Santa Barbara County Education Office
Susan C. Salcido, Superintendent

School Business Officials Meeting

Agenda

February 25, 2021 12:30 PM
https://us02web.zoom.us/j/84860563182?pwd=eU1neFphY253RjRucmVxRGVaTUhzQT09

Meeting ID: 848 6056 3182 Passcode: Budget

Welcome

Announcements
- May SBO meeting date changed (due to conflict w/May Revise Workshop) — Denice
- Staffing Shifts: Finance Team Oversight – Stephen Williams, DFA; Payroll Retirement Team Oversight–Nicole Evenson, DFA

General
- Survey Monkey – Quick Response — Denice/DFAs
- Top 3 Escape Features — John
- Audits – Reminders & Timelines — Nicole
- Budget Public Inspection
- SBAS Communications – discussion and district input — Denice/Jenelle

Accounting
- Special Ed Account Coding Change/ MOE Impact — Kim Hernandez
- Resource Component – SBAS will work with districts to resolve some resource component issues before account roll-forward) — Jenelle/Steve
- Reporting for CARES Act – Jan 1- Mar 31 (due Apr 1-7) — Denice

LCAP
- LCAP Update/New Template – Reminders — Denice, Michael Babb, and DFAs
- Plan to move forward verbatim in Annual Update ($ remains but source/exp reference will become obsolete
- Unspent S&C Grants Information

Second Interim Reminders — DFAs
- Update validation tables – Many TRCS resolved when SACS tables updated
- Include Audit Adjustments in budget
- Review Balance Sheet Accounts
- MYP COLA Projection
- CEA Reminder
- Reserve Cap Trigger

Payroll Updates
- STRS Project Update — Makenzie/Myron

Information Technology Services
- Current Topics and Timeline Reminders — Sharon

2020-2021 Meeting Schedule

April 22, 2021	**New Date:** May 27, 2021

Upcoming Workshops

California Association of School Business Officials (CASBO) – ONLINE

- 03/03/21- Using Data Analytics to Maintain Fiscal Solvency
- 03/05/21 & 04/23/21- Payroll Concepts
- 03/08/21- Understanding RFP & Bidding Process
- 03/08/21 & 03/18/21- Pupil Attendance Accounting for Business Office Personnel
- 03/10/21- Leaves of Absence
- 03/19/21- Human Resources Micro-Summit
- 03/31/21- Standardized Account Code Structure: Basic Concepts
- 04/01/21- Standardized Account Code Structure: Advanced Concepts
- 04/07/21 – 4/08/21- 2021 CASBO Annual Conference – VIRTUAL EVENT
- 04/15/21- Pupil Attendance Accounting for Charter School Staff
- 04/16/21- Debt Financing
- 04/30/21- Year-End Closing
- 05/07/21- School Facilities & the CBO: Comprehensive Master Planning of a School Facility Program
- 05/14/21- Contracting with Confidence.
- 05/19/21- Standardized Account Code Structure: Basic Concepts
- 05/21/21- Standardized Account Code Structure: Advanced Concepts
- 05/21/21- Business Executives Leadership Program – VIRTUAL EVENT
- 05/22/21- Introduction to School Business
- 06/30/21- Chief Business Official Exam

Escape Webinars

- 03/11/21- Original Budget for 2021
- 05/13/21- Year End Closing for Purchasing
- 06/10/21- STRS Pension Project
- 07/08/21- Year End Closing for Fiscal Year 2020
- 08/12/21- Online 6 Overview
- 09/09/21- Revised Budget & Interim Reporting
- 12/09/21- W2 Reporting for 2021
- 12/16/21- ACA Reporting 2021

School Services of California (SSC)

- 03/02/21- Federal Compliance: How to Stay out of Trouble- An Interactive Two-Part Webinar Series
- 03/08/21- 2021-22 LCAP: A Focused Look at the New Templates-A Two-Hour Webinar
- 03/16/21- Charter Schools- An Interactive Two-Part Webinar Series
- 03/23/21- Special Education: Both Sides of the Equation- An Interactive Two-Part Webinar Series
- 04/20/21- The Audit Challenge- An Interactive Two-Part Webinar Series
- 04/27/21- Employee Complaints and Investigations- An Interactive Two-Part Webinar Series
- 05/04/21- Construction Basics and Accounting- An Interactive Two-Part Webinar Series
- 05/20/21- May Revision Workshop
- 05/25/21- Employee Attendance and Leave Management- An Interactive Two-Part Webinar Series
- ONLINE Workshops- Fiscal Solvency for School Districts
- ONLINE Workshops- Associated Student Body

Mental Health Coding

Fiscal Year 2020-21

Kim Hernandez, CBO, MSSM
SBCSELPA Business Official

State Mental Health Funding

Mental Health Funding comes through Santa Barbara County SELPA.

