



FINANCIAL POLICIES AND PROCEDURES COMMITTEE MINUTES
May 3, 2019

District Members Present

Stephanie Corbo, Jefferson County R-1
Steven Clawson, Denver 1
Janell Wood, Swink 33
Kera Badalamenti, Poudre R-1
Laura Hronik, Colorado Springs 11
Jonathan Levesque, Littleton 6
Lana Niehans, Pueblo City Schools 60
Mike Hodgson, Archuleta County 50JT

Gina Lanier, Aurora 28J
Justin Petrone, Boulder Valley RE-2J
Mimi Livermore, Adams 12
Angela Slaven, Mesa County Valley 51
Jane Frederick, St. Vrain Valley Re-1J
Mike Lee, Ft Morgan RE-3
Patty Venem, Rocky Ford R-2
Samantha Gallagher, Durango 9R

BOCES, Charter and Alternate Members Present

Erich Dorn, Centennial BOCES
Sarah Colazio, Windsor Charter
Brad Arnold, Cherry Creek 5

Jodi Poulin, Falcon 49
Sandy Woods, Aurora 28J

Ex-Officio Members Present

Aaron Oberg, CDE
Adam Williams, CDE
Cassie Walgren, Charter School Institute
Crystal Dorsey, OSA
Dana Dove, OSA
Jennifer Austin, CDE

Jennifer Okes, CDE
Kathy Shannon, CASB
Kirk Weber, CDE
Scott Lee, CDE
Yolanda Lucero, CDE

Members and Alternates Absent

Lisa Clark, Weld RE-3J
Richard Stettler, Ellicott 22
Matthew Scoggins, Rangely RE-4
Michael Everest, Mapleton 1

Terry Kimber, Widefield 3
Brook Quint, Briggsdale Re-10
Shelley Becker, Harrison 2

Guests Present

Alicia Hancock, Delta County 50(J)
Angialea Goode, Kim Reorganized 88
Annette Ridgeway, reEnvisioned BOCES
April Egan, Pikes Peak BOCES
Ashley Thang, Mesa County Valley 51
Brandi Sirovy, Poudre R-1
Brian Gustafson, Woodland Park RE-2
Brook Williamson, Pikes Peak BOCES
Caryn Braddy, Vision Charter Academy
Charity Nickerson, Jefferson County R-1
Chelsey Gerard, Eagle RE-50
Cheryl Wallace, Rubin Brown LLP
Cierra Richardson, South Routt Re 3
Colleen Love, Ridgeway

Conni Salzbrenner, Vilas
Courtney Kennedy, James Irwin Charter
Danielle Duke, Harrison 2
Dawn Chavez, Crowley County School
Diane Raine, Mesa County Valley 51
Donna Villamor, Littleton 6
Dottie Burnett, Guest
Doug Moss, Weld RE-1
Eddie Storz, Adams 14
Eileen Johnston, James Irwin Charter
Hyesun Son, Adams 14
Jeremy Burmeister, Platte Valley Re-7
Jim Ventrello, Delta County 50(J)
Joshua Shoemaker, Jefferson County R-1

Guests Present (continued)

Julia Teska, Aurora 28J
Kira Horenn, Durango 9R
Kirk Youngman, St. Vrain Valley Re-1J
Kitte Overton, Fountain 8
Kristine Githara, Cherry Creek 5
Linda Hawthorne, Frenchman RE-3
Lori Hawkins, Harrison 2
Lucinda Lounge, Ignacio 11-JT
Machelle Williams, Plateau Valley 50
Mandy Hydock, Greeley RE-6
Marcy Studtmann, Lewis-Palmer 38
Mark Rydberg, Steamboat Springs
Matt Hergoz, G&G Consulting
Mike Thomas, Fowler R-4J
Missy Corn, Springfield R-4

Mona Larsen, Woodland Park RE-2
Pamela Cole, Eads Re-1
Rose Belden, Garfield 16
Samuel Pugl, Mesa County Valley 51
Sean Conner, Jefferson County R-1
Shanae Larson, Sanford 6J
Sherry Dennis Murphy, Yuma 1
Sondra Vela, Colorado Springs 11
Stacey Yoshimoto, School District 27J
Staci Turner, San Luis Valley BOCES
Tammy Bruntz, Westminster
Tara Neogebauer, Santa Fe Trail BOCES
Terry Buswell, Centennial BOCES
Valeria Chavez, School District 27J
Vi Crawford, Mesa County Valley 51

*65 Members/Guests listening through the livestream option will not be listed as an attendee.

