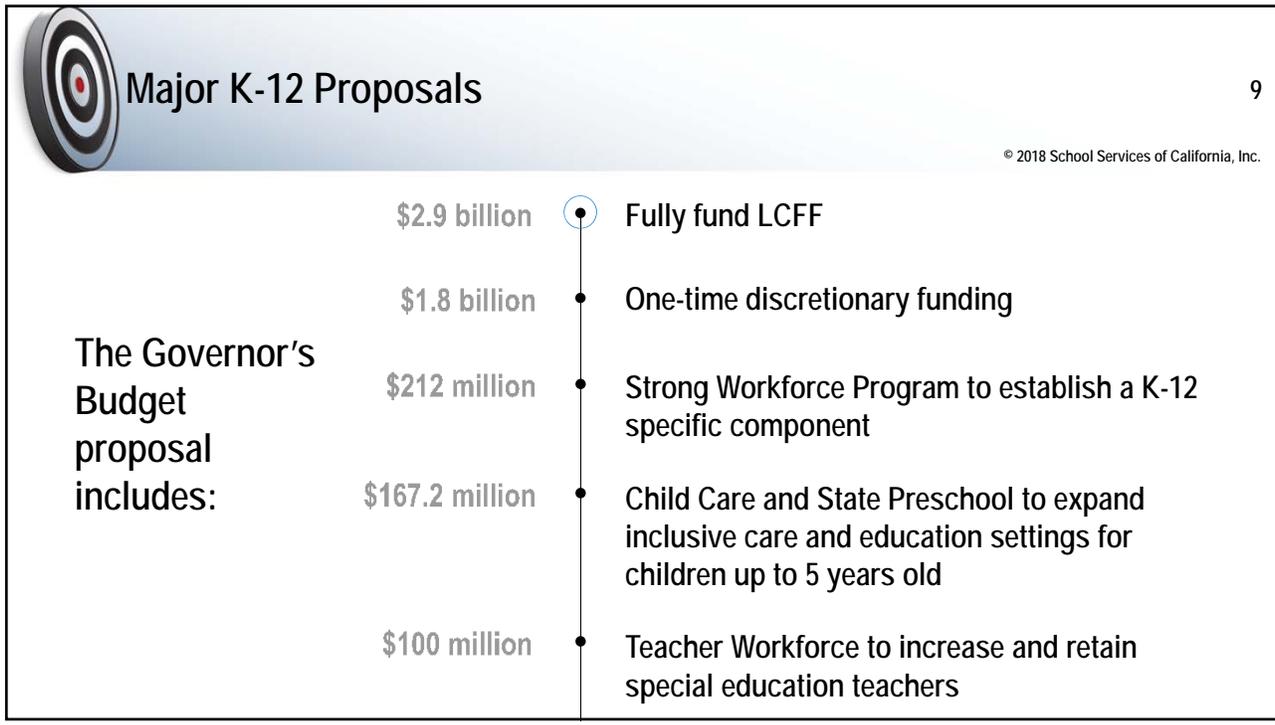
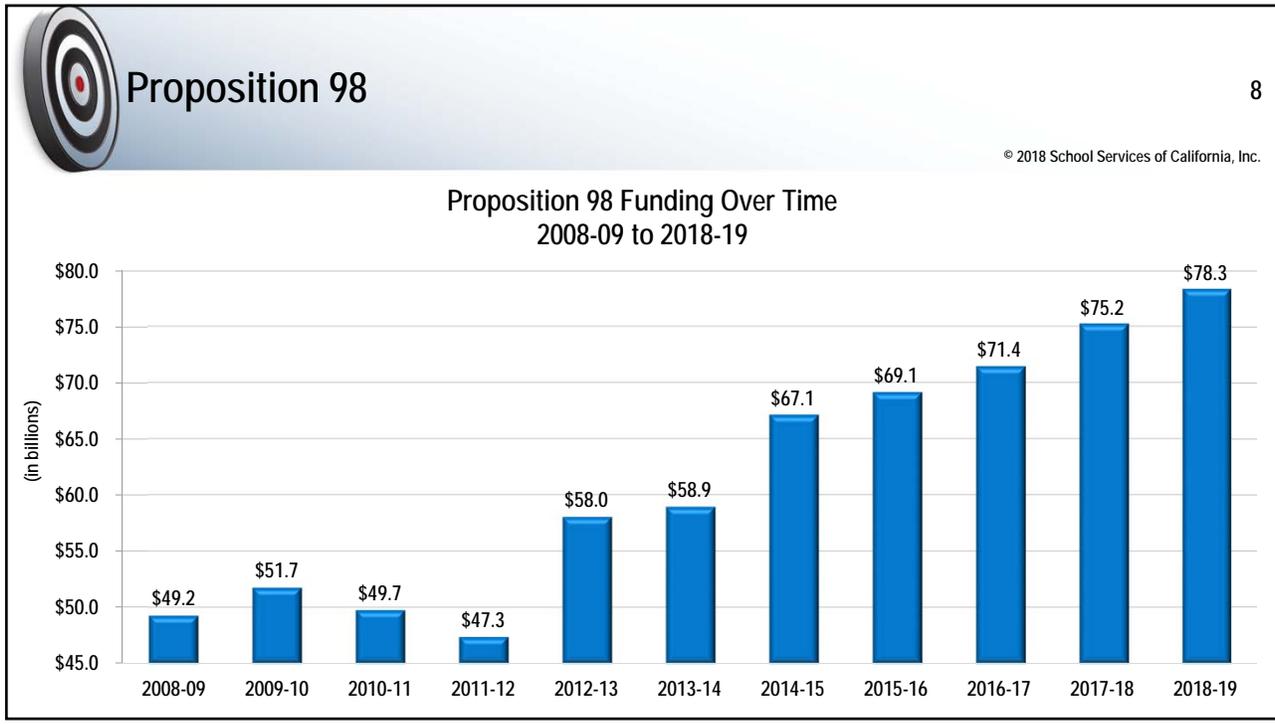


Proposition 98

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- The 2018-19 State Budget proposal includes Proposition 98 funding of \$78.3 billion for 2018-19, an all-time high
- The current-year Proposition 98 level increases by \$700 million to \$75.2 billion
- When combined with more than \$100 million in settle-up payments for prior years, the State Budget proposes an increased investment of \$4.6 billion in K-14 education compared to 2017-18





Major K-12 Proposals

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\$59.2 million	•	County offices of education (COEs) to facilitate the improvement of school districts identified as being in need of differentiated assistance
\$10 million	•	Special Education Local Plan Areas (SELPAs) to work with COEs to provide local educational agencies (LEAs) with technical assistance to improve student outcomes as part of the statewide system of support
\$6.5 million	•	California Collaborative for Educational Excellence
\$640 million	•	Proposition 51 facilities bond authority



What's Not in the Education Budget?

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- Compared to past proposed Budgets, the Administration was more proactive this year in proposing new investments that were typically agreed to after negotiations with the Legislature
 - That said, the 2018-19 State Budget proposal provides no funding for the following critical items that are straining the budgets of LEAs across the state:
 - Increasing the LCFF base grant target to reach the funding level of the top ten states
 - The growing local obligations for the California State Teachers' Retirement System (CalSTRS) and the California Public Employees' Retirement System (CalPERS) unfunded liability
 - Home-to-School Transportation programs
 - Increasing and equalizing Assembly Bill (AB) 602 base funding rates for special education