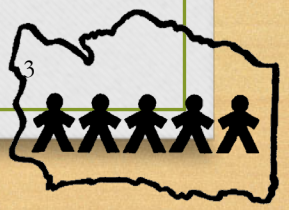
Prior to 20-21, this funding was solely for students with disabilities and mental health needs on their IEPs. Resource code was **6512**.

Starting in 20-21, the funds must be used to support all mental health-related services to students with or without IEPs. Resource code is **6546**.

Both 6512 and 6546 Allocations?

6512: SELPA had an ending fund balance of MH funds in 19-20 that the JPA Board approved to be allocated to districts. This MUST be used to provide services and supplies to students WITH IEPs. It remains **6512**.

6546: 20-21 funding must use **6546** Resource and CAN BE used for Gen. Ed students with MH needs.



Santa Barbara SELPA Mental Health Allocations in 20-21

	Resource 6546 in 20-21 Must change to Resource 6546. May be used for students without IEPs. 50% already funded as 6512 must move to 6546.	Resource 6512 19-20 EFB Must stay 6512. Use only for students with IEPs. JV will come from SELPA and be noted as 19-20 prior year ending fund balance.
	State 6546	Additional 6512 Revenue Distributed Outside Model
	Mental Health Distribution After Deducts $	Ending Fund Balance 19-20 $
Lompoc-Org 41	307,875	243,633
Manzanita-Org 74	13,684	15,607
Orcutt-Org 16	165,011	132,316
SM-Bonita-Org 18	512,708	433,402
SM Joint Union High-Org 32	284,687	219,729
Carpinteria-Org 42	69,218	58,650
Goleta-Org 10	118,106	96,543
Hope-Org 12	30,263	28,457
SB Unified-Org 40	406,217	350,861
Santa Barbara Charter-Org 40	9,209	12,138
Adelante Charter-Org 40	9,724	12,537
SBCEO - Direct Svc.-Org 61	23,846	33,483
Blochman-Org 02	6,798	10,269
Family Partnership Charter-Org 76	12,150	14,418
Santa Ynez Valley Consortium-Org 04	53,520	107,487
Guadalupe-Org 11	41,807	37,404
SELPA-Org 71**	2,098,205	-
	4,163,029	1,806,933

Resource 6546 Trickiness

- ½ of this funding has been received as Resource 6512. CDE has instructed each district to move the 20-21 funding and expenditures to 6546 by Second Interim.
- Districts will submit audit forms and invoices to SELPA for how the money was spent. Any funding not spent will be reduced for the district and added to the EFB for next year.
- Be careful! Using the funds for Gen Ed expenditures that were formerly SPED expenditures will affect your Maintenance of Effort. Run your SEMA-I reports to make sure that you are still able to pass the MOE tests. Use exemptions if you need to.

Questions?
Comments?

Kim Hernandez
Santa Barbara County SELPA
khernandez@sbceo.org
(805) 350-8014

www.freepik.com

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TOP 3 Escape Features V 21.01

for Santa Barbara County

1 Regulatory Changes

To comply with recent changes in State and Federal requirements:

2021 Federal Tax tables
Suppress W2 for employees with Box 12 DD amount only

2021 California State Tax tables
California Franchise Tax Board 1099-NEC file

2 Employee Portal Documents

Documents (reports) can be sent via Online5 to the Employee Portal for employees to acknowledge or agree/disagree electronically.

Reports ranging from the Employee10, Benefit40 and Cred05 are available for use. Also, locally created reports can be sent to the Portal this way as well.

Original emails and followup emails can be automated.

