***October 2019 PCASBO/ECBO Notes***

1. **Application for State School Aid (ASSA) 2020-2021**
   1. Available early November through Homeroom
   2. Pre-loaded from October 15th NJSMART/SRS submission
   3. [Instructions/FAQ/Power Point Link to School Finance Web page](https://www.nj.gov/education/finance/sf/stateaid_app.shtml)
      1. Prior to NJSMART snapshot date of October 15th log into NJSMART and view your school districts enrollment report! This report *summarizes the current SID Management data that will preloaded in the ASSA. Make corrections prior to NJSMART snapshot as you will not be able to make them after. Changes cannot be made to NJSMART data after October 15th! Changes/adjustments will only be allowed to ASSA!*
      2. Workpapers must be completed that document the compilation of the school register data for the ASSA pupil count and provide an audit trail for the independent auditor to use as a basis for testing. Districts are required to have written internal procedures that provide a description of the October 15th count process.
   4. Low Income
      1. Low income work paper #13 is for low income students who are children/legal wards of school district employees or board of education members
      2. Low income free and reduced lunch counts must be supported by ASSA work papers for audit
   5. Special Education

Audit reminder: do not count special education students on grade level and special education lines!

If a preschool student does not have an IEP, they would be reported as regular on roll or sent, if they have an IEP they are counted as elementary special education students

* 1. Charter Schools
     1. Districts with charter school enrollments must log in to the CHE System to review and certify their students before they can certify the ASSA!
     2. 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
     3. [Charter School Enrollment System Link](https://homeroom4.doe.state.nj.us/che/)
  2. Choice Schools
     1. If you are a Choice district click on the choice tab to see whether software allows you to make entry
  3. Email: [assa@doe.state.nj.us](mailto:assa@doe.state.nj.us) with any questions.
  4. [September 26, 2019 Broadcast](https://homeroom5.doe.state.nj.us/broadcasts/2019/SEP/26/20627/2020-21%20Application%20for%20State%20School%20Aid.pdf)

1. **State Facilities Enrollment Count**
   1. Opens mid October 2019 or after State Facilities have uploaded databases
   2. Districts will either accept or reject by using the rationale choices on system
   3. Reminder: a district is responsible for general education student until age 20 and a special education student until age 21.
2. **Payroll Verification**
   1. This is the third year of Round Four covering FY18-FY20, not later than May 2020
   2. Letter of compliance due to County Office
   3. Suggestion: verify health coverage at same time (make sure you are not being billed for someone who’s gone)
3. **School Safety and Security Plan**
   1. Must be reviewed at least once a year. Plan must be updated anytime weaknesses are identified during a drill, exercise or emergency
   2. [School Safety and Security Plan Annual Review Statement of Assurance](https://www.nj.gov/education/schools/security/plan/SSSPAnnualStatementofAssurance-QSAC.pdf)
   3. SOA due November 30, 2019 to County Office.
4. **November Election Reminders**
   1. School election date-November 5, 2019
   2. First regular meeting of the Board:
      1. Wednesday, January 1, 2020-Monday, January 6, 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 7-10)
      3. Reference NJSA 18A:10-3(c)

c. 18A:12-1.2 Each member of any board of education, within 30 days of election or appointment to that board, shall undergo a criminal history background investigation for ensuring that the member is not disqualified from membership due to a conviction of a crime or offenses listed in NJSA 18A:12-1

1. **Comprehensive Maintenance Plan (CMP)/M-1** 
   1. CMP must reflect: Actual Prior Year Required Maintenance Expenditures (18/19), Certified Current Year Budgeted Required Maintenance (19/20) and Anticipated Subsequent Budget Year Required Maintenance Expenditures
   2. M-1 form assists in estimating annual required maintenance amount for the district’s CMP
   3. Submit CMP, M-1 *and resolution* to County Office-deadline November 15, 2019
   4. Workbook with instructions and templates is an attachment to the agenda.
2. **Mid-Year Budget Reviews**
   1. Scheduling email will be sent by William Senande to select districts.
3. **SFY 2018 IDEA Final Report**
   1. Must be submitted no later than, Thursday, October 31, 2019
   2. FY19 obligations must have been liquidated prior to Tuesday, October 1, 2019
   3. An updated Excess Cost worksheet was added to the report. Follow instruction provided
   4. SFY19 Final Report will indicate 1) funds that remain to be paid, 2) funds overpaid and need to be subtracted (offset) from unexpended balances and 3) amount of unexpended funds available that can be carried into SFY2020
   5. If required amendments to current budget to include carryover/overpayments are to be completed within 30 days of the approval of the SFY19 IDEA Final Report. Those funds will not be “visible” until an amendment to the approved SFY2020 is created.
   6. Carryover funds may be used for allowable costs. If the LEA funds programs, services or activities that are not approved in the SFY 2020 IDEA application or amendment, the LEA will be responsible for incurred costs
   7. *Note: NJSMART data entered on October 15th will be used in the calculation or SFY2021 grant formula.*
4. **Audsum Reminder: ESSA School Level Reporting for FY ending June 30, 2019**
   1. Due December 5, 2019
   2. ESSA School Level Reporting -Fiscal year 2018-2019 will be the initial year in which school level expenditure data in the form of a “School Level Expenditure Report” will be published within the NJ School Performance Report. Fiscal 2017-2018 school level expenditure data was collected as planning year data and may be utilized internally by the DOE as baseline for federal grant purposes.
   3. Required reporting - “A State that receives assistance under ESSA Sec 1111(h)(1) c(x) shall prepare and disseminate widely to the public an annual State report card which meets the following requirements “*the per pupil expenditures of Federal, State and Local funds, including actual* *personnel expenditures and nonpersonnel expenditures of Federal, State and Local funds, disaggregated by source of funds for each LEA and each school in the State for the preceding fiscal year”*
   4. School level data collected through Audsum
   5. Districts will have in Audsum table which will opens screens for data entry per school
   6. Due date for Audsum of December 5th, will not be extended
   7. Districts will have ability to further allocate costs through the data entry table in Audsum
   8. Reminder: school level expenditure data provided to the NJDOE through Audsum will not be included in the audited financial statements; however, the sum of the direct and indirect expenditures reported through Audsum will be compared to the audited district expenditures on the budgetary basis (actual expenditures from the C-1) prior to Audsum submission the NJDOE.
5. **CDS System Updates**
   1. All districts must continue to update the County School District System (CDS) throughout the year. THE NJDOE uses contact information in the CDS database to communicate with districts and schools. The [NJ School Directory](https://homeroom5.doe.state.nj.us/directory/) contact information is also populated by CDS.
   2. [Listing of Mandatory Contacts to review for changes](https://homeroom5.doe.state.nj.us/broadcasts/2019/SEP/26/20648/Updates%20Needed%20for%20CDS%20System.pdf)
   3. [Link to CDS system](https://homeroom4.doe.state.nj.us/cds/)
6. **QSAC**
   1. Cohort 1 Districts
   2. The portal is open for district submission of NJQSAC documents.
   3. There are specific filename rules that must be adhered to upload District Performance Review (DPR), signed Board Resolution and signed Board Declaration
   4. Districts undergoing a full NJQSAC must submit the DPR templates through the QSAC link on the homeroom portal no later than November 15, 2019.
   5. ***Districts undergoing a full QSAC, must submit their Health and Safety Evaluation of School Buildings Facilities Checklists to the County Office of Education, no later than November 15, 2019!***
   6. [QSAC Instructions and Resources](https://www.nj.gov/education/genfo/qsac/)

**Note: Hyperlinks in purple**