2018-19 Local Control Funding Formula

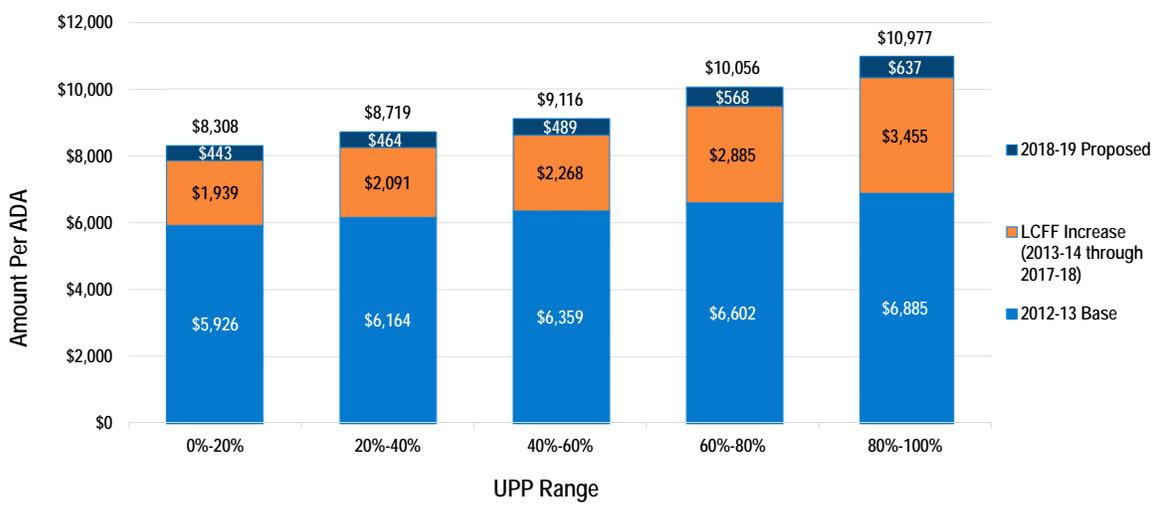
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- The State Budget proposes \$2.9 billion to completely close the gap between 2017-18 funding levels (97% of full funding) and 100% LCFF full implementation
 - Two years ahead of the intended 2020-21 implementation date
 - The Governor’s Budget indicates that more than \$17 billion in new funds have been provided statewide through the LCFF since 2013-14
- The LCFF base grant targets are adjusted for an estimated 2.51% cost-of-living adjustment (COLA) in 2018-19
- 2018-19 LCFF growth provides an average increase in per-pupil funding of an estimated \$550 per average daily attendance (ADA), or 5.8%
 - Individual results vary depending upon district’s unduplicated pupil percentage (UPP)
- After full implementation, state law only requires that the LCFF base grants receive a COLA



Transitioning to Full Funding of LCFF Entitlements

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One-Time Discretionary Funds

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- The Governor's Budget proposes \$1.8 billion in one-time discretionary funds for school districts
 - This equates to approximately \$295 per ADA
 - Expenditure of these funds is determined by the local governing board and can be used for any one-time purpose
- Like prior years, these funds will offset LEAs' outstanding mandate reimbursement claims on a dollar-for-dollar basis
 - According to the Department of Finance (DOF), less than \$1 billion in claims will remain outstanding at the end of the current year

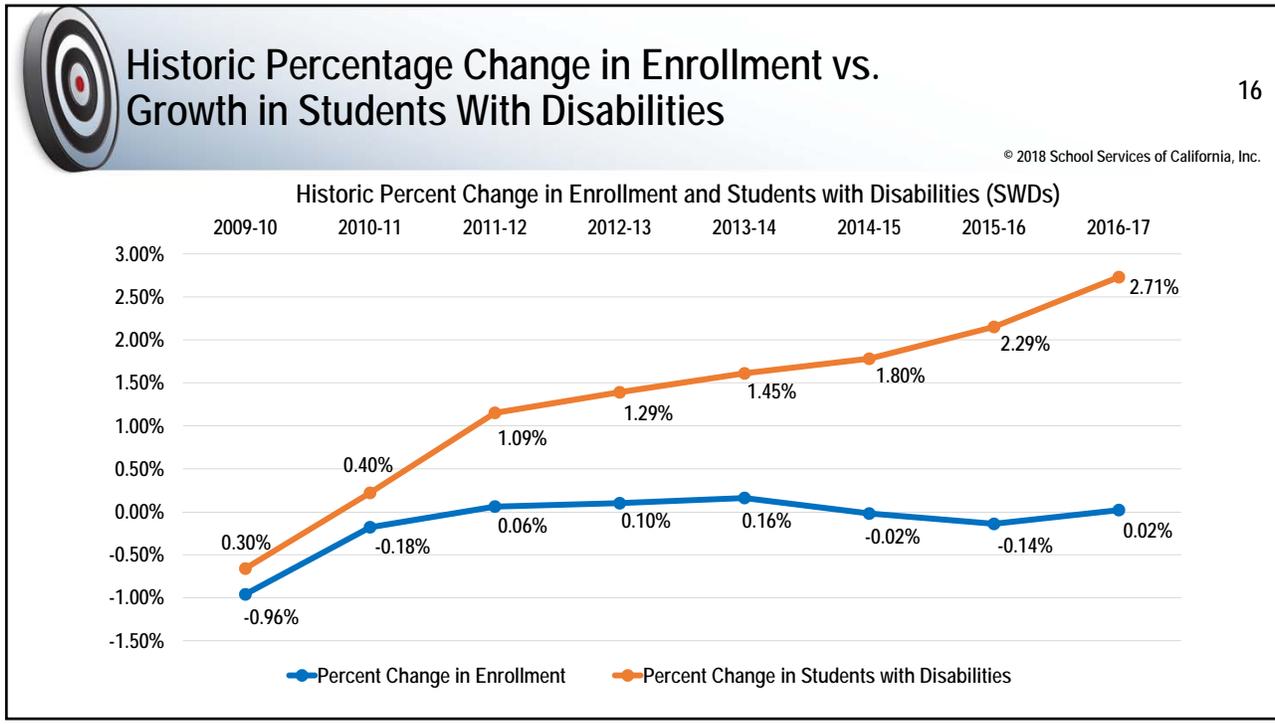


Special Education

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- The Governor proposes modest one-time and ongoing funding for special education programs, including:
 - 2.51% COLA, estimated at \$13.58 per ADA
 - The 2018-19 estimated AB 602 Statewide Target Rate increases to \$554.57
 - \$100 million in one-time funding for LEAs to implement programs to increase and retain special education teachers
 - \$167.2 million in one-time funds to establish an "Inclusive Education Expansion Program," focused on increasing availability of programs for low-income children age 0-5, including children with disabilities
 - No funding is proposed to increase and equalize AB 602 base rates



Teacher Workforce

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Acknowledging the disproportionately severe shortage in special education teachers, coupled with the pervasive and persistently low performance of students with special needs, the State Budget proposes a total of \$100 million in one-time funding to create two grant programs

Teacher Residency Grant Program
\$50 million

To support locally sponsored, one-year intensive mentored and clinical teacher preparation programs

Local Solutions Grant Program
\$50 million

One-time competitive grants to develop and implement new, or expand current, local solutions to address the need for special education teachers



Career Technical Education

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- The Governor's 2018-19 Budget proposal includes \$200 million in ongoing funds to establish a "K-12 specific component" to the community college-administered Strong Workforce Program
 - The Governor states the proposal is intended to "create a predictable, targeted, and sustained funding stream to support an industry and student-focused infrastructure for workforce development collaboration at the state, regional and local levels"
 - Funding is intended to encourage "the establishment and support of K-12 Career Technical Education (CTE) programs that are aligned with needed industry skills"
 - The Governor proposes an ongoing increase of \$12 million to fund local industry experts to provide technical support to LEAs operating, or proposing to operate, CTE programs

Source: Governor's Budget Summary – 2018-19, Page 27

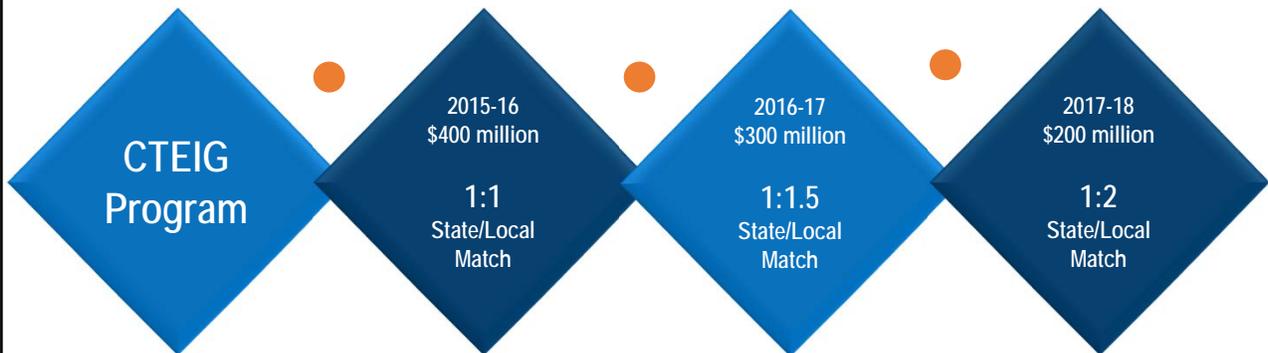


Career Technical Education

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- The 2017-18 State Budget included the last apportionment for the Career Technical Education Incentive Grant (CTEIG) program, phasing in local matching funds while reducing state funds
- The 2018-19 Governor's State Budget does not propose continued funding for the CTEIG program, but the Legislature is interested in finding an ongoing state funding source