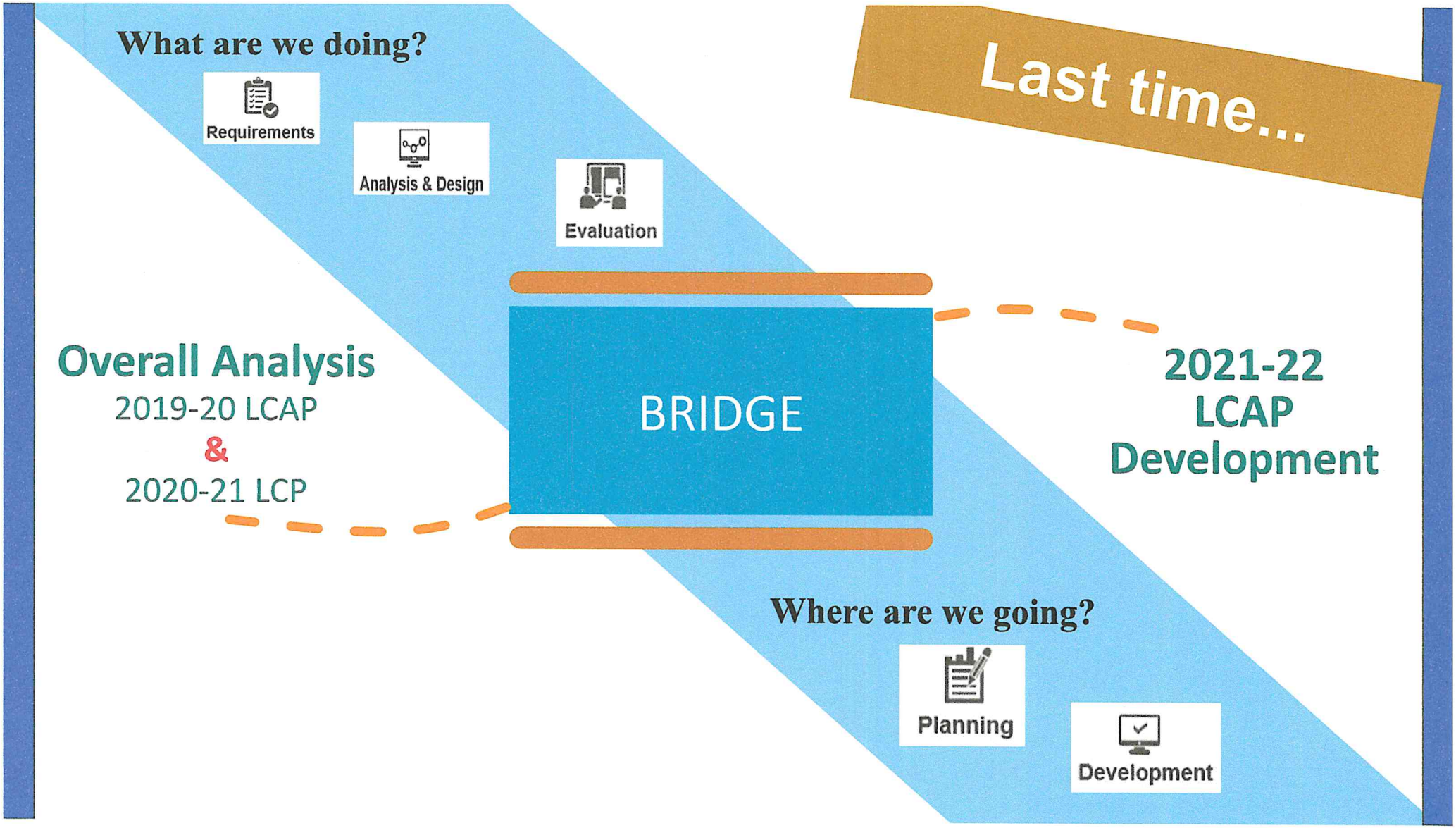
3 Support Infrastructure

Within Escape
Tools/How-To
Online Resources
SBCEO Resources

Outside of Escape
Samanage Help Desk
Email or Phone SBAS Staff

Did you know… There are 3,132 active users on the Employee Portal!