MEETING MINUTES

FINANCIAL POLICIES AND PROCEDURES COMMITTEE

May 3, 2019

1. Call to Order

Jennifer Okes called the meeting to order at 9:30 am.
Those in attendance were asked to introduce themselves and their district.

2. Approval of Agenda

*Stephanie Corbo with Jefferson County made a motion to approve the agenda.
Justin Petrone with Boulder Valley made a 2nd on the motion, motion carried.*

3. Approval of Prior Meeting Minutes

*Stephanie Corbo with Jefferson County made a motion to approve the prior meeting minutes.
Mimi Livermore with Adams 12 made a 2nd on the motion, motion carried.*

4. Legislative Update

The presentation for the legislative updates are included in the 15 slides in the supporting documentation. The presentation highlights the School Finance Act, Full-day Kindergarten Bill, BEST program updates and a listing of other financial related bills. There were over 100 bills that were related to education this legislative session.

Additional item noted is that the FY 2019-20 funding projections have been updated which include a blended number to account for half-day and full-day kindergarten split projections from Legislative Council. Also available is the FY 2019-20 Colorado Preschool full-day application that is due by May 17th.

Supporting Documentation

[Legislative Updates Presentation](#)

[HB 19-1055 BEST Program](#)

[SB 19-246 Public School Finance Act](#)

[FY 2019-20 Funding Projections](#)

[HB 19-1262 Full-day Kindergarten](#)

[Colorado Preschool Program FY 2019-20 Application](#)

5. Full-Day Kindergarten Survey and Grant Application

The Full-day kindergarten bill requires a plan to be submitted by the school districts that have not yet implemented full-day kindergarten. This afternoon we will be presenting a 10 question survey to the EDAC committee. There will be coordination at the district to determine who will need to complete the survey. District who have already implemented a full-day kindergarten program may answer "N/A" to some of the survey questions. Questions 1 and 2 are regarding the school level implementation for anticipated enrollment for full-day enrollment for half-day programs, percentage of eligible children anticipated to enroll and the planned implantation school year of full-day programs at each school. Questions 3 through 7 are regarding the district level implementation for staffing, facilities capacity, resource needs and community outreach. Questions 8 and 9 are regarding the Full-Day Kindergarten Facility Capital Construction Grants to indicate if the district plans of applying for the formula-based grant. Question 10 is the contact information for the person completing the survey. Given approval from EDAC, the survey will be online and sent to the districts through the Scoop and listserv.

6. Excess Cost Report

It is required by federal statute that school districts do a calculation to ensure that your current costs do not exceed the prior year costs, similar to the MOE analysis. It appears that both Colorado school districts and other states may not have a process in place to determine excess costs. An Excess cost report will be available as one of the cognos reports. This would be used with an additional spreadsheet that is available by grants fiscal to include any appropriate adjustments to the data. Combined these would be the verification that this was checked by the district in the event that federal government was to audit the district. At this time we are looking for districts to test the process. The districts volunteered are Aurora 28J, Cherry Creek 5, Centennial BOCES, Jefferson County R-1, Littleton 6 and St. Vrain Valley Re-1J

7. Financial Transparency Update

BrightBytes is hosting a Webinar on May 8th at 11am. The webinar will cover the FY 2017-18 data approval tool, credentials if you are a new user and the website timeline.

May 6: Data Approval Tool opens End of Day

May 8: BrightBytes Website Webinar: 11 am MT.

June 17: Soft Open of website for school districts

July 1: FY17-18 website opens for the general public

8. New Electronic Grant Request for Funds Tool

The Grants Fiscal Management Office is in the process of developing a tool for school districts to complete the Request for Funds for grant payments. Currently this process is being tested by a few school districts and is going well. The Electronic Grant Request for Funds system is scheduled to be available for all districts on July 1, 2019. The process will include the majority of the fields that are on the current paper request for funds form. We will be hosting a webinar and provide instructions for this new process. We will need the districts to complete the designee form and return to Grants fiscal no later than June 1st. The form will designate individuals who are authorized to submit the request for funds form on behalf of the district and grant, we would like to have the signature on file. Multiple authorizers are allowed for the request for funds.

