**BCASBO**

**County BA Notes**

**7-30-2020**

1. **Road Back Document Updated Guidance on the DOE Web page under Updated Guidance.**

<https://nj.gov/education/reopening/updates/index.shtml>

1. **Fiscal Year 2020-21 State Budget Notification**
   1. Fiscal Year 2020-21 State Aid Notification
   2. Extract of Guidance sent via email to districts 7/24/2020 (copy provided starting Page 2)
   3. Due Date plan to County Office August 14th (No need to call special meetings for board approval if you do not meet prior)
   4. Broadcast Memo Link

<https://www.nj.gov/education/broadcasts/2020/jul/22/Fiscal%20Year%202020-21%20State%20Aid%20Notification.pdf>

1. **CARES Act Elementary and Secondary School Emergency Relief (ESSER) Fund Digital Divide Grant Application.**
   1. Funding amounts for each district were calculated as follows:

The number of devices needed (the lesser of the number of devices reported as needed in the survey or the number of low-income students in the district) multiplied by $500, minus 25% of the district's CARES allocation, minus the district's FY20 Title I, Part A carryover.

* 1. Broadcast Memo Link

<https://www.nj.gov/education/broadcasts/2020/jul/22/CARES%20Act%20Elementary%20and%20Secondary%20School%20Emergency%20Relief%20ESSER%20Fund%20Digital%20Divide%20Grant%20Application.pdf>

1. **Use of Maintenance Reserves for COVID expenses (Working on Policy)**
2. **TPAF/FICA form for Grants** 
   1. **Form not ready**
   2. **Use 30.76%**
3. **Transportation Contracts 20-21**
4. **S-2507 Allows use of Capital Reserve for current expense.**
5. **State Register Summary**
   1. DueFriday, July 31, 2020.
   2. <https://www.nj.gov/education/broadcasts/2020/jun/3/2019-20%20School%20Register%20Summary%20Data%20Collection.pdf>
6. **Facilities Waivers (Forms)**
   1. **Email sent 6/24**
   2. **Anticipated Use Forms were Due 7/12/2020**
   3. **Inspections will be virtual (Dual Use, Alternate Bathroom, Temporary Use)**
   4. **Waivers due to COVID not required.**

**Extract from State Aid Guidance**

Good Morning

You all received a Broadcast titled “**Fiscal Year 2020-21 State Aid Notification”,**of which I have attached a copy as well as a copy of the guidance that is referred to in the memo.

I have gone and extracted some of the more important references and items that you need to take action on.

I have also included what documents need to be sent to the county office if you choose to request a withdrawal from the Emergency Reserve as well as the guidance document from the link provided in the guidance document.

**Please also review the entire guidance document as it contains specific information regarding what each option entails.**

**Extracts from Guidance**.

 New Jersey school districts have been advised that revised 2020-21 state aid notices dated July 10, 2020 are available in each school district’s “School Aid” folder in the New Jersey Department of Education’s Homeroom web portal. Districts experiencing a decrease in their 2020-21 state aid as compared with the February 27, 2020 state aid notice must recognize the state aid presented on the revised state aid award notice as their 2020-21 budgetary basis state aid revenue and receivable. Districts experiencing no change in their state aid have no entry to be made to the revenue and receivable, and no budgetary action is required.

The original budget certified for taxes remains in place as the budget certified for taxes and that general fund tax levy will be used for all calculations that use the general fund tax levy from the original budget certified for taxes. Districts recognizing a decrease in state aid will reflect the revised state aid as a mid-year budget adjustment. No changes will be made in the district budget statement in the Homeroom budget application.

**Actions to be Taken**

**Each board of education or board of trustees** must hold a **public meeting to adopt a plan to address the state aid reduction no later than August 14, 2020**. This is a tight timeframe, and districts need to act quickly with the impending beginning of the new school year.

Any district notified of a reduction in state aid must reduce its budgetary basis state aid revenue and receivable for 2020-21. Districts experiencing a reduction in state aid have the following options by board of education/trustee’s **resolution** (described in greater detail below):

1. Use unassigned general fund surplus to maintain budgeted appropriations; or

2. Request Commissioner approval to withdraw from emergency reserve; or

3. Pursuant to *N.J.A.C.*6A:23A-14.2(d), withdraw from maintenance reserve to cover budgeted required maintenance costs; or

4. Reduce appropriations for 2020-21; or

5. A combination of 1, 2, 3, and 4 above.

All districts that received a reduction in state aid are required to submit the following to the county

office **by August 14, 2020**:

1.       A narrative detailing the budget adjustment plan to be implemented in response to the state aid reduction;

2.       A listing of reductions to appropriations detailing the line items and accounts impacted by the plan; and

3.       A copy of the board resolution adopting the plan.

If you choose to request an emergency reserve withdrawal please review the information on the link provided as this will require Commissioner approval. The actual withdrawal request would be a separate action. **All that is due by August 14th is the plan.**

**Emergency Reserve withdrawal documents to be sent to County Office**

1.       Board Secretaries Report and Treasurers Report (Board Approved) (need certified resolution)

2.       Board Resolution approving reserve withdrawal request

3.       Chief school administrator Letter

4.       Supporting Documentation as described below

**Extract from Emergency Reserve withdrawal reference**

To obtain approval for a withdrawal from the emergency reserve account, the chief school administrator must submit a written application on district letterhead stating the amount and the purpose of the proposed withdrawal. A board of education resolution authorizing the withdrawal must be submitted with the application. The district should also attach documentation of the emergency, the anticipated expenditure and bid documentation if applicable, and the most recent board secretary’s report**. The request for Commissioner approval should be submitted to the county office for their review and recommendation to the Commissioner**. The district should retain copies of all documentation submitted and any written correspondence/approval received by the Commissioner