School Business Advisory Services


What are we doing?
Requirements
Analysis & Design
Evaluation
Last time...
Overall Analysis
2019-20 LCAP
&
2020-21 LCP
BRIDGE
2021-22
LCAP
Development
Where are we going?
Planning
Development

Making Connections

Special "bridge" template for 2021-22: One-time only

- Reflects both the 2019-20 LCAP and the 2020-21 Learning Continuity Plan (LCP)
- Beginning with the 2022-23 LCAP, the Annual Update will only reflect the prior year's LCAP

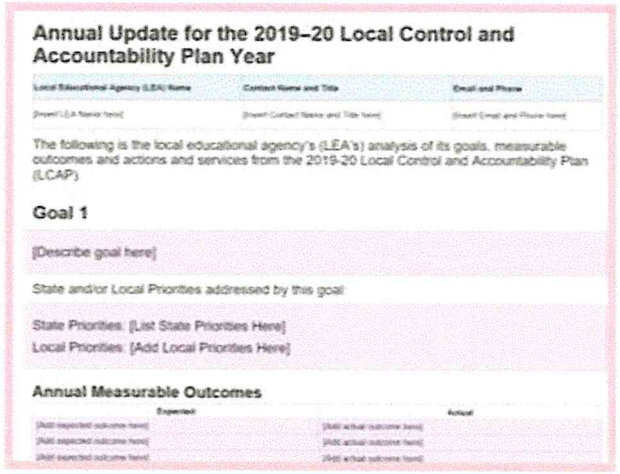
*Using available **state and/or local data** and **feedback from stakeholders**, including parents, students, teachers and staff, ...*

Instructions in the Annual Update

Bridge from the 2019-20 LCAP and the 2020- 21LCP to the 2021-22 LCAP

3 Parts: Formats match the original plan formats

Pink 2019 LCAP



Annual Update for the 2019–20 Local Control and Accountability Plan Year

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
[Insert LEA Name here]	[Insert Contact Name and Title here]	[Insert Email and Phone here]

The following is the local educational agency's (LEA's) analysis of its goals, measurable outcomes and actions and services from the 2019-20 Local Control and Accountability Plan (LCAP).

Goal 1

[Describe goal here]

State and/or Local Priorities addressed by this goal:

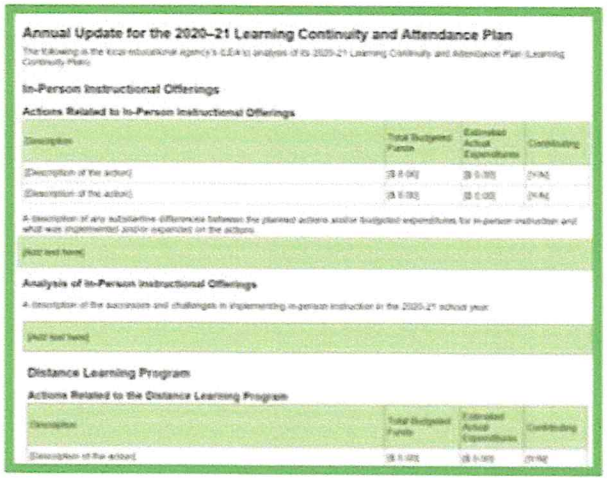
State Priorities: [List State Priorities Here]
Local Priorities: [Add Local Priorities Here]

Annual Measurable Outcomes

Expected	Actual
[Add expected outcome here]	[Add actual outcome here]
[Add expected outcome here]	[Add actual outcome here]
[Add expected outcome here]	[Add actual outcome here]

What you did

Green 2020-21 LCP



Annual Update for the 2020–21 Learning Continuity and Attendance Plan

The following is the local educational agency's (LEA's) analysis of its 2020-21 Learning Continuity and Attendance Plan (Learning Continuity Plan).

In-Person Instructional Offerings

Actions Related to In-Person Instructional Offerings

Description	Total Budgeted Funds	Estimated Actual Expenditures	Contributing
[Description of the action]	[$ 0.00]	[$ 0.00]	[Y/N]
[Description of the action]	[$ 0.00]	[$ 0.00]	[Y/N]

A description of any substantive differences between the planned actions and/or budgeted expenditures for in-person instruction and what was implemented and/or expended on the actions.

