

COUNTYWIDE CHIEF BUSINESS OFFICERS MEETING
SEPTEMBER 27, 2018
9:30 a.m. to 12:05 p.m.
OAK GROVE ROOM

AGENDA

9:30 - 9:45	Welcome	Megan K. Reilly, Santa Clara COE
9:45 - 10:00	Public Affairs Services	Peter Daniels, Santa Clara COE
10:00 - 10:30	Alternative Education Program Update	Steve Olmos/David Putney, Santa Clara COE
10:30 - 11:00	Introduction - Emergency Preparedness, School Safety & Security Administrator	Michael Vallez, Santa Clara COE
11:00 - 11:30	State, Economic and Legislative Update	Robert Miyashiro/Leilani Aguinaldo, School Services
11:30 - 11:45	District Business & Advisory Services Update	Judy Kershaw, Santa Clara COE
11:45 - 12:00	Technology & Data Services Division Update	Cindy Patterson, Santa Clara COE
12:00 - 12:05	Closing	Megan K. Reilly, Santa Clara COE

FY 2018-2019 MEETINGS

DATE	TIME	ROOM
August 30, 2018	9:30 a.m. - 12:00 p.m.	Milpitas Room
September 27, 2018	9:30 a.m. - 12:00 p.m.	Oak Grove Room
October 18, 2018	9:30 a.m. - 12:00 p.m.	Milpitas Room
November 15, 2018*	9:30 a.m. - 12:00 p.m.	Oak Grove Room
January 24, 2019	9:30 a.m. - 12:00 p.m.	Milpitas Room
February 28, 2019	9:30 a.m. - 12:00 p.m.	Milpitas Room
March 28, 2019	9:30 a.m. - 12:00 p.m.	Milpitas Room
April 25, 2019	9:30 a.m. - 12:00 p.m.	Milpitas Room
May 23, 2019	9:30 a.m. - 12:00 p.m.	Milpitas Room

*Meeting cancelled due to CASBO CBO Symposium

Public Affairs Services

Chief Business Officers Meeting

September 27, 2018

Media & Communications

- School Communications
 - Budget, Boundaries, Bonds
- Media & Public Relations
- Video/Digital Media
- Graphic Design
- Translation/Interpretation



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



Questions



Connect with SCCOE

- Social Media



- [Ed Bulletin](#) (e-newsletter)
- www.sccoe.org



2018 – 2019 SCHEDULE
for
DISTRICT REPRESENTATIVE & JOINT MEETINGS
and
DISTRICT REPRESENTATIVE MEETINGS
(Special Committee on the Education of Children in Juvenile Court Joint Meetings)

Complimentary Breakfast provided at 8:45 a.m.
Meeting Start Time: 9:00 a.m. – 11:00 a.m.

District Representative & Joint Meetings

Day	Date	Location	Room
Wednesday	09/12/2018	SCCOE	Morgan Hill (3 rd Floor, South Building)
Wednesday	11/14/2018	SCCOE	Morgan Hill (3 rd Floor, South Building)
Wednesday	01/09/2019	SCCOE	Morgan Hill (3 rd Floor, South Building)
Wednesday	03/13/2019	SCCOE	Morgan Hill (3 rd Floor, South Building)
Wednesday	05/08/2019	SCCOE	Morgan Hill (3 rd Floor, South Building)

District Representative Meetings (District Reps Only)

Day	Date	Location	Room
Wednesday	10/10/2018	SCCOE	Morgan Hill (3 rd Floor, South Building)
Wednesday	12/12/2018	SCCOE	Morgan Hill (3 rd Floor, South Building)
Wednesday	04/10/2019	SCCOE	Morgan Hill (3 rd Floor, South Building)

