# **ECBO Notes \_\_\_\_\_\_\_ September 2017**

* **NJ Register Revisions for 2017-18**
  + Definition of excused absences: a religious holiday, Take Children to Work Day, participation in observance Veteran’s Day or Board of Election membership activities, closure of a busing district leaving students without transportation to receiving district, or other rule issued by DOE Commissioner, College visits 11th & 12th grade only-maximum 3 visits.
  + Consistency of terms with NJSMART
* **NJTrax Technology Readiness Tool**
  + Records update due for each school by October 13, 2017
  + Three fields to be added to performance reports (student to device ratios, internet bandwidth per student, WAN interconnectivity between schools): please make information as accurate as possible
* **Report of Nonpublic Auxiliary and Handicapped Services for 2018-19 Funding**
  + Information in this report will be the basis for 2018-19 192/193 funding
  + Submission due by November 3, 2017
* **2018-19 Debt Service Data Collection** 
  + Closely review and certify information via homeroom by October 6, 2017
  + If district has no debt service requirement for 2018-19, indicate by sending an email to: [debtserv@doe.state.nj.us](mailto:debtserv@doe.state.nj.us)
* 2016-17 Reimbursement of Teachers’ Pension & Annuity (TPAF)
  + Districts must complete and resubmit by October 2, 2017, TPAF and Social Security Reimbursement forms because the pension rate of 20.07% is higher than the estimated rate provided in April.

<http://www.state.nj.us/education/finance/ba/tpafform.pdf>

* **Facilities:**
  + Carbon Monoxide Detectors-N.J.A.C. 5:70-4.9 (2017)
  + Fire Code reminder:
    - paperwork in corridors not more than 20%
    - paperwork in classrooms not more than 50%
    - if using door magnets must be in lock-down plan
    - painted ceiling tiles, if tiles are fire rated, cannot paint and if painted determine type of paint for flame spread
  + Defibrillators must be inspected
  + Facilities inspection checklists are to be real, not from a desk and done when school is in session, do not forget to walk and check the outside! (legal documents)
  + Lead SOA due September 29, 2017
* **ESSA –** make sure dots are connected!
  + Location codes to be used are CDS. If you can correlate your current two digit code to the CDS school code, then simply use what you currently have in your software.
  + Reference fact sheet sent with Summer Notes
  + COA list and May 2017 notice – click on link below
  + [Guidance for School Level Expenditures](http://www.state.nj.us/education/finance/fp/af/)
* **CAFR**
  + The Audit Program for FY 17 is now available including Administrative Questionnaire.
  + [2016-17 Combined School District, Charter School and Renaissance School Audit Program](http://www.state.nj.us/education/finance/fp/audit/1617/program/)
  + Review the Audsum prior to filing the CAFR
  + AMR must have the correct “Recommendation page”
  + CAP,COI & Resolution - file upload issues
  + Deadline for filing CAFR is December 5, 2017
* **Travel**
  + Must complete ECS approval form for school boards if total for all exceeds $5,000
* **General Reminders/Comments**
  + Transfers for approval by ECS must have original signatures
  + Secretary/Treasurer reports must be “reconciled”, complete and submitted timely
  + MOA changes, do not use last year’s form
* **District Report of Transported Students**
  + Was available in Homeroom September 12, 2017
  + The system will close on November 7, 2017
  + If you have questions, e-mail [student.trans@doe.state.nj.us](mailto:student.trans@doe.state.nj.us)
* **Homeless Students**
  + Some of you may be receiving displaced students from Texas or Florida. These students should be enrolled as Homeless from Out of State. School districts can apply for out of state homeless reimbursement at the end of the school year. The system opens in homeroom sometime in May/June.
  + More information can be found at [Homeless Education](http://www.state.nj.us/education/students/homeless/).
* **Other**
  + P.L. 2017, c.140 –Expands voting rights of representatives of sending districts who are eligible for membership on the receiving district BOE
  + [Homeroom Data Submission Calendar](http://www.nj.gov/education/districts/calendar/calendar.pdf)
  + If you miss information that has appeared in a Broadcast, the information can be found on the doe website. [New Jersey Department of Education | NJDOE District Broadcasts](https://homeroom5.doe.state.nj.us/broadcasts/?p=y)
  + Security Professional Development – Transportation Personnel offered by the New Jersey Department of Education Office of School Preparedness and Emergency Planning (see my e-mail of September 20, 2017).