Supporting Documentation

[New Electronic Grant Request for Funds](#)

[Request for Funds Authorization Form](#)

9. EFT Payments for Grant Payments Coming Soon

Currently the district state share payments are through an EFT. We are ready to also move the district grant payments to EFT. These funds would be sent to be sent to the same bank account as the state share payments. We are asking the districts to provide a generic e-mail address for the payment detail to be sent to. (EFTCDE@district.com for example). Updates and additions should be emailed to state_centralapproval@state.co.us. The payment detail will be similar to the current warrant stub including a list of grants and amounts that are a part of the EFT. The payment detail will arrive 3 days prior to the receipt of the EFT. An e-mail from the state about this change will be sent within the next week.

Supporting Documentation

[EFT Payments for Grant Payments](#)

10. Total Program Reserve Fund – Chart of Accounts

This item was previously discussed at the May 2016 and June 2016 and tabled for future discussion. Beginning in 2019-2020, one school district will require this statutorily created Total Program Reserve Fund. A district shall deposit the property tax revenues that it collects from a tax levy imposed pursuant to §22-54-107(5) in the Total Program Reserve Fund. The district may expend money from the Total Program Reserve Fund only to offset the amount of a reduction in the district's state share caused by application of the negative factor pursuant to §22-54-104(5)(g); except that, in a budget year in which the district levies for its total program the number of mills calculated pursuant to §22-54-106(2)(a)(II), if the balance of the total program reserve fund exceeds an amount equal to the district's total program for that budget year multiplied by the negative factor calculated pursuant to §22-54-104(5)(g) for that budget year, the district may expend the amount of the excess balance. Any money remaining in the fund at the end of a fiscal year must remain in the fund and may be used in future years only as provided in this paragraph (k).

We are asking for FPP approve for an addition of Fund 07 and restricted fund balance code 6728 to be effective July 1, 2019.

Fund Code 07 Total Program Reserve Fund

Balance Sheet Code 6728 Total Program Reserve

Justin Petrone with Boulder Valley made a motion to approve the fund and balance sheet code.

Gina Lanier with Aurora 28J made a 2nd on the motion, motion carried.

[Supporting Documentation](#)
[Total Program Reserve Fund](#)

11. Review work of Job Classification Sub-Committee

At a prior FPP meeting, a subcommittee was formed to review the current job classification in the chart of accounts. The purpose of the subcommittee was to review the distinctions for each job classifications, rewrite the introduction rollup definition for the job classification series, and make edits (additions or deletions) to the detailed job classification. For the next FPP meeting we will post the original version, redline version and final version. The overall objective is to have consistency in the job classification for both HR departments and Finance departments. The school district may still interpret the definitions that makes sense to them.

[Supporting Documentation](#)
[Job Classification](#)

12. School Fiscal Health Analysis – Crystal Dorsey

The School Fiscal Health Analysis data was sent yesterday through the school finance listserv. Please take a look at your data to ensure that the information is accurate. The report is scheduled to be released by the Legislative Audit Committee on Tuesday July 30th. This meeting is open to the public online, feel free to listen in. After the committee votes to release the report will be published on the website by the Legislative Audit Committee on Tuesday July 30th. This meeting is open to the public and available online, feel free to listen in. After the committee votes to release the report it will be published on the website.

Districts requested if the work papers are available in excel, due to statute OSA is not able to release them in an excel version. School Finance will look into creating a similar based on data pipeline data, rather than the audit presentation that is used in the School Fiscal Health Analysis. The most common difference is the reporting of assets and liabilities.

13. Other Topics of Interest

CASB: <https://www.casb.org/>

- No updates at this time

CASBO: <http://www.coloradoasbo.org/i4a/pages/index.cfm?pageid=1>

- No updates at this time

CASE-DBO: <http://www.co-case.org/?815>

- Call for nominations closes May 10th.
- The summer conference is scheduled July 24-26 in Breckenridge Colorado.
 - You may also register for just 1 day of the conference to attend on July 25.

CGFOA: <http://www.cgfoa.org/>

- No updates at this time

COCPA: <https://www.cocpa.org/>

- No updates at this time

OSA: <https://leg.colorado.gov/agencies/office-state-auditor/local-government>

- School Fiscal Health Analysis presented to the Legislative Audit Committee on Tuesday July 30th

14. Future Meeting Dates and opportunities for post-meeting, onsite training
Thursday, June 6, 2019

15. Adjourn: There being no further business to come before the Committee, meeting adjourned.