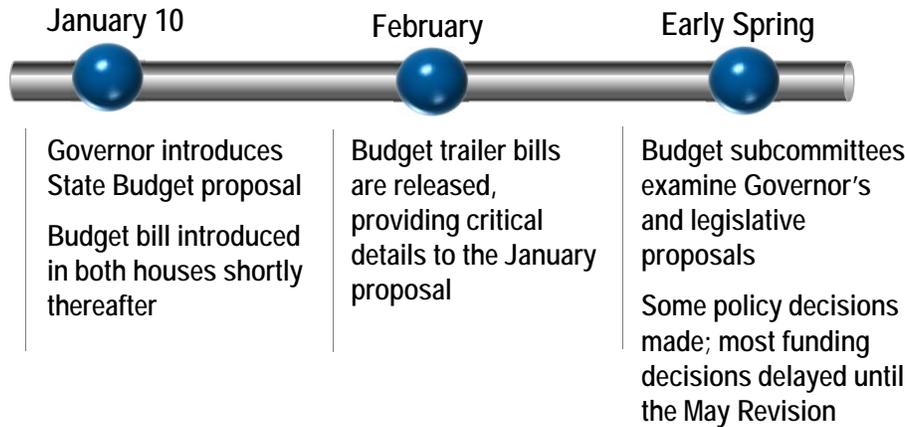


Enacting the State Budget

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- While the State Budget process is complicated and covers six months, here's the abbreviated edition of the process between January and the May Revision



LAO's Response

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- Within the week, the LAO released its initial response to the Governor's proposed 2018-19 State Budget
- As in November, the LAO is more optimistic in its revenue outlook
 - But acknowledges that the recent federal tax legislation introduces significant new uncertainties to typically uncertain state revenue projections
- In most years, increases in General Fund revenues lead to increases in the Proposition 98 requirements
 - However, according to the LAO, under current conditions, even if revenue were to increase several billion dollars from the Governor's January Budget level, General Fund spending on the Proposition 98 minimum guarantee would be unlikely to increase significantly



Major Legislative Education Budget Priorities

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- LCFF 2.0
 - Assembly Member Al Muratsuchi is leading the effort to increase base grant funding
- Early Childhood Education
 - Legislation to expand access to preschool and Transitional Kindergarten (TK) for four-year-olds
- Improve access to after school programs
 - Increase funding for ASES
 - Allocate a portion of California Marijuana Tax Fund revenue for after school programs
- Provide stable and predictable funding for CTE: AB 1743 (O'Donnell) extends the CTEIG program through 2020-21 with dedicated funding
- Increase funding for special education
 - Equalize AB 602 funding across districts
 - Funds for preschoolers with disabilities and students with severe disabilities



The Next Recession

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- No one knows when the next downturn will occur
 - By the end of 2018-19, the expansion will have matched the longest in post-war history
- Neither UCLA, LAO, nor DOF is forecasting a recession – they never do
- Governor Brown has managed the state's finances as if a recession is just around the corner – and so should districts
 - Maintain or build your reserves
 - Develop realistic multiyear projections (MYPs)
 - Adjust expenditures in line with realistic revenue assumptions



The Good News and Challenges

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- A continuation of the state's conservative budgeting produces
 - Higher than anticipated funding in 2018-19
 - Catch up increases for Proposition 98 for prior years
 - Significant one-time unrestricted dollars for all districts
- However, future increases flatten out and are well below projected cost increases
 - In a 2% to 3% COLA-only environment, CalSTRS/CalPERS, step and column, and health and welfare increases are more than the new revenues
 - The MYPs are likely to show continued deficits in the third year for most districts, particularly those with declining enrollment
- As usual in our volatile state and when so much change is afoot, caution is the order of the day



