# **November ECBO Notes for BCASBO**

 Bacari Grill, Washington Township, NJ

Reminders:

* **ASSA** – must certify by December 1, 2017
* **P.L. 2017, c.119 –** **MOU between law enforcement authorities and district regarding access to school surveillance equipment (live streaming)**
	+ Must include: designation of individuals authorized to view
	+ Must include: a detailed plan for preventing and detecting unauthorized access
	+ Must include: circumstances under which the individuals would view
* **MOA Between Education and Law Enforcement Officials 2017-2018**
	+ Due to unanticipated delays in finalizing the revised MOA for 17/18, districts are to plan the review and approval of their current MOA for the 17/18 school year.
	+ The current MOA is the MOA template revised in 2015
* **CAFR Repository Submission**
	+ All documents must be uploaded to the CAFR Repository by statutory deadline of December 5, 2017
	+ Documents must be uploaded properly with appropriate file names (i.e. do not include resolution in with synopsis file). See Attachment A of the [August 8, 2017 Broadcast](https://homeroom5.doe.state.nj.us/broadcasts/2017/AUG/08/16874/FY%202017%20Comprehensive%20Annual%20Financial%20Report%20%28CAFR%29%20Submission%20Process%20and%20the%20CAFR%20Repository.pdf)
	+ *Suggestion: After you upload a file, print it and review it for correctness and file with CAFR.*
	+ District auditor must include the appropriate recommendation page in the AMR!
	+ If the appropriate recommendation page is contained in AMR, there would be no audit synopsis upload, just a handout for public
	+ [Section III-Chapter 7 Audit Manual](http://www.state.nj.us/education/finance/fp/audit/1617/program/2016-17-Sec3-6%20%26%207.pdf)
* **Non-Public**
	+ Important changes for FY19 Chapter 192/193 to be prepared for can be found through this link [C192/193 Changes Packet](http://www.nj.gov/education/nonpublic/)
	+ The *district*, not third party providers, must confirm eligibility\* (based on documentation provided) and sign the disposition section of the application for services.
	+ \*Need to clarify that this relates to approving the application request for services, and not determining eligibility by a child study team.
	+ The *district* must keep the *original* 407-1 forms *and copies of* supporting documentation or have access to electronic versions for record-keeping purposes.
	+ Technical Assistance Session will be held in January. North 1/16/18, Central 1/17/18, South 1/10/18, you may register through NJDOE [Calendar of Events](https://homeroom5.doe.state.nj.us/events/)
* **November Election Reminders**
	+ First Regular Meeting of the Board: Monday, January 1, 2018 – Sunday, January 7, 2018.
	+ If the organization meeting cannot take place during this period due to the lack of a quorum or for any other reason, the reorganization meeting shall be held within three days thereafter (January 8-10)
	+ Reference 18A:10-3(c)
	+ Board members must complete criminal background check prior to taking oath of office.
* **CMP/M-1**
	+ Due to ECS by November 15th along with original signed and sealed board resolution
	+ M-1 form assists in estimating annual required maintenance amount for the district’s CMP
	+ M-1 must accompany the CMP and BOE resolution to the county office!
	+ CMP must reflect: Actual Prior Year Required Maintenance Expenditures (16/17), Certified Current Year Budgeted Required Maintenance (17/18) and Anticipated Subsequent Budget Year Required Maintenance Expenditures
* **Transportation**
	+ DRTRS
* Available on homeroom through November 17, 2017
* [Changes 2017-2018](https://homeroom5.doe.state.nj.us/drtrs1718/docs/DRTRS_HIGHLIGHTS.pdf)
* Remember: if uploading from vendor file, when done, match the total number of students on the downloaded excel file to the total students on the DRTRS Summary Report by adding lines A-11, B-11, C-5, D-1, D-2, D-3 and D-4. *This will ensure all student records are uploaded!*
	+ Preliminary School Bus Accident Report Log (PSBAR)
		- School officials are to input preliminary bus accident information electronically into [PSBAR](http://www.nj.gov/education/finance/transportation/procedures/accident.xls)
		- BOE must maintain a paper copy of each Preliminary School Bus Accident Report
		- For those accidents resulting in a fatality, a copy of the PSBAR and police report and any other information must be forward to DOE [Student Transportation Unit](http://www.nj.gov/education/finance/transportation/).
	+ School bus evacuations
		- Transported pupils must have 2 drills per year, non-transported 1 drill per year
		- Must be recorded in the board minutes!
* **State Facilities Enrollment Count**
	+ Accept or Reject using the rationale choices on the system
	+ System will be closed 1/1/18
	+ Reminder: a district is responsible for general education student until age 20 and special education student until age 21
* **SFY 2017 Individuals with Disabilities Final Report**
	+ Deadline for Submission November 17, 2017