[Add text here]

Analysis of In-Person Instructional Offerings

A description of the successes and challenges in implementing in-person instruction in the 2020-21 school year.

[Add text here]

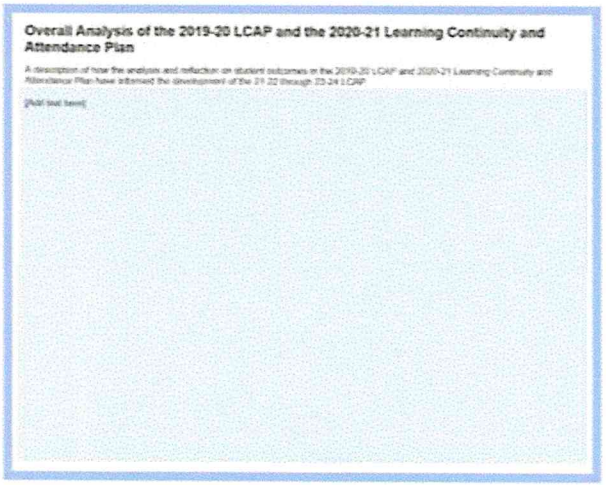
Distance Learning Program

Actions Related to the Distance Learning Program

Description	Total Budgeted Funds	Estimated Actual Expenditures	Contributing
[Description of the action]	[$ 0.00]	[$ 0.00]	[Y/N]

What you are doing

Blue Overall Analysis of 2 Plans



Overall Analysis of the 2019-20 LCAP and the 2020-21 Learning Continuity and Attendance Plan

A description of how the analysis and reflection on student outcomes in the 2019-20 LCAP and 2020-21 Learning Continuity and Attendance Plan have informed the development of the 21-22 through 23-24 LCAP.

[Add text here]

How it moves you forward

Annual Update for Developing the 2021-22 Local Control and Accountability Plan

Annual Update for the 2019–20 Local Control and Accountability Plan Year

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
[Insert LEA Name here]	[Insert Contact Name and Title here]	[Insert Email and Phone here]

The following is the local educational agency's (LEA's) analysis of its goals, measurable outcomes and actions and services from the 2019-20 Local Control and Accountability Plan (LCAP).

Goal 1

[Describe goal here]

State and/or Local Priorities addressed by this goal:

State Priorities: [List State Priorities Here]

Local Priorities: [Add Local Priorities Here]

Annual Measurable Outcomes

Expected	Actual
[Add expected outcome here]	[Add actual outcome here]
[Add expected outcome here]	[Add actual outcome here]

Expected	Actual
[Add expected outcome here]	[Add actual outcome here]

Actions / Services

Planned Action/Service	Budgeted Expenditures	Actual Expenditures
[Add planned action/service here]	[Add budgeted expenditures here]	[Add actual expenditures here]
[Add planned action/service here]	[Add budgeted expenditures here]	[Add actual expenditures here]

Goal Analysis

A description of how funds budgeted for Actions/Services that were not implemented were used to support students, families, teachers, and staff.

[Add text here]

A description of the successes and challenges in implementing the actions/services to achieve the goal.

[Add text here]

Annual Update for the 2020–21 Learning Continuity and Attendance Plan

The following is the local educational agency's (LEA's) analysis of its 2020-21 Learning Continuity and Attendance Plan (Learning Continuity Plan).

In-Person Instructional Offerings

Actions Related to In-Person Instructional Offerings

Description	Total Budgeted Funds	Estimated Actual Expenditures	Contributing
[Description of the action]	[$ 0.00]	[$ 0.00]	[Y/N]
[Description of the action]	[$ 0.00]	[$ 0.00]	[Y/N]

A description of any substantive differences between the planned actions and/or budgeted expenditures for in-person instruction and what was implemented and/or expended on the actions.

[Add text here]

Analysis of In-Person Instructional Offerings

A description of the successes and challenges in implementing in-person instruction in the 2020-21 school year.

[Add text here]

Distance Learning Program

Actions Related to the Distance Learning Program

Description	Total Budgeted Funds	Estimated Actual Expenditures	Contributing
[Description of the action]	[$ 0.00]	[$ 0.00]	[Y/N]
[Description of the action]	[$ 0.00]	[$ 0.00]	[Y/N]

A description of any substantive differences between the planned actions and/or budgeted expenditures for the distance learning program and what was implemented and/or expended on the actions.