Dark Fiber Initiative Overview

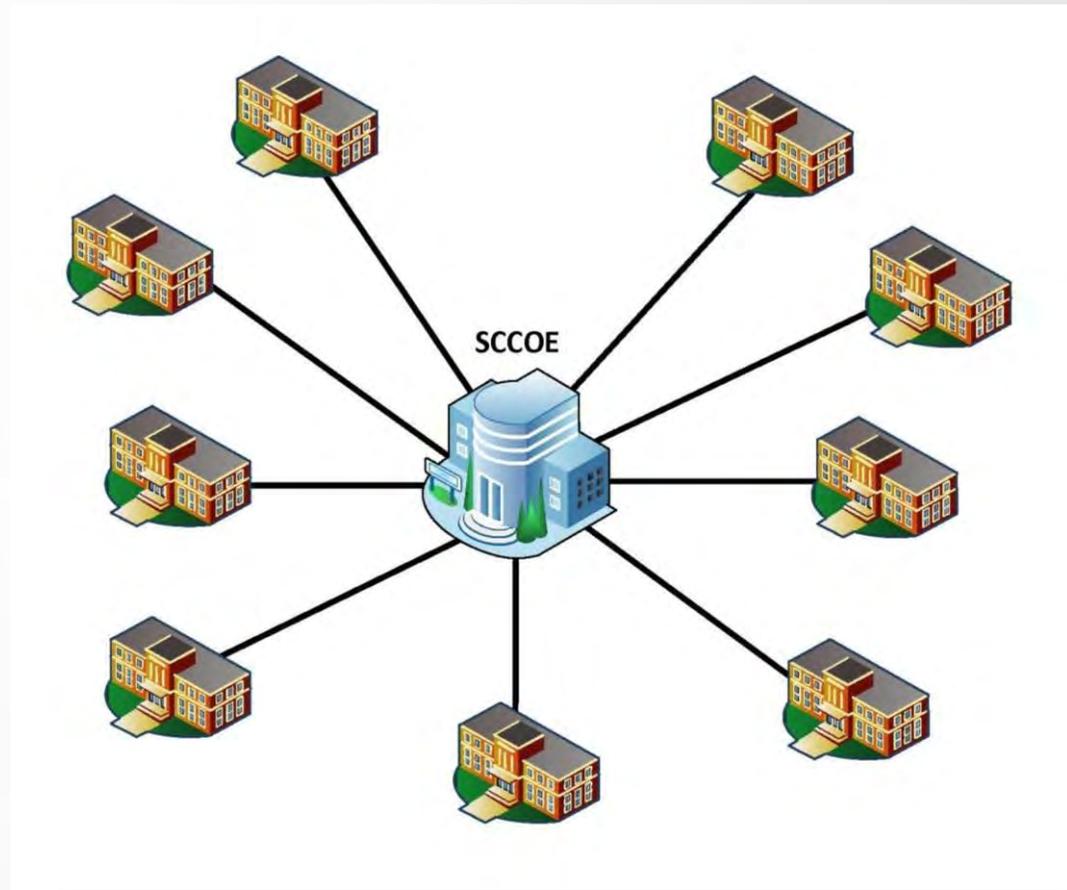
January 18, 2018



Dark Fiber | Current Connectivity

Example

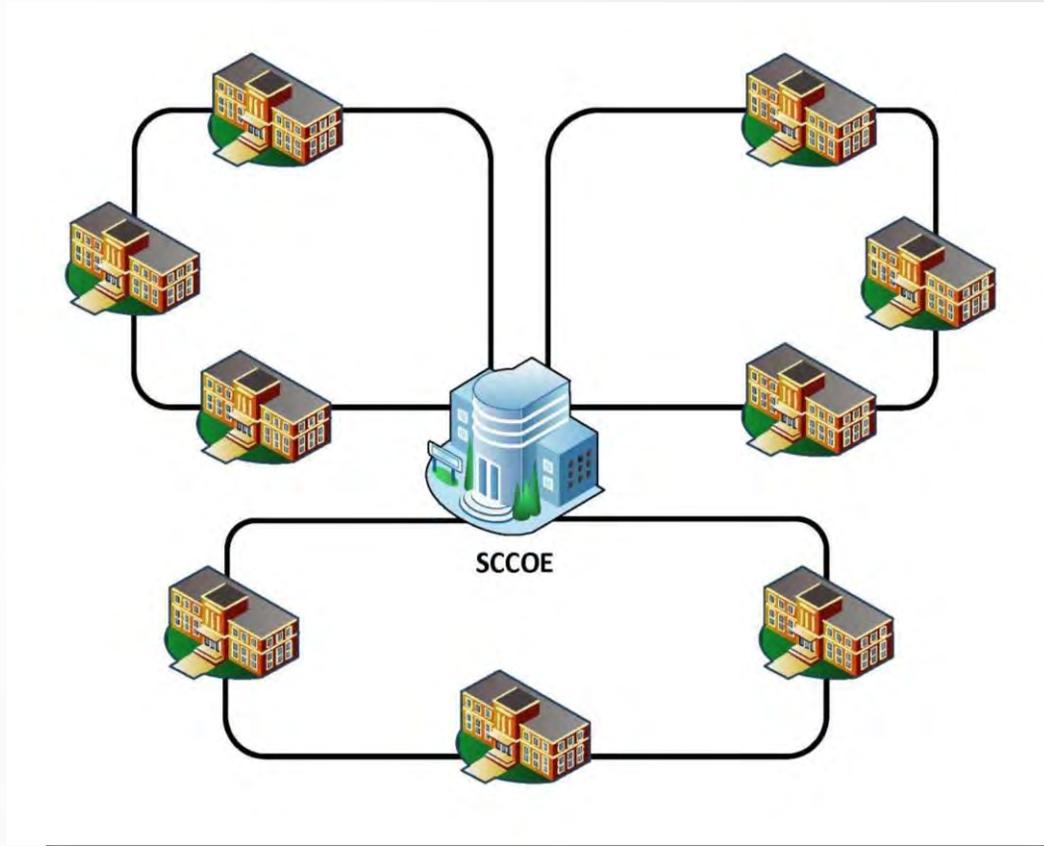
Districts connected via hub and spoke



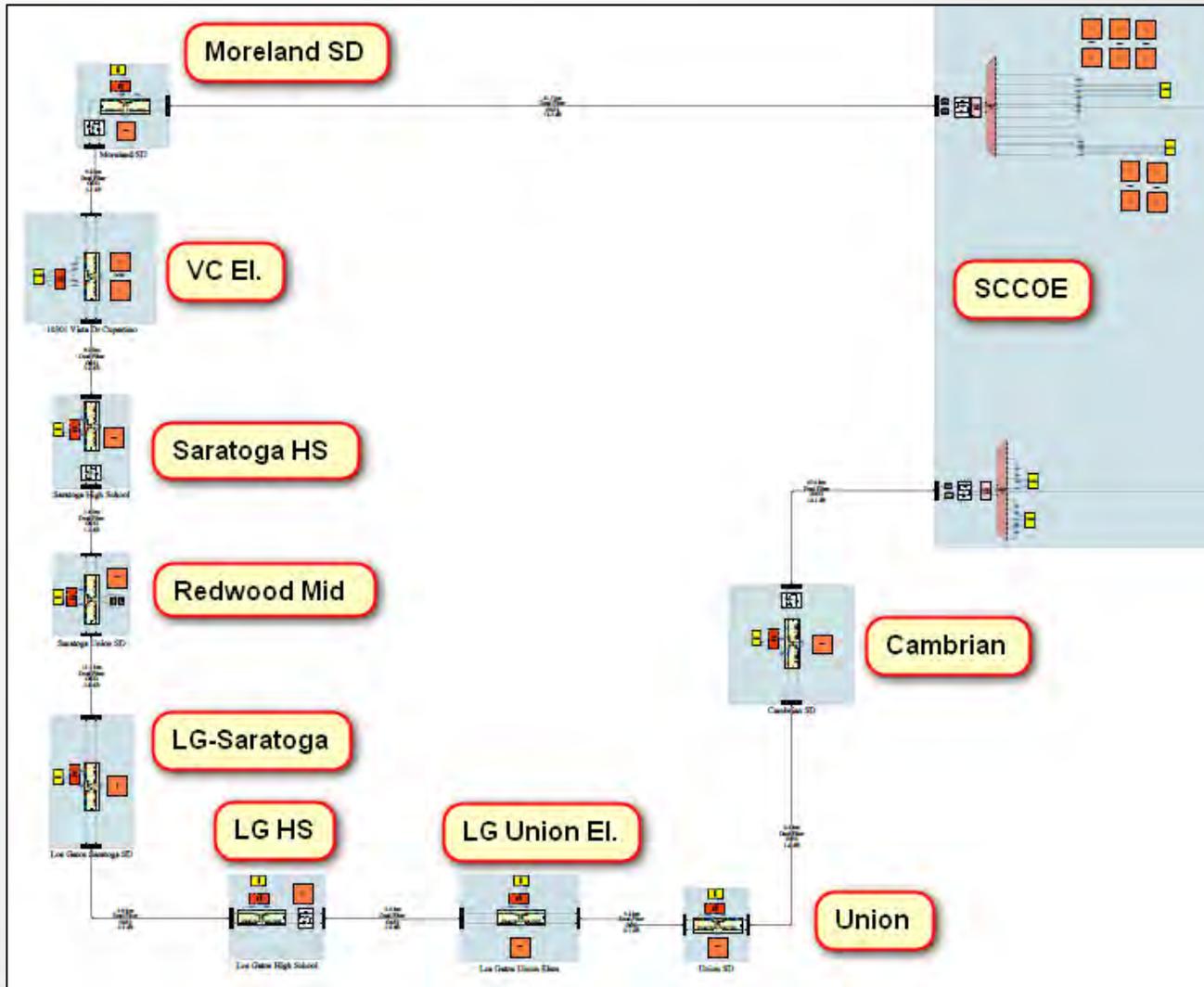
Dark Fiber | Future Connectivity

Example

Districts
connected
via rings



Dark Fiber | Equipment Connections



Dark Fiber | Network Monitoring

The screenshot displays the Celestis pilot MultiPlay network monitoring dashboard. The interface includes a top navigation bar with 'DASHBOARD', 'Networks', 'Services', and 'Configuration' tabs. A 'Shortcuts' panel on the left shows a list of 10/10 alarms and 1/1 services. The main area features a map of the central US with a green fiber line connecting Chicago, Saint Joseph, and Memphis. The URL is https://192.168.2.200:8443/pilot/#/dashboard/dashboard1/map.

Summary	Source name	Creation date
Warning On Client T...	Memphis_192.168.2.31 - 1 - 3 - S1-Cle...	08 Dec 2031 13:...
Client Trscv Rx Pow...	Memphis_192.168.2.31 - 1 - 3 - S1-Cle...	08 Dec 2031 13:...
Client Trscv Rx Pow...	Memphis_192.168.2.31 - 1 - 3 - S1-Cle...	08 Dec 2031 13:...
Client Input Loss ...	Memphis_192.168.2.31 - 1 - 3 - S1-Cle...	08 Dec 2031 13:...
Client Access Fail ...	Memphis_192.168.2.31 - 1 - 3 - S1-Cle...	08 Dec 2031 13:...
Alarm On Client Trs...	Memphis_192.168.2.31 - 1 - 3 - S1-Cle...	08 Dec 2031 13:...
Power Input B Pres...	Memphis_192.168.2.31 - 1 - FAN	08 Dec 2031 13:...
Power Input B Pres...	Memphis_192.168.2.31 - 1 - MGNT	08 Dec 2031 13:...
Client Signal Fail D...	Chicago_192.168.2.28 - 1 - 4 - S1-Cle...	22 Sep 2017 02:...
Client Access Fail ...	Chicago_192.168.2.28 - 1 - 4 - S1-Cle...	22 Sep 2017 02:...

