# **November 2019 ECBO Notes**



1. **ASSA** – must certify by December 3, 2019
	1. **Reminder:** ASSA enrollments are used to determine your School Aid! If you are not the individual who completes the report, make sure you review it prior to submittal!
	2. Districts with charter school enrollments must log in to the [Charter School Enrollment System](https://homeroom4.doe.state.nj.us/che/) to review and verify their enrollments from November 1 until November 22nd.
	3. Districts must certify the CHE enrollments by November 29th!
2. **School Safety and Security Plan SOA**
	1. QSAC Operations component assesses a districts performance and capacity in implementing school district policies such as student health, safety, substance abuse and career and academic counseling. It also includes verification in writing that the district School Safety and Security Plan has been reviewed and updated.
	2. New this year: Submission of the [School Safety and Security Plan Review Statement of Assurance](https://www.state.nj.us/education/schools/security/plan/SSSPAnnualStatementofAssurance-QSAC.pdf)
	3. SOA is due annually, by November 30th
3. **CAFR Repository Submission and Audsum Reminders**
	1. All documents must be uploaded to the CAFR Repository on or before close of business on December 23, 2019.

[..\BROADCASTS 19-20\CAFR DUE DATE.msg](file:///%5C%5CDOEFS1%5COffice%5CPassaic%5C2020%20JEANETTE%20MAKUS%5CBROADCASTS%2019-20%5CCAFR%20DUE%20DATE.msg)

* 1. Documents must be uploaded properly with appropriate file names
	2. *Suggestion: After you upload a file, print it and review it for correctness and file with CAFR.*
	3. District auditor must include the appropriate recommendation page in the AMR!
	4. [Section III Chapters 4,5,6 & 7 Audit Manual](https://www.nj.gov/education/finance/fp/audit/1819/program.shtml)
	5. Please reference [Audsum Manual Instructions School Level Expenditures page 22 et seq](https://www.nj.gov/education/finance/audsum/manual2.pdf) for specific data entry instruction for School Level Expenditures
	6. Note: The Office of School Finance (OSF) will use the 2018-19 School Level expenditure data for internal analysis and discussion purposes in preparation of the ESSA fiscal data requirement on the 2019-20 School Performance Reports to be published on the NJDOE website. Additionally, the 2018-19 school level expenditure data may be used by the Division of Student Services, Office of Fiscal & Data Services, as the baseline data year for the supplement not supplant test for the ESSA-Title I grant. Beginning with fiscal year 2018-19, the district’s School Level Expenditure Report (generated by OSF based solely upon data provided and certified by the district) will be submitted by OSF to the Office of Performance Management for inclusion in the Annual School Performance Reports. The expenditures reported by revenue source (Federal = fund 20, and State/Local = all other funds) for school level expenditures and school apportionment of district expenditures will be compiled from the AudSum data submission. The detail of the compilation of the school level expenditures report per line item will be available after this publication is issued and will be posted on the NJDOE webpage. Districts will have the opportunity to view and modify prior to submission of the AudSum. If errors are found in the calculated rates, districts will need to make changes to either the amounts summed as numerator totals or to the ADE enrollment data used as the denominator in calculating the Per Pupil Costs, as the reported rates cannot be directly changed unilaterally by the district.
	7. [2018-2019 Chart of Accounts](https://www.state.nj.us/education/finance/fp/af/coa/coa1819.pdf) (please make sure correct balance sheet account numbers are used for reserve accounts!)
1. **QSAC**
	1. Documents were to be uploaded to the portal no later than November 15, 2019.
	2. Only those districts who received approval, may submit board resolution at a later date.
	3. Facilities checklists were also due in the County Office not later than November 15, 2019.
	4. There are specific filename rules that must be adhered to upload District Performance Review (DPR), signed Board Resolution and signed Board Declaration
	5. [QSAC Instructions and Resources](https://www.state.nj.us/education/genfo/qsac/)
2. **November Election Reminders**
	1. First Regular Meeting of the Board: Wednesday, January 1, 2020 – Tuesday, January 7, 2020.
	2. 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)
	3. Reference 18A:10-3(c)
	4. Board members must complete criminal background check prior to taking oath of office.
3. **Transportation-Reminders!!!!!!!**
	1. Preliminary School Bus Accident Report Log (PSBAR)
		1. School officials are to input preliminary bus accident information electronically into [PSBAR](http://www.nj.gov/education/finance/transportation/procedures/accident.xls)
		2. BOE must maintain a paper copy of each Preliminary School Bus Accident Report
		3. For those accidents resulting in a fatality or damage to property of one person in excess of $500, 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/).
	2. School bus evacuations
		1. Transported pupils must have 2 drills per year, non-transported 1 drill per year
		2. Must be recorded in the board minutes and should include: Date of the Drill; School Name, location of the drill; route number(s) included in the drill; and the name of the principal or assigned person(s) who supervised the drill.
	3. Child Left Unattended on a Bus
		1. [Child Left Unattended on Bus form for completion](https://www.nj.gov/education/finance/transportation/procedures/unattended.xls)
		2. Form is emailed to ECS, who will then forward to NJDOE Transportation Office and the Office of Student Protection for follow up
4. **State Facilities Enrollment Count**
	1. Accept or Reject using the rationale choices on the system
	2. System will be closed 1/1/20
	3. Reminder: a district is responsible for general education student until age 20 and special education student until age 21
	4. New this year: County Office of Education will not be involved this year. District entry and correspondence regarding enrollments will be directly with the DOE.
5. **CDS System**
	1. Do not forget to update the CDS system throughout the year, this is the contact information the NJDOE uses to communicate with districts and schools, also populates the NJ School District Directory available to public
	2. *If you change a contact name, do not forget to change the email address!*
	3. *If you change grade level configuration, add or delete a school, contact the County Office!*
	4. There are 13 mandatory contacts at district level and 4 mandatory contacts at school level
	5. [September 26, 2019 Broadcast](https://homeroom5.doe.state.nj.us/broadcasts/2019/SEP/26/20648/Updates%20Needed%20for%20CDS%20System.pdf)
6. **19-20 Data Submissions List**
	1. [Data Submissions Calendar for SY 2019-20](https://www.nj.gov/education/data/calendar/calendar1920.shtml)
	2. Excel worksheet available to download to sort by due date
	3. Please keep this document or file close at hand to assist in making sure all staff responsible for report completion are aware of the upcoming due dates.

**REMINDER:**

* Midyear Review Meeting-email completed templates and questions to Alicia Anderson on or before November 22nd.
* \*Purchase Order Requirements – What documents are required and should be attached to P.O.
* Unpaid Meal Charges Guidance Memorandum USDA 3/2017- [USDA Unpaid Meal Charges Guidance and Q&A](https://fns-prod.azureedge.net/sites/default/files/cn/SP23-2017os.pdf)

Note: Most hyperlinks are in blue!