



**FINANCIAL POLICIES AND PROCEDURES COMMITTEE MINUTES**  
**October 24, 2019**

**District Members Present**

Stephanie Corbo, Jefferson County R-1  
Jonathan Levesque, Littleton 6  
Justin Petrone, Boulder Valley RE-2J  
Mimi Livermore, Adams 12

Jane Frederick, St. Vrain Valley Re-1J  
Patty Venem, Rocky Ford R-2  
Wendy Everett, Telluride  
Amanda Smith, Poudre  
Jana Schleusner, Douglas County

**BOCES, Charter and Alternate Members Present**

Erich Dorn, Centennial BOCES  
Cameron Gehlen, Charter School Liaison

**Ex-Officio Members Present**

Adam Williams, CDE  
Jennifer Austin, CDE  
Jennifer Okes, CDE

Kirk Weber, CDE  
Tim Kahle, CDE  
Crystal Dorsey, OSA

**Members and Alternates Absent**

Steven Clawson, Denver 1  
Kera Badalamenti, Poudre R-1  
Lisa Clark, Weld RE-3J  
Richard Stettler, Ellicott 22  
Michael Everest, Mapleton 1  
Terry Kimber, Widefield 3  
Mike Hodgson, Archuleta County 50JT  
Shelley Becker, Harrison 2  
Angela Slaven, Mesa County Valley 51  
Mike Lee, Ft Morgan RE-3

Sarah Colazio, Windsor Charter  
Lana Niehans, Pueblo 60  
Matthew Scoggins, Rangely RE-4  
Brook Quint, Briggsdale  
Gina Lanier, APS  
Samantha Gallagher, Durango 9-R  
Jodi Poulin, District 49  
Dawn Chavez, Crowley County RE1-J  
Brad Arnold, Cherry Creek 5

**Guests Present**

Craig Bailey, EC BOCES  
Jennifer Freund, Hi Plains School  
Kara Emmerling, Genoa  
Kim Steinhart, Limon  
Sara Walkinshaw, Arickaree  
Kathy Lewis, Stratton  
Kirsten Barton, Plainview  
Teresa Hopson, Bethune  
Bethany Brent, Arriba Flagler  
Shanna Yochum, Karval  
Debra Myers, Woodline

Diane Raine, MCVSD 51  
Collene love, Ridgeway  
Rose Belden, Garfield 16  
Machelle Williams, Platte Valley  
Laura Hronik, D11  
Danielle Duke, Harrison 2  
Kitte Overton, Ftn Ft Carson  
Brook Williamson, PPBOCES  
April Egan, PPBOCES  
Mark Rydberg, Steamboat  
Chloe Flam, NW BOCES

Ben McGowan, Steamboat  
Donna Murphy, Littleton  
Kera Badalamenti, Poudre  
Jacqui Geiselman, CCCS/CTA  
Hyesun Son, Adams 14  
Eddie Storz, Adams 14  
Stephen Clawson, DPS  
Tammy Bruntz, Westminster  
Lisa Bollers, Aurora PS  
Brisa Montgomery, Westminster  
Liz Duncan, Jeffco  
Lisa Anderson, Jeffco  
Joshua Shoemaker, Jeffco  
Sherrie LaChance, Jeffco  
Kirk Yaw, SVVSD

Janell Wood, Swink  
Tara Neugebauer, Santa Fe Trail BOCES  
Missy Corn, Springfield  
Mike Thomas, Fowler R4  
Terry Buswell, Centennial BOCES  
Doug Moss, Weld RE1  
Mindy Oliphant, Thompson  
Sherry Shay, Thompson  
Luke Gonzales, Eaton  
Nikki Schmidt, Weld RE4  
Michelle Carr, Weld Re4  
Staci Turner, San Luis Valley BOCES  
Shannae Larsen, Sanford  
Lori Heinrich, Creede

\*60 Members/Guests listening through the livestream option will not be listed as an attendee.

## MEETING MINUTES

### FINANCIAL POLICIES AND PROCEDURES COMMITTEE

October 24, 2019

1. Call to Order

Jennifer Okes called the meeting to order at 10:02 am. Meeting delayed to 10 am due to inclement weather.

Those in attendance were asked to introduce themselves and their district.

Remote sites were asked to introduce themselves

2. Approval of Agenda

Stephanie Corbo with Jefferson County made a motion to approve the agenda.

Mimi Livermore made 2<sup>nd</sup> 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.

Justin Petrone with Boulder Valley made a 2<sup>nd</sup> on the motion, motion carried.

4. 19-20 Job Classification Changes – Adam Williams

Discussion on the disconnect between SPED end of year/HR and the fiscal year 19/20 Chart of Accounts and the need to bridge the changes that were implemented in the 19/20 COA with SPED EOY and HR Collections.

- HR and SPED departments at the districts have heard to move ahead and use new codes that were rolled out in the spring to COA. Codes: 336, 342, 382-90, 425, 504. COA opened high level 100-600 codes – will never be available to submit in a data collection for HR and Count
- CDE did not communicate these codes properly and we are working to retroactively push codes in this list to make those available. Could take 10 days to 2 weeks. But not all codes can be added. 336, 342 will be added
- 425 will not be added
- Mimi with Adams 12 – SPED errors – were using 335 to 336 ok to have certified person to supervise someone in the SPED area 336 and 342 will be incorporated, same rules as 337.
- Will request a “400” code – ask for 425 and 426 – for a temporary code
- Adam Williams will get with the Job Class Codes sub-committee – to discuss the codes, see if 336, 342 and something in 400 for part time worker, and any other codes to add or modify.
- Stephanie with Jeffco – 100 and 300 – any guidance to what should fall in 100 vs 300? Yes there is, 100 is more cabinet, senior officials level, 300 is director, ED etc, which report up to Cabinet, to keep separated.
- Online program codes getting errors, Adam getting lots of calls of these

- Remove 461-469 make new codes, unique to report with online schools and online programs,
- Make a new Unique code to report with online schools and online programs for ESSA....to capture this information
- Mimi – CTE qualified expense, paid by another grant...can you still report that, no...only for items on the general fund – discussion about needs in district on how to report CTA part time instructors and funding, deliberate choice not to report as such. Make sure what is presented to budget committee etc. is accurate
- Centennial BOCES - CCS Optimization process, questions about percentages vs actual number
- Important why edit is developed
- Jennifer read an email from a district stating - Don't break out all CTE staff...pull out for reporting, but not thru payroll, so the allocations don't work the same way
- Numbers will never tie, just use your number for the groups that need the reporting
- Set a new expectation with JBC?

#### Supporting Documentation

[Job Classification Changes](#)

[Summary: Chart of Accounts Changes](#)

#### 5. Community College System Edit for Career and Technical Ed. Funding

#### 6. Mill Levy Funding – Discussion Item

Now that districts are required to distribute Mill Levy Funding to its charter schools under §22-32-108.5, C.R.S., a request has been received to discuss the proper accounting to ensure all districts are recording the transfer to their respective charter schools consistently and correctly. Currently, the options available are to use the source code 5711 transfer treatment or the object code