Summary	Modification date
CH 23 100G/Client#1#1	27 Sep 2017 21:49:14

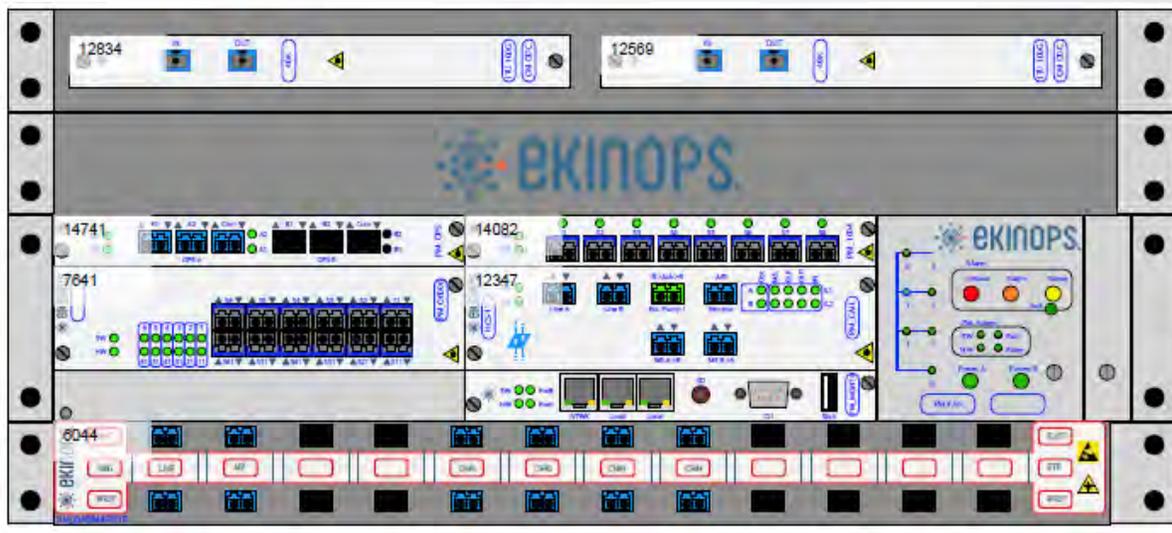


Dark Fiber | Permitting Progress

Project ID	Site Walk (F)	Site Walk (A)	MIMP/PUL Scope Approv (A)	Engineering Comple (E)	Engineering Comple (A)	# of Permits Needed	# of Permits Submitted	# of Permits Received	Last
PALO ALTO UNIFIED SD-25 CHURCHILL AVENUE	01/09/17	01/18/17	02/15/17	07/09/17		2	2	2	
OAK GROVE SD-6578 SANTA TERESA BLVE	01/09/17	12/20/16	02/04/17	02/21/17	01/04/17	3	3	3	
SCCOE_B-1290 RIDDER PARK DR	01/09/17	12/14/16	01/20/17	02/28/17	02/28/17	1			
SCCOE_A-1290 RIDDER PARK DR	02/15/17	02/01/17	02/15/17	07/23/17		1			
MT. VIEW WHISMAN SD-750-A SAN PIERRE WAY	01/09/17	01/18/17	02/15/17	07/09/17	02/17/17	1	1	1	
MILPITAS UNIFIED SD-1331E CALAVARAS BLVD	12/14/16	12/14/16	02/15/17	06/04/17	12/21/16	2	2	2	
SAN JOSE UNIFIED SD-855 LENZEN AVE	01/09/17	12/20/16	01/23/17	02/12/17	01/23/17	2	2	2	
METROPOLITAN SD-760 HILLSDALE AVE	01/09/17	01/09/17	02/15/17	06/30/17	01/25/17	2	2	2	
BLVD	01/09/17	01/17/17	02/15/17	07/08/17	02/15/17	1	1	1	
EAST SIDE UNION HIGH SD-830 N CAPITOL AVE	01/09/17	01/17/17	02/20/17	07/08/17	01/20/17	4	4	1	
AVENUE	01/09/17	01/18/17	02/15/17	07/09/17		2	1	1	
SUNNYVALE SD-819 W IOWA AVE	01/09/17	12/22/16	02/15/17	06/12/17		3	1	1	
VALLEY CHRISTIAN ELEMENTARY-1450 Leigh Ave	01/31/17	01/31/17	02/15/17	07/22/17		3	1	1	
UNION SD-5175 UNION AVE	12/16/16	12/16/16	02/15/17	06/06/17		4	2	2	
SANTA CLARA UNIFIED SD-1890 LAWRENCE RD	01/09/17	12/22/16	02/15/17	06/12/17		3	2		
ALUM ROCK SD-2930 GAY AVENUE	12/30/16	12/30/16	12/30/16	02/02/17	12/30/16	1			
BERFYESEA SD-1376 PIEDMONT RD	01/09/17	01/17/17	02/15/17	07/08/17	03/14/17	2	2	2	
FRANKLIN MCKINLEY SD-645 WOOL CREEK	01/09/17	01/17/17	02/15/17	07/08/17	02/14/17	2	1	1	
CUPERTINO SD-10301 Vista Dr	01/03/17	01/03/17	02/15/17	06/24/17		3	1	1	
CAMBRIAN SD-4115 JACKSOL DR	01/09/17	12/22/16	02/15/17	06/12/17		3	1	1	
CAMPBELL UNION SD-240 Harrison	01/31/17	01/31/17	02/15/17	07/22/17		1			
CAMPBELL UNION HIGH SD-5210 Leigh Ave	01/31/17	02/01/17	02/15/17	07/23/17		1			
LUTHER BURBANK SD-4 WABASH AVE	01/09/17	12/20/16	02/15/17	06/10/17		2	1	1	
COURT	01/31/17	01/18/17	02/15/17	07/09/17	01/26/17	3	1	1	
MORELAND SD-4711 CAMPBELL AVE San Jose	01/09/17	12/20/16	02/15/17	06/10/17		4	3	2	
LOS GATOS-SARATOGA SD-17421 FARLEY RD	01/09/17	01/18/17	02/15/17	07/09/17		4	2		
Layer 42 in Santa Clara-3080 Raymond St	01/09/17	12/14/16	02/15/17	06/04/17		1			
Level 3 in Sunnyvale-1380 Kifer Rd	01/09/17	12/14/16	02/15/17	06/04/17		1			
ORCHARD SD-921 FOX LANE	01/31/17	01/27/17	02/15/17	07/18/17	02/08/17	1			