[Add text here]

Analysis of the Distance Learning Program

A description of the successes and challenges in implementing each of the following elements of the distance learning program in the 2020-21 school year, as applicable: Continuity of Instruction, Access to Devices and Connectivity, Pupil Participation and Progress, Distance Learning Professional Development, Staff Roles and Responsibilities, and Support for Pupils with Unique Needs.

[Add text here]

Pupil Learning Loss

Actions Related to the Pupil Learning Loss

Description	Total Budgeted Funds	Estimated Actual Expenditures	Contributing
[Description of the action]	[$ 0.00]	[$ 0.00]	[Y/N]
[Description of the action]	[$ 0.00]	[$ 0.00]	[Y/N]

A description of any substantive differences between the planned actions and/or budgeted expenditures for addressing pupil learning loss and what was implemented and/or expended on the actions.

[Add text here]

Analysis of Pupil Learning Loss

A description of the successes and challenges in addressing Pupil Learning Loss in the 2020-21 school year and an analysis of the effectiveness of the efforts to address Pupil Learning Loss to date.

[Add text here]

Analysis of Mental Health and Social and Emotional Well-Being

A description of the successes and challenges in monitoring and supporting mental health and social and emotional well-being in the 2020-21 school year.

[Add text here]

Analysis of Pupil and Family Engagement and Outreach

A description of the successes and challenges in implementing pupil and family engagement and outreach in the 2020-21 school year.

[Add text here]

Analysis of School Nutrition

A description of the successes and challenges in providing school nutrition in the 2020-21 school year.

[Add text here]

Additional Actions and Plan Requirements

Additional Actions to Implement the Learning Continuity Plan

Section	Description	Total Budgeted Funds	Estimated Actual Expenditures	Contributing
[The section of the Learning Continuity Plan related to the action described; may put N/A if the action does not apply to one specific section]	[Description of the action]	[$ 0.00]	[$ 0.00]	[Y/N]
[The section of the Learning Continuity Plan related to the action described; may put N/A if the action does not apply to one specific section]	[Description of the action]	[$ 0.00]	[$ 0.00]	[Y/N]

A description of any substantive differences between the planned actions and budgeted expenditures for the additional plan requirements and what was implemented and expended on the actions.

[Add text here]

Overall Analysis

An explanation of how lessons learned from implementing in-person and distance learning programs in 2020-21 have informed the development of goals and actions in the 2021–24 LCAP.

[Add text here]

An explanation of how pupil learning loss continues to be assessed and addressed in the 2021–24 LCAP, especially for pupils with unique needs.

[Add text here]

A description of any substantive differences between the description of the actions or services identified as contributing towards meeting the increased or improved services requirement and the actions or services implemented to meet the increased or improved services requirement.

[Add text here]

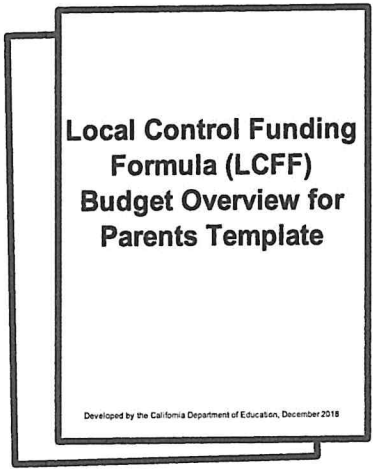
Overall Analysis of the 2019-20 LCAP and the 2020-21 Learning Continuity and Attendance Plan

A description of how the analysis and reflection on student outcomes in the 2019-20 LCAP and 2020-21 Learning Continuity and Attendance Plan have informed the development of the 21-22 through 23-24 LCAP.