Emergency Preparedness, School Safety & Security Administrator

Michael Vallez

(408) 453-6925

Michael_Vallez@sccoe.org

Brief Bio

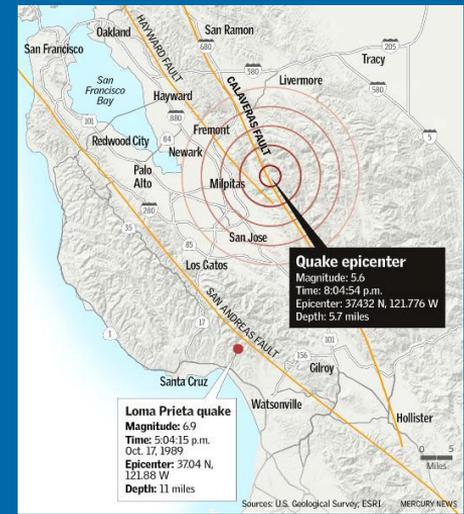
- Work history
- Personal snapshot
- Why do I have a passion for this job/field?
- “The ultimate security is your understanding of reality”
- H. Stanley Judd



Tubbs Fire (Santa Rosa)
October 2017



Stoneman Douglas H.S (Parkland, FL.)
February 2018



Loma Prieta Earthquake
October 1989



Gateway School Arson (SCCOE)
January & July 2008

We share a common reality



*What role does the
Emergency Preparedness,
School Safety & Security
Administrator play?*

→ Dr. Dewan - committed to creating this position with intention to provide proactive approach to Emergency Preparedness, Safety & Security thru:

Key Objectives of the Position:

- ◆ Plan/implement disaster response & crisis management
- ◆ Ensure school & student safety standards are met
- ◆ Recommend improvements to physical security, video surveillance and other technology solutions
- ◆ Engage SCCOE and District leaders, principals, schools, and communities in developing safety priorities
- ◆ Deliver professional development workshops directly related to school safety & security

Upcoming/In Progress Events

→ The Great California Shakeout – 10th Anniversary

- ◆ 10/18/18 at 10:18 a.m.
- ◆ Register your district on <https://www.shakeout.org/california/>
- ◆ 19 school districts in SCC currently registered

→ AB-746: Lead Sampling of Drinking Water in Schools (ongoing)

→ October 2018 - Focus on Schools Safety Month

October 2018

- ◆ **Week 1:** How Schools Respond to Crisis
- ◆ **Week 2:** Fire Safety in the Workplace, Fire Safety at Home, & Wildfire Safety
- ◆ **Week 3:** Personal Awareness on the Job & Earthquake Preparedness (Great Shakeout)
- ◆ **Week 4:** School Bus Safety / Teen Driver Safety / Anti-Bullying

Focus on School Safety Month

In closing...

- Focus is on end customer --> students, staff, community
 - Help to create a safe and healthy environment
- Sometimes can be a reactive job with a proactive mindset
- Relish opportunities to develop new partnerships
 - An added resource for SCC School Districts / Outreach



District Business and Advisory Services

Judy Lee Kershaw, Director - DBAS: 408-453-6599

Bulletin: 19-009

Date: September 12, 2018

To: District Chief Business Officers
District Fiscal Directors
District Personnel and Payroll Directors

From: Megan K. Reilly, Chief Business Officer

Re: **Important Action Required:** Reporting Retired Annuitant's Post Retirement Employment to California Public Employees' Retirement System (CalPERS)

The purpose of this bulletin is to remind districts that effective July 1, 2018 CalPERS began assessing a fee of \$200.00 per month for each retired annuitant, who has an ACTIVE appointment ID in myCalPERS, but does not have payroll reported for the month.

To prevent districts from incurring the fees, District Business and Advisory Services (DBAS) will provide an excel spreadsheet that lists all active retirees in myCalPERS by the 15th of each month.

Actions Required By Districts:

- Districts will need to confirm if all retirees listed in the excel spreadsheet have missing payroll for the month, and email the list back to their service team specialist within three (3) working days.
- If a retiree has earnings for the month but his/her name appears on the CalPERS report as missing payroll, districts will need to review the W-4 and pay line (PR) screens to ensure that the St-Ded and AC-P-C code are set up correctly (please refer to bulletin 18-048 dated June 15, 2018) and contact your DBAS specialist on direction to report the missing earnings.
- Failure to report or confirm the retiree's missing payroll timely will result in a penalty.

Note: Each retired annuitant currently working at a district should only have one active appointment ID in myCalPERS. If the retired annuitant has more than one active appointment ID as a result of incorrect setup, Districts will need to terminate the incorrect appointment ID(s) in myCalPERS.