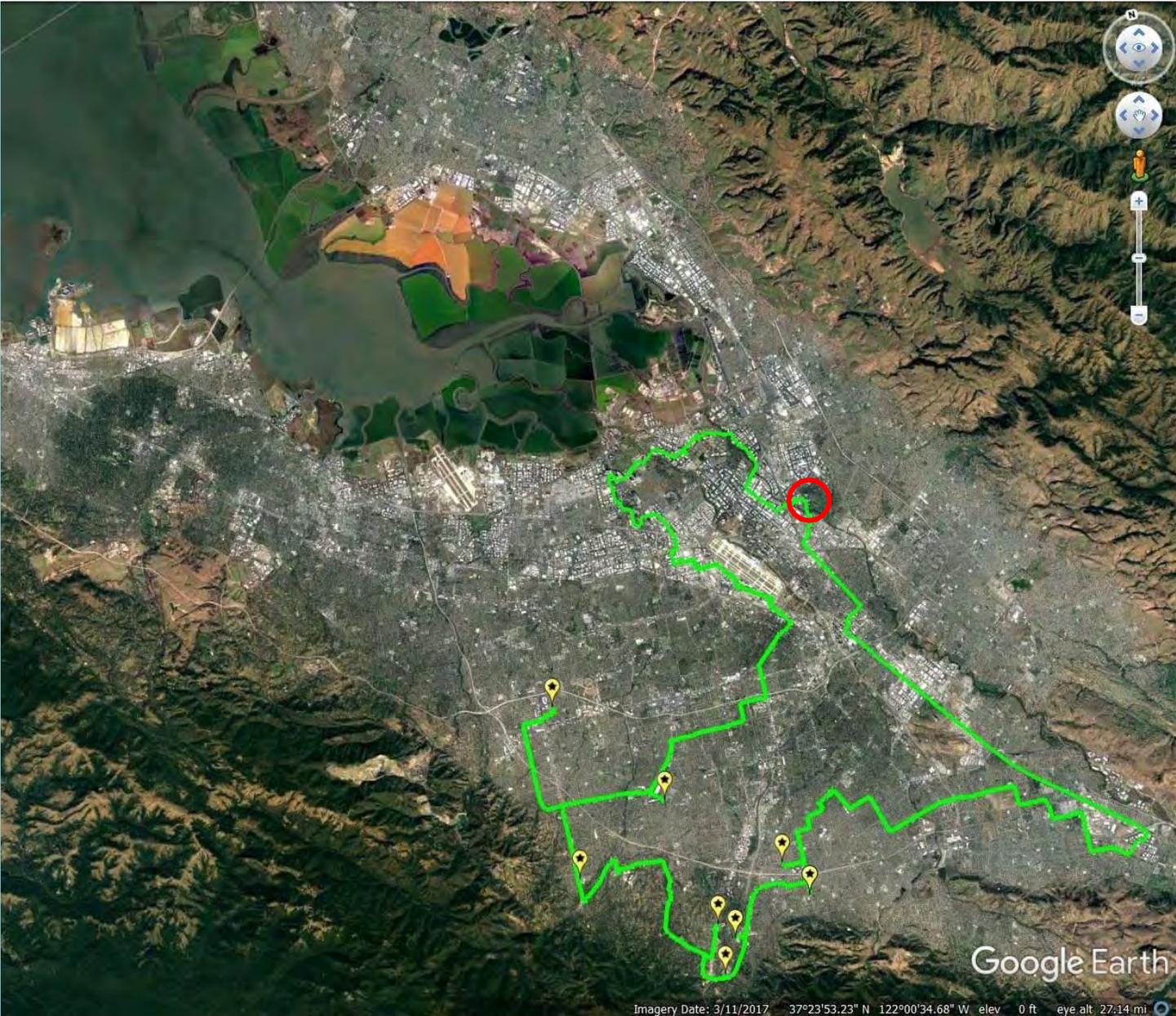
Dark Fiber | Equipment

Example
Node site
(District)