[Add text here]

Overview: LCAP Elements

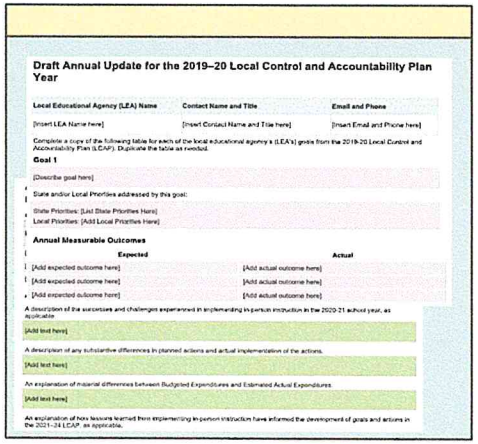
BOfP



Local Control Funding Formula (LCFF) Budget Overview for Parents Template

Developed by the California Department of Education, December 2018

Annual Update



Draft Annual Update for the 2019–20 Local Control and Accountability Plan Year

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
[Insert LEA Name here]	[Insert Contact Name and Title here]	[Insert Email and Phone here]

Complete a copy of the following table for each of the local educational agency's (LEA's) goals from the 2019-20 Local Control and Accountability Plan (LCAP). Duplicate the table as needed.

Goal 1

[Describe goal here]

State and/or Local Priorities addressed by this goal:

State Priorities: [List State Priorities Here]
Local Priorities: [Add Local Priorities Here]

Annual Measurable Outcomes

Expected	Actual
[Add expected outcome here]	[Add actual outcome here]
[Add expected outcome here]	[Add actual outcome here]
[Add expected outcome here]	[Add actual outcome here]

A description of the successes and challenges experienced in implementing in-person instruction in the 2020-21 school year, as applicable.

[Add text here]

A description of any substantive differences in planned actions and actual implementation of the actions.

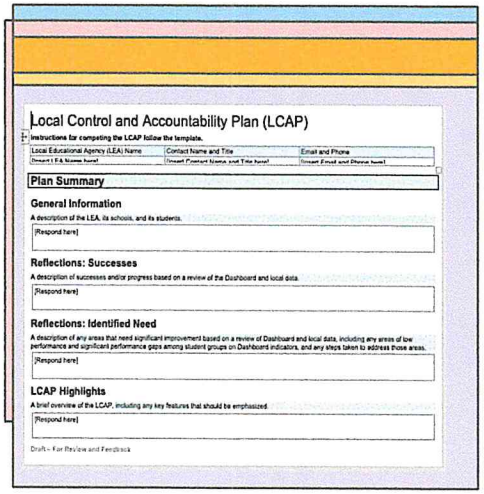
[Add text here]

An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures.

[Add text here]

An explanation of how lessons learned from implementing in-person instruction have informed the development of goals and actions in the 2021–24 LCAP, as applicable.

Template Narrative



Local Control and Accountability Plan (LCAP)

Instructions for completing the LCAP follow the template.

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
[Insert LEA Name here]	[Insert Contact Name and Title here]	[Insert Email and Phone here]

Plan Summary

General Information

A description of the LEA, its schools, and its students.

[Respond here]

Reflections: Successes

A description of successes and/or progress based on a review of the Dashboard and local data.

[Respond here]

Reflections: Identified Need

A description of any areas that need significant improvement based on a review of Dashboard and local data, including any areas of low performance and significant performance gaps among student groups on Dashboard indicators, and any steps taken to address those areas.

[Respond here]

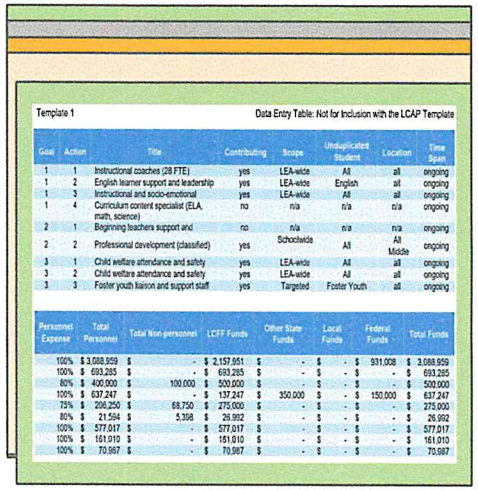
LCAP Highlights

A brief overview of the LCAP, including any key features that should be emphasized.