More information regarding the required reporting of retired annuitants will be shared in the Payroll User Group meeting currently scheduled to take place on Thursday, October 11, 2018.

Please distribute this memo within your District as deemed appropriate.

District Business and Advisory Services

Judy Lee Kershaw, Director - DBAS: 408-453-6599

Bulletin: 19-010

Date: September 26, 2018

To: District Chief Business Officers
District Fiscal Directors
District Payroll and Human Resource Managers

From: Nghia Do, District Business Advisor

Re: **Action Required: Refund of Fiscal Year 2017-18 CalSTRS Excess Contributions**

The District Business and Advisory Services (DBAS) has now received the California State Teachers' Retirement System (CalSTRS) refunds for excess contributions made during FY2017-18. Attached is a listing, by district, of excess employer and member contributions as determined by CalSTRS.

Excess contributions commonly occur when a member works for more than one employer or performs extra duties above the contracted days or hours, accumulating service credit in excess of one year. The service credit and contributions in excess of one year cannot be reported in the CalSTRS Defined Benefit (DB) program. These excess contributions and service credit are reported in the Defined Benefit Supplement (DBS) program at contribution rates which are lower than that of the Defined Benefit Plan. Therefore, earnings transferred from DB to DBS accounts result in an overpayment of employer and employee contribution. The table below illustrates the difference between the DB and DBS contribution rates for FY2017-18.

FY2017 - 18			
	DB Contribution Rate	DBS Contribution Rate	Difference (Excess)
Employer	14.4300%	8.2500%	6.1800%
2% @ 60 Members	10.2500%	8.0000%	2.2500%
2% @ 62 Members	9.2050%	8.0000%	1.2050%

CalSTRS has already notified members who should receive a refund of excess contributions by listing the refund as a separate line item in the member's annual statement.

In accordance with the attached report, DBAS has processed the return of excess employer and employee contributions that is due to each school district. For each district, funds were transferred to the following fund-object:

- Dependent school districts: 010-9920
- Fiscally Accountable/Independent school districts: 010-9920
- Charter schools: payments were made through Automated Clearing House (ACH)

The refund of the FY 2017-18 employer contribution expenditures should be accounted for as revenue in the current fiscal year (California State Accounting Manual (CSAM) Procedure 560). Districts will be responsible for re-classifying the refund of the employer contributions to an appropriate revenue object code.

Actions Required by Districts:

For active employees, the refund should be processed as a negative amount in the deduction (PD) screen using [Vol-Ded code 8113 STRS PRIOR PERIOD ADJUTMT](#).

For terminated employees, the refunds should be processed by setting up a “penny pay line” for each former employee as follows:

- Create a penny (.01) pay line using [Stat-Ded NNNN](#) and [AC-P-C code 00-0-0](#)
- Select ‘[Y – Yes, one time](#)’ for the option ‘[OK to pay?](#)’ in Termination (TE) screen
- Use [Vod-Ded code 8113 ADD STRS PRIOR PERIOD ADJUSTM](#) with a negative refund amount in the Employee column in the deduction (PD) screen
- Use [Vol-Ded code 7308 MISC. COLLECTIONS/REFUNDS](#) to collect a penny (.01) from the penny (.01) pay line. This penny (.01) may be posted to fund 010 object 9946 in the District’s ledger (Optional)

Both active and terminated employee refunds should be processed in the October end of month payroll (October 31, 2018).

Districts can choose to process employee refunds on their own or authorize their DBAS service team to perform a mass upload of refunds to the employees’ QCC PD screen. Please contact your DBAS service team for any further instructions or support on how to perform a mass upload of refunds.

Whether processing refunds on your own or by authorization to your DBAS service team for support in making a mass upload of refunds to the employees’ PD screen, the establishment of the “penny pay line” for terminated employees must be performed at the district level.

Refunds will be listed as a negative amount and displayed as “STRS PRIOR PERIOD ADJUSTM” on the employee’s paystub.