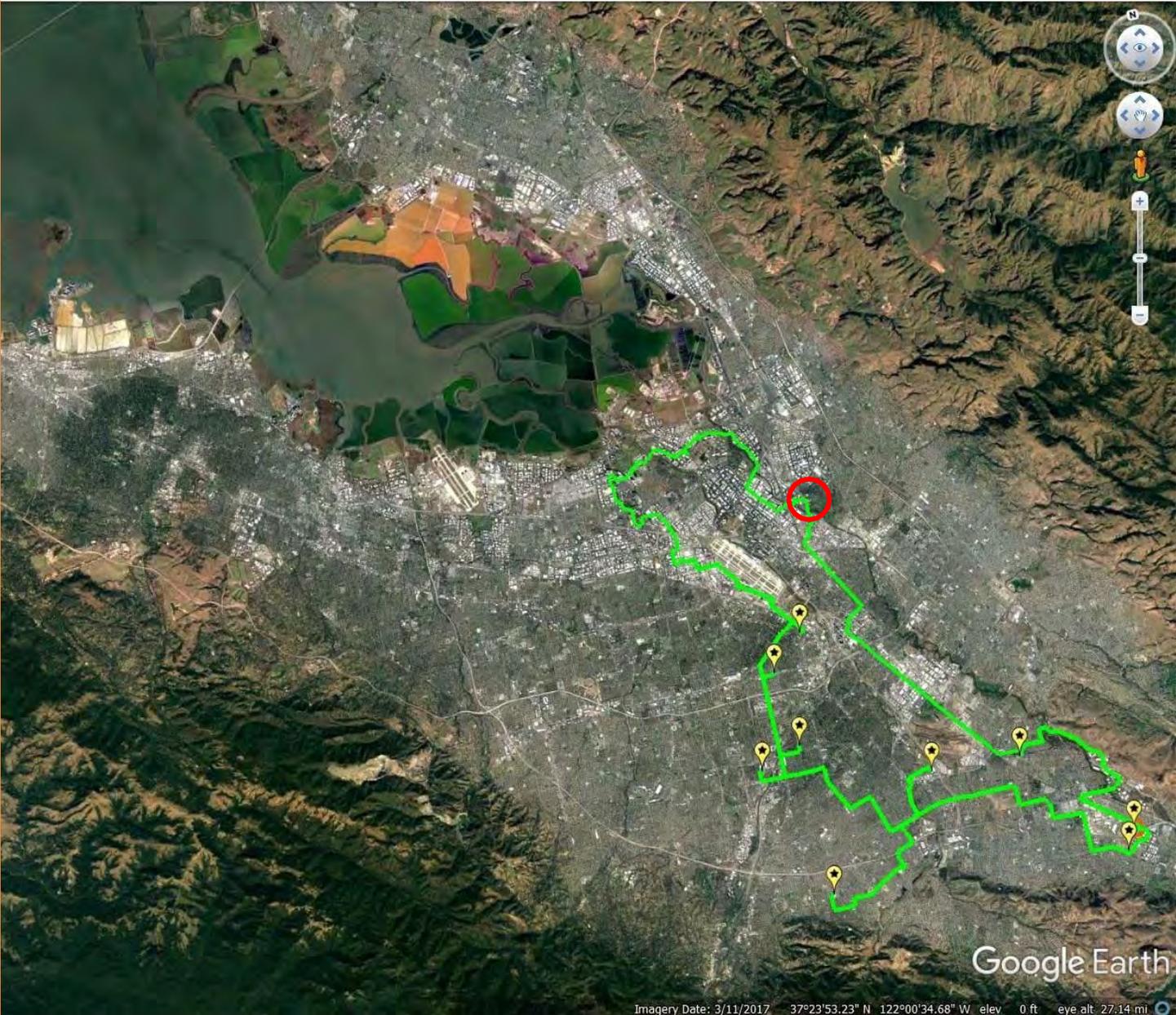
Dark Fiber Coverage

RING 1



Dark Fiber Coverage

RING 2



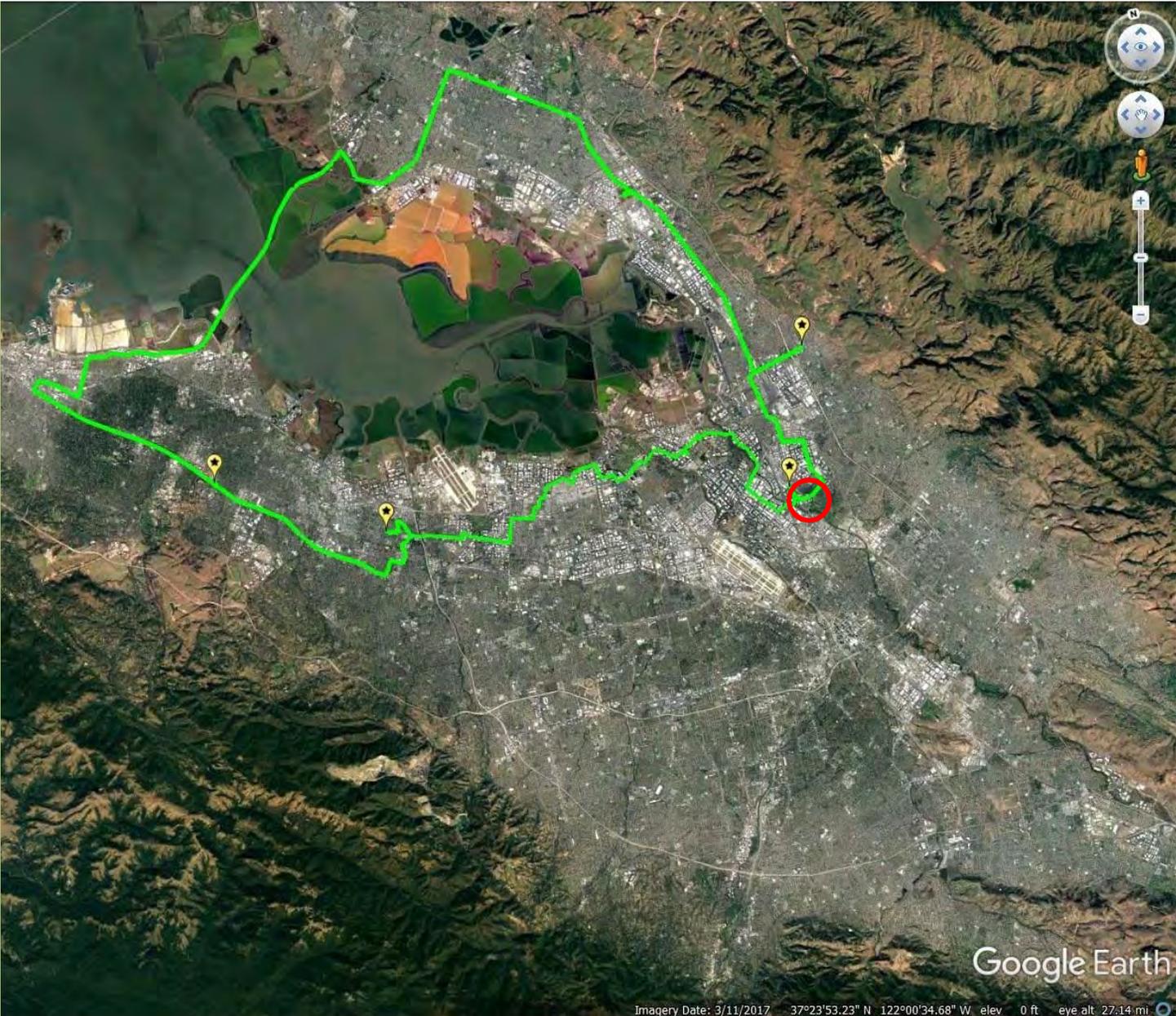
Dark Fiber Coverage

RING 3



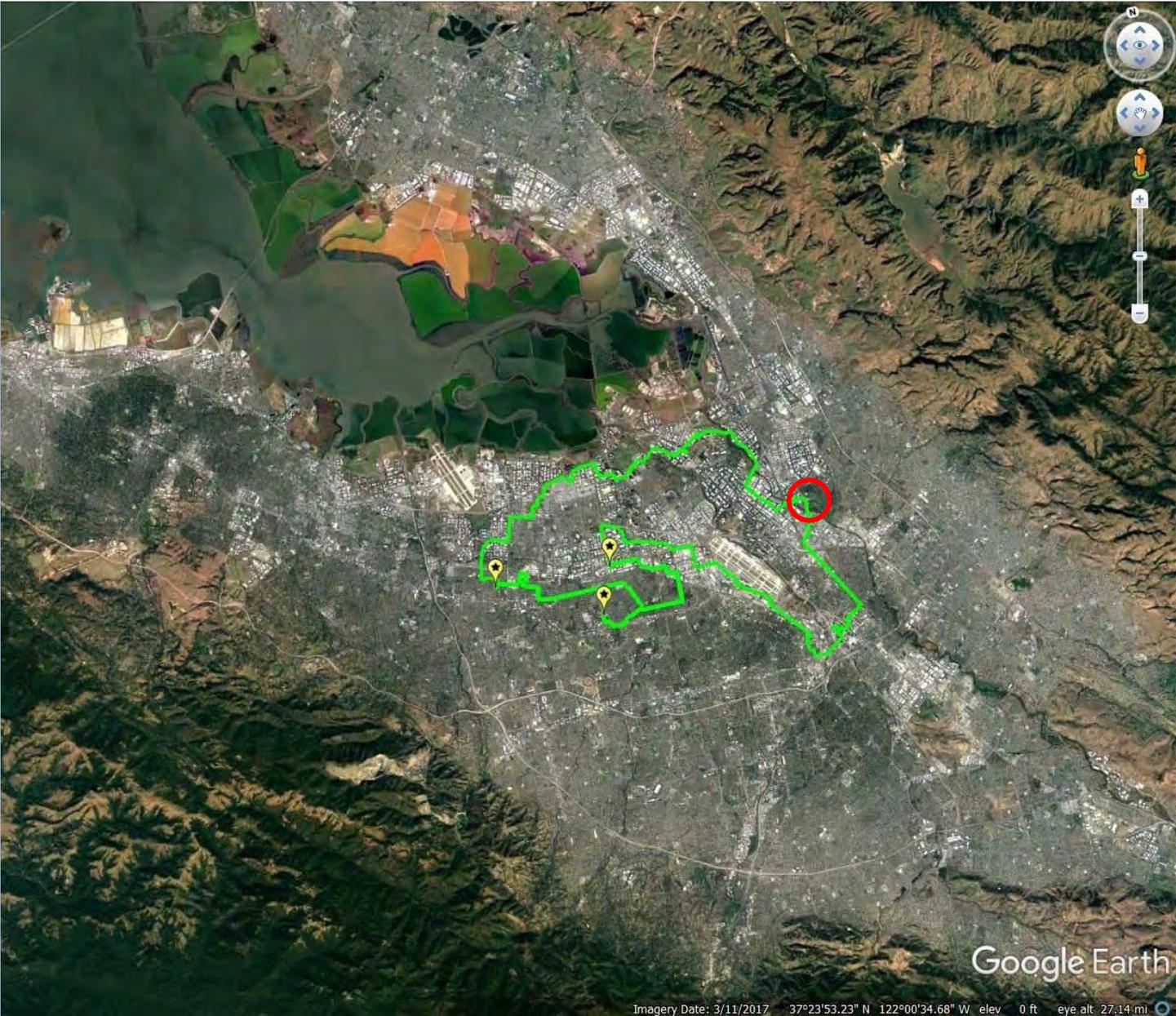
Dark Fiber
Coverage

RING 4



Dark Fiber
Coverage

RING 5



Google Earth

Imagery Date: 3/11/2017 37°23'53.23" N 122°00'34.68" W elev 0 ft eye alt 27.14 mi

