**October 2017 BCASBO – ECBO Notes**

 Bacari Grill, Washington Township, NJ

**Application for State School Aid FY 2017-2018**

* Available early November through doehomeroom
* Pre-loaded from October 13th NJSMART submission
* Low Income
	+ Low income work paper #13 is for low income students who are children or legal wards of school district employees or board of education members
	+ Low income free and reduced lunch counts must be supported by ASSA work papers for audit
* Special Education
	+ Audit reminder: do not count special education students on grade level and special education lines!
	+ If a Preschool student does not have and IEP, they would be reported as regular on roll or sent, if they have an IEP they are counted as elementary special education students
* Charter Schools
	+ Districts with charter school enrollments must log in to the CHE System to review and certify their students before they can certify the ASSA!
	+ Districts must collect an official NJ School Register from each Charter School impacted by resident students enrolled in each Charter School. If Charter fails to provide a copy, the public district should withhold monthly tuition for October until one is provided
* Choice Schools
	+ If you are a Choice district click on the choice tab to see whether software allows you to make entry
* Email: assa@doe.state.nj.us with any questions.

**Audsum**

* Deadline: December 5, 2017
* Updates to Revenue and Expense lines are marked “new” and highlighted in yellow and can found at the following link: [Audsum Worksheet](http://www.state.nj.us/education/finance/audsum/)

**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, please verify that the upload was done correctly.

**State Facilities Enrollment Count**

* Roll out approximate mid-October, system closed 1-15-18
* Districts will either accept or reject by using the rationale choices on system
* Reminder: a district is responsible for general education student until age 20 and a special education student until age 21.

**Payroll Verification**

* This is the first year of the first round covering FY18-FY20, not later than May 2020
* Suggestion: verify health coverage at same time (make sure you are not being billed for someone who’s gone)

**School Register Summary**

* SID connects SMID, SMID connects to UPC, UPC connects to correct budgetary code, budget $’s in line……
* Make sure that staff responsible for data entry into student database system is informed of proper category students attendance and student information is updated correctly
* Make sure HR staff has coded all staff properly to align for correct budgetary and student assignment

**School Safety and Security Plan**

* Must be reviewed at least once a year, hopefully by 3rd week in October
* Plan must be updated anytime weaknesses are identified during a drill, exercise or emergency
* State Police have posted templates for the:
	+ [School Safety & Security Plan Template](http://www.njsp.org/division/administration/pdf/20160725_School_Safety_Security_Plan.pdf)
	+ [Confidential Emergency Response Template](http://www.njsp.org/division/administration/pdf/Emergency_Response_Template.pdf)
* These templates cover all 91 elements and necessary emergency response information

**November Election Reminders**

* School election date- November 7, 2017
* 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 through 10)
	+ Reference 18A:10-3(c)

**NJTrax Technology Readiness Tool**

* Records update were 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

**CMP/M-1**

* Due to ECS by November 15th along with 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

**Student Safety Data System (SDDS)**

* System available on homeroom effective November 2, 2017 for all districts (currently piloting in select districts)
* Replaces EVVRS and HIB-ITP systems
* Guidance documents currently available on homeroom SDDS
* Notices for online and in person training will be sent soon

**SEMI**

* SEMI Regional meetings at various locations in October, recommended if administrator of district SEMI is new or you are a new participant
* [Click here to access RegisterMe](https://registration.pcgeducation.com/) for meeting registration and schedule
* Remember “40” is a state number! Subject to change.
* SEMI FY17 Annual Cost Report due November 3, 2017

**Mid-Year Budget Reviews**

* Templates and Questions will be e-mailed sometime next week.
* The due date is December 15, 2017

**ESSA 2017-2018 School Level Reporting Compliance**

* Data will be unaudited, and will be tested to match audited budgetary basis statements
* Data field screens for school level data must be completed prior to SBA certification of Audsum. Must be done before CAFR due date, or December 5, 2018.
* Begin segregating expenditures by school during current school year.
* School allocation can be done “off-line”; does not need to be part of the Board Secretary Report.
* Method of recording school level expenditures is a LEA decision pending payroll system, software, etc.
* Expenditures not readily identifiable to a school shall be reviewed at the end of year to see if costs can be distributed to school level at the end of year.
* District can determine procedures to further allocate such costs.
* Procedure should be well documented and retained in the event of an inquiry from the program or grant office.

**Other Reminders**

* Family Care Electronic Transmission of Student Information: Deadline 10/31/17
* [NJDOE Homeroom Submissions Calendar](http://www.nj.gov/education/districts/calendar/calendar.pdf)
* Non Public Consultation Forms ***were due*** to the County Office by October 1, 2017!
* Audsum open till December 5, 2017
* Indoor Air Quality Training – [link for dates and registration](https://njsbga.org/uploads/events/iaq-registration-form-2017-2018doc.pdf)
* School Nutrition–Commercial Vended Contract Training webinar [register for webinar November 14, 2017](https://register.gotowebinar.com/register/8426812531358817026)
* School Nutrition-SFA Contracts Training for new Electronic Contract Application System (ECAS) starting in January 2018 webinar [Registration for new ECAS](https://register.gotowebinar.com/register/5299758581010306818)