DEDUCTIONS	TAX DEFERRED	EMPLOYER	EMPLOYEE
FEDERAL TAX			335.27
STATE TAX			164.20
MEDICARE		126.11	126.11
STRS	Y	1,380.30	980.47
UNEMPLOYMENT INSURANCE		4.35	
WORKER’S COMP. INSURANCE		144.90	
STATUTORY DEDUCTION TOTAL		1,655.66	1,606.05
ADD STRS PRIOR PERIOD ADJUSTM	Y		-54.89
MEDI1 CAL PERS	Y		868.13
DUE MT HAMILTON CTA/NEA			117.80
EYE VISION SERVICE PLAN		15.31	
DEN DELTA DENTAL/CE #6178		155.05	
MED CAL PERS		1,706.00	
DFR DEFERRED PAY WITHHOLD			1,155.56
VOLUNTARY DEDUCTION TOTAL		1,876.36	2,086.60

Please distribute this memo within your District as deemed appropriate.

FY2017-18 STRS EXCESS CONTRIBUTIONS REFUND - DEPENDENT SCHOOL DISTRICTS

Report Unit Number	Report Unit Name	Excess Member Contributions	Excess Employer Contributions	Total Refunded Contributions
43107	BERRYESSA UNION ELEMENTARY SD	12,486.90	35,797.46	48,284.36
43108	CAMBRIAN SD	5,547.12	16,606.93	22,154.05
43109	CAMPBELL UNION ELEMENTARY SD	12,025.53	38,176.44	50,201.97
43112	EVERGREEN ELEMENTARY SD	11,059.21	30,515.96	41,575.17
43113	FRANKLIN-MCKINLEY ELEMENTARY SD	17,061.16	52,607.89	69,669.05
43117	LAKESIDE JOINT SD	13.09	55.74	68.83
43119	LOMA PRIETA JOINT UNION ELEMENTARY SD	588.95	2,046.43	2,635.38
43120	LOS ALTOS ELEMENTARY SD	7,440.22	23,114.66	30,554.88
43121	LOS GATOS UNION ELEMENTARY SD	10,940.42	30,461.77	41,402.19
43122	LUTHER BURBANK SD	812.14	2,379.36	3,191.50
43126	MORELAND ELEMENTARY SD	11,696.20	35,636.77	47,332.97
43128	MOUNT PLEASANT SD	5,148.39	16,936.63	22,085.02
43129	MOUNTAIN VIEW WHISMAN SD	11,511.95	39,479.86	50,991.81
43130	OAK GROVE ELEMENTARY SD	15,266.39	44,992.03	60,258.42
43131	ORCHARD ELEMENTARY SD	1,628.14	4,952.41	6,580.55
43136	SARATOGA UNION ELEMENTARY SD	4,903.18	14,093.41	18,996.59
43137	SUNNYVALE SD	18,623.41	56,089.07	74,712.48
43139	UNION ELEMENTARY SD	12,858.51	40,341.48	53,199.99
43151	CAMPBELL UNION HIGH SD	45,195.71	132,039.21	177,234.92
43153	FREMONT UNION HIGH SD	49,559.80	146,077.32	195,637.12
43156	LOS GATOS-SARATOGA JOINT UNION HIGH SD	13,452.62	36,849.51	50,302.13
43157	MOUNTAIN VIEW-LOS ALTOS UNION HIGH SD	22,803.66	64,878.83	87,682.49
43162	METROPOLITAN EDUCATION DIST	2,832.53	8,175.44	11,007.97
43181	PALO ALTO UNIFIED SD	65,717.37	194,148.28	259,865.65
43183	GILROY UNIFIED SD	49,401.56	144,610.02	194,011.58
43184	MORGAN HILL UNIFIED SD	17,051.68	49,773.52	66,825.20
43185	MILPITAS UNIFIED SD	35,777.18	106,248.08	142,025.26
43188	SANTA CLARA UNIFIED SD	90,470.85	264,819.21	355,290.06
43190	SANTA CLARA COE	38,171.21	112,124.60	150,295.81
TOTAL		590,045.08	1,744,028.32	2,334,073.40