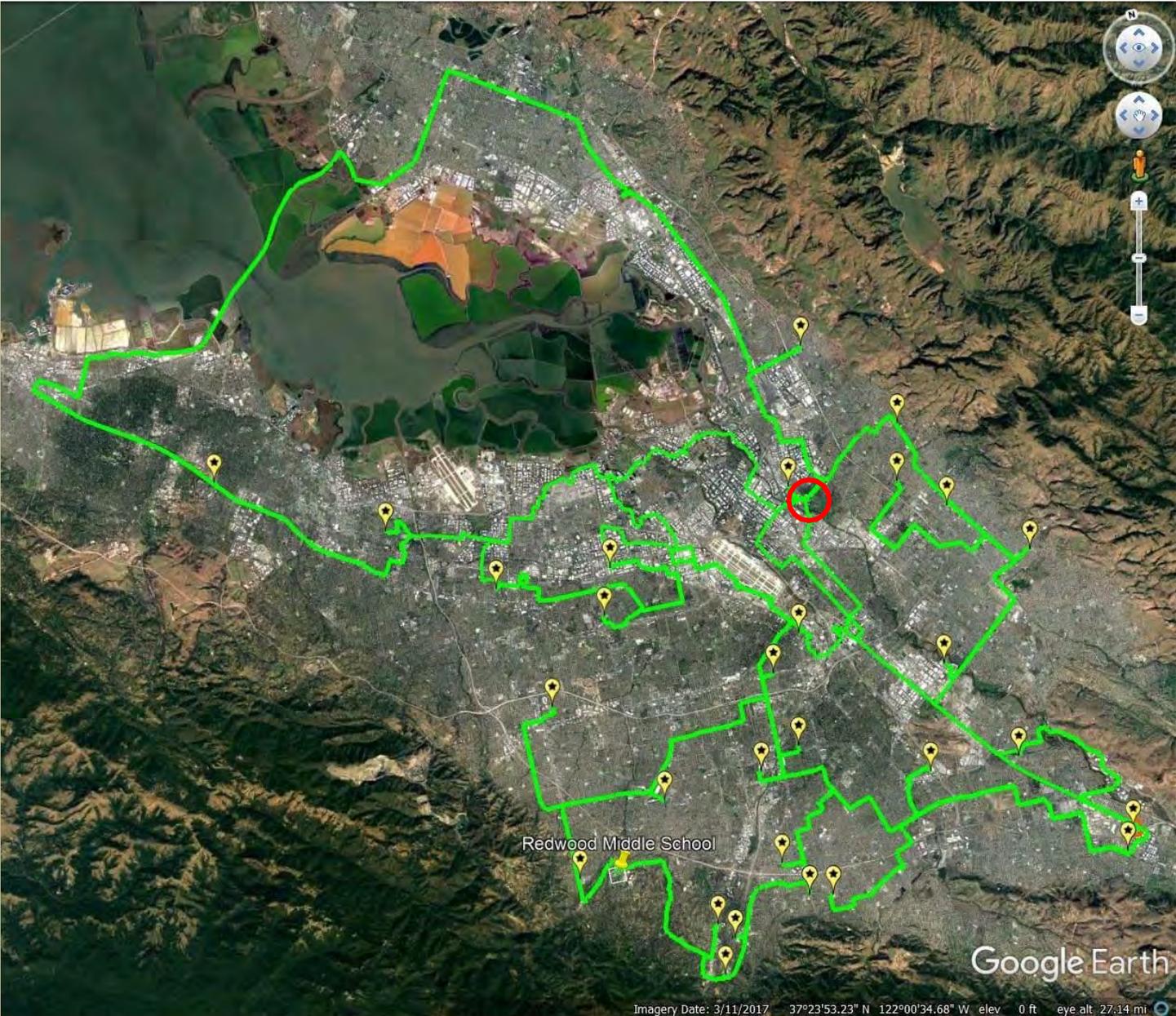


Santa Clara County
Office of Education

An Introduction to the Technology Services Branch

Dark Fiber
Coverage

RING (AII)



Questions?



Santa Clara County
Office of Education

Santa Clara County  Office of Education

Technology Services Branch

Technology Resources Advisors (TRA)

Cindy Patterson

Manager Applications Support

Cindy_Patterson@sccoe.org

408-453-6726

408-931-1930



What's New

- System messages
- Change in AP cutoff
- Colbi Technology interface
- FAR300 Financial Summary Report
- Cash Flow Report
- Import Pay Vouchers
- Import Cash Transfers (faster method)

Attachments on Req

Purchase Orders / Requisitions 90 - SANTA CLARA COUNTY OFF OF EDU

File Options Help+Video

Queue Management Requisitions Purchase Orders

1 record found.

Requisitions

Fiscal Year: 17 Requisition #: 981373 - Purchase Order #: - Advanced Search

Search Results

PO#	Req#	Date	Date Entered	Vendor	Vendor Name	Amount	Date Printed	Site	#I	Remote Status
000000	981373	10/05/2016	10/05/2016	013373	J SNELL & CO INC	1.09		0000-	0001	W-KDONC

Profile: 13326 GUIPURCH: YYYY13326 NNNYY10004Y10005YAY Yr: 2017 Dist: 90 Site: 0 GS: W 10/5/2016 12:46:49 PM





- County Board of Education
- Superintendent
- SCCOE Branches
 - Business Services
 - Educational Services
 - Human Resources
 - Student Services
 - Technology Services
- Resources for Teachers
- Resources for Families
- Resources for Administrators
- Public Schools Directory
- Job Opportunities
- Credentialing Programs
- SCCOE Intranet
- Contact Us



Core Data Access

Core Data access is a service providing districts with data from the Personnel/Payroll table in the QCC database. This service includes a daily snapshot of a district's data entered into QCC. The data can be downloaded via secure FTP. The information below includes an overview, security form and data dictionary. Please contact the TSB Help Desk for more information.

HR Core Data Guidelines

Overview

HR Core Data for Districts provides sensitive HR data to districts to use to update other systems within their districts which require Human Resource demographic data. This allows the district to use QSS as the system of record and avoid dual data entry. Examples of systems that might be updated with this information include substitute management systems, time and attendance systems, and student information systems. This data is used at the Districts discretion.

Process

Data is provided nightly in a batch process. District data remains separate at all times. TSB provides a secure FTP server for each district as the delivery point. Data is extracted from QSS during the nightly maintenance cycle into a semicolon delimited file unique to each district. These files are moved to the separate sFTP servers for each district, ready for district use.

Two files will be uploaded to the sFTP server: perpay and perpay.txt. These files are

HR LINKS

[Register for classes on AccessPoint](#)

[Position Control FYE](#)

[QSS ABT - Loading absences hands on lab](#)

TRA SERVICES LINKS

[Core Data Access](#)

[Desktop Productivity Applications](#)

[Document Management Systems](#)

[Finance and Budget Systems](#)





CORE DATA ACCESS ENROLLMENT FORM - 2017

DISTRICT IT STAFF, READ FIRST: Before you complete this form, please take careful consideration into deciding the district staff who will have access to your district's Core Data. This form designates which district staff will be provided access to the district's Core Data and associated files via FTP server.

- This form must be **typewritten** and **signed by a District Authorized Signer** in order for TSB to process.

REASON FOR ENROLLMENT FORM SUBMISSION:

- NEW UPDATE (Any changes to "Who I want to give access to district Core Data to:")

I, _____ (Authorized Signer Name), authorize enrollment of my district in the Core Data program from TSB. I request and authorize access to the Core Data, associated data files, and FTP account information for _____ (District Name) be provided to the following individual(s) specified in "**Who I want to give access to district Core Data to:**" section below.

Who I want to give access to district Core Data to:

Name: _____ Employee Number: _____

E-mail: _____ Phone: _____ Position: _____

Name: _____ Employee Number: _____

E-mail: _____ Phone: _____ Position: _____

Name: _____ Employee Number: _____

E-mail: _____ Phone: _____ Position: _____

By signing this form, District Authorized Signer understands:

W2 Season

- Have the SCCOE print shop mail them for you (contact Lee Blevins 408-453-6988)
- Electronic Delivery consent
 - <https://www.irs.gov/pub/irs-pdf/p1141.pdf>
 - Page 16

Copies of W2s

- ESS
- ESS District Admin
- <https://vault.sccoe.org>
 - Document management for payroll
 - One logon for each district
 - Given to authorized signer
 - SC**CC****DD** where CC is county and DD is district

Payroll Information

- QSS Prelists
 - Adhoc historical
- QSS special district account with spooled payroll production (PAYCCDD)
- Vault
 - W2s
 - Prelist
 - Retirement reports



Thank you!



Santa Clara County
Office of Education



To: All School Business System Payroll Users
From: Cindy Patterson, Technology Services Branch
Date: January 22nd, 2018
Subject: W2 General Information

The purpose of this message is to provide information to district business offices in Santa Clara and San Benito Counties about W2 process and options.

DBAS and TSB work with supported districts to prepare, print and transmit W2 information. The W2 preparation and delivery is a time consuming costly task for everyone involved. SCCOE strives to offer technology and services to assist our districts. Some reminders about options:

- 1) **ESS** - Electronic copies of W2s are available via Employee Self-Service (ESS). TSB will announce when 2017 W2s have been added to ESS and ESS account holders will receive an email that a new document is available. Non-separated employees can self-register on ESS. Once an ESS account is established prior to separation, separated employees continue to have access to ESS.
- 2) **ESS District Admin Access** - ESS District Administrators also can access employee W2s through ESS. This is usually the quickest way to obtain a copy of a W2 for an employee other than the employee using ESS for themselves. Training and special access is required for ESS District Administrator Access.
- 3) **The Vault** - District business offices have access to electronic copies of W2s through the Vault, a document management portal provided by SCCOE. <https://vault.sccoe.org>.
- 4) **Electronic Delivery** - It is permissible to deliver W2s electronically to employees after employers have met certain criteria. Please see page 16 of the attached IRS publication for information. Consider beginning the notification process now to prepare to capitalize on this option in the future.
- 5) **Mailing Service** - As discussed in the CBO meeting last week, SCCOE offers mailing service for your district's W2s. SCCOE will mail the W2s on your districts behalf relieving districts of the burden of picking up the W2s from the COE and mailing them. The cost per piece for handling and postage is .55 per piece. A service request on Access Point from the District Authorized Signers is required for this service. Requests must be received for this W2 process by **9am January 24th, 2018** to ensure deadlines are met and allow SCCOE to leverage economies of scale for this task. For questions about this service and any other printing or print and mail service (often at bulk mail pricing) please contact Lee Blevins at the SCCOE Print Shop, 408-453-6988.