[Respond here]

Draft – For Review and Feedback

Expenditure Tables



Template 1 — Data Entry Table: Not for Inclusion with the LCAP Template

Goal	Action	Title	Contributing	Scope	Unduplicated Student	Location	Time Span
1	1	Instructional coaches (28 FTE)	yes	LEA-wide	All	all	ongoing
1	2	English learner support and leadership	yes	LEA-wide	English	all	ongoing
1	3	Instructional and socio-emotional	yes	LEA-wide	All	all	ongoing
1	4	Curriculum content specialist (ELA, math, science)	no	n/a	n/a	n/a	ongoing
2	1	Beginning teachers support and	no	n/a	n/a	n/a	ongoing
2	2	Professional development (classified)	yes	Schoolwide	All	All Middle	ongoing
3	1	Child welfare attendance and safety	yes	LEA-wide	All	all	ongoing
3	2	Child welfare attendance and safety	yes	LEA-wide	All	all	ongoing
3	3	Foster youth liaison and support staff	yes	Targeted	Foster Youth	all	ongoing

Personnel Expense	Total Personnel	Total Non-personnel	LCFF Funds	Other State Funds	Local Funds	Federal Funds	Total Funds
100%	$ 3,088,959	$ -	$ 2,157,951	$ -	$ -	$ 931,008	$ 3,088,959
100%	$ 693,285	$ -	$ 693,285	$ -	$ -	$ -	$ 693,285
80%	$ 400,000	$ 100,000	$ 500,000	$ -	$ -	$ -	$ 500,000
100%	$ 637,247	$ -	$ 137,247	$ 350,000	$ -	$ 150,000	$ 637,247
75%	$ 206,250	$ 68,750	$ 275,000	$ -	$ -	$ -	$ 275,000
80%	$ 21,594	$ 5,398	$ 26,992	$ -	$ -	$ -	$ 26,992
100%	$ 577,017	$ -	$ 577,017	$ -	$ -	$ -	$ 577,017
100%	$ 161,010	$ -	$ 161,010	$ -	$ -	$ -	$ 161,010
100%	$ 70,987	$ -	$ 70,987	$ -	$ -	$ -	$ 70,987

Trailer Bill Update

Proposed trailer bill language for SEC. 13 K-12 Omnibus Trailer Bill

Proposes additional requirements related to an LEAs obligation to increase or improve services for unduplicated students, additional requirements to be included in the LCAP template and Instructions, and additional review and approval requirements for COEs and the CDE.

Proposed requirements are proposed to begin “with the first LCAP adopted after July 1, 2021”

School Business Officials

February 25, 2021

Information Technology Services Update

Sharon Van Gundy, Administrator, Information Technology Services
Office (805) 964-4710 x 5298 Cell (805) 455-9424
sharonv@sbceo.org

After Hours Hotline (805) 964-4710 x 5203 …leave voice mail message

1

Internet - Bandwidth

E-Rate Process – 470 deadline today 2/25/21

A. Commercial Internet (Comcast, Frontier, Verizon, Cox, SCE, Geolinks, etc.)

B. K12HSN (K-12 High Speed Network)
- Circuit from District or School to:
  - SMJUHSD, Santa Maria
  - SBCEO, Santa Barbara

2

Benefits of K12HSN

Security

- Connects to CALREN (California Research and Education Network) that the Universities and Colleges throughout the state use
- Closed Network – safe for students – not out on the www

  (world wide web, aka wild wild web)

3

Benefits of K12HSN

- 2021 **DDOS attack** preventative measures upstream from COE or District – CENIC (who manages the K12HSN to CALREN) made investment of $1.5 M in DDOS software to:
  - ✓ Detect
  - ✓ Mitigate
  - ✓ Scrub
- Most malicious attacks including Ransomware come from a click on link or attachment in an email, or phishing email.

4

DataLINK

- State of CA asks Districts to Update DataLINK directly
  https://datalink.k12hsn.org

State of California uses to plan funding for additional bandwidth to the districts and schools, and to the California Research and Education Network bandwidth moving forward

5

Internet Bandwidth Grants

1. BIIG (Broadband Infrastructure Improvement Grant)
2. BIG (Broadband Infrastructure Grant)
3. Future Grants?

6

Action Items

1. File Form 470 today for FY2021 - 2022 E-Rate discounts

2. Update Datalink
   https://datalink.k12hsn.org

7

Questions?

8