FY2017-18 STRS EXCESS CONTRIBUTIONS REFUND - FISCALLY ACCOUNTABLE/INDEPENDENT

Report Unit Number	Report Unit Name	Excess Member Contributions	Excess Employer Contributions	Total Refunded Contributions
43104	ALUM ROCK UNION ELEMENTARY SD	33,897.03	101,598.42	135,495.45
43152	EAST SIDE UNION HIGH SD	112,235.89	332,080.56	444,316.45
43171	FOOTHILL DE ANZA CCD	229,230.12	644,726.85	873,956.97
43172	GAVILAN JOINT CCD	42,460.51	125,069.97	167,530.48
43175	WEST VALLEY-MISSION COM COLL DIST	117,987.26	331,382.64	449,369.90
43176	SAN JOSE EVERGREEN CCD	141,239.26	389,813.86	531,053.12
43182	SAN JOSE UNIFIED SD	135,376.86	400,818.11	536,194.97
TOTAL		812,426.93	2,325,490.41	3,137,917.34

FY2017-18 STRS EXCESS CONTRIBUTIONS REFUND - CHARTER SCHOOLS

Report Unit Number	Report Unit Name	Excess Member Contributions	Excess Employer Contributions	Total Refunded Contributions
43133	SPARK CHARTER	318.28	940.25	1,258.53
43141	BULLIS CHARTER	2,468.78	9,057.65	11,526.43
43143	CHARTER OF MORGAN HILL	271.60	803.40	1,075.00
43146	DISCOVERY CHARTER	2,321.04	7,373.33	9,694.37
43147	ROCKETSHIP MATEO SHEEDY ELEMENTARY	897.12	4,067.06	4,964.18
43148	UNIVERSITY PREPARATORY ACADEMY CHARTER	2,703.86	8,550.72	11,254.58
43158	GILROY PREP SCHOOL	32.83	168.38	201.21
43159	CORNERSTONE ACADEMY PREPARATORY	402.61	1,290.93	1,693.54
43167	ROCKETSHIP MOSAIC ELEMENTARY	406.61	1,938.55	2,345.16
43170	SUMMIT PUBLIC CHARTER- RAINIER	3.16	16.22	19.38
43186	DOWNTOWN COLLEGE PREP-SAN JOSE USD	1,237.00	5,637.98	6,874.98
43187	DOWNTOWN COLLEGE PREP-ALUM ROCK SCHOOL	1,707.24	6,545.89	8,253.13
43240	ACE CHARTER	1,646.31	7,206.54	8,852.85
43252	THE FOUNDATION FOR HISPANIC EDUCATION	4,541.76	16,189.52	20,731.28
43282	SUNRISE MIDDLE SCHOOL	117.84	323.71	441.55
43352	SAN JOSE CONSERVATION CORPS	48.68	135.05	183.73
43452	ESCUELA POPULAR ACCELERATED FAMILY LEARNING SCHOOL	652.37	2,531.15	3,183.52
TOTAL		19,777.09	72,776.33	92,553.42

DISTRICT FINANCE USERS GROUP

Sponsored by SCCOE Technology Services

When is it?

Thursday, October 18, 2018

Milpitas Room from 1:30pm to 3:30pm

Santa Clara County Office of Education

1290 Ridder Park Drive, San Jose, CA 95131

What is it?

The second meeting for SCCOE county and district finance professionals finance users group.

The group meets quarterly where we will have an open discussion on best practices in finance.

TSB will discuss finance features in QCC as well as any new updates that are coming down the pipe.

Light afternoon snacks will be provided.

Who can attend?

Any finance professionals working within SCCOE and SBCOE supported districts.

CBOs, accountants, finance and budget managers, technical support staff, and any staff interested in district finance.

Registration

Register for free at <http://accesspoint.sccoe.org>

Let's discuss!

Join the users group at <https://discourse.sccoe.org/>

This is an open forum for members to be able to discuss any finance issues with other members. Not to be confused with Accesspoint service requests, finance user group members can go here to ask other members questions about best practices or processes.

Contact us

Richard Aldover, SCCOE, co-chair, at Richard_Aldover@sccoe.org

Rosemarie Pottage, Los Gatos Saratoga, co-chair, at rpottage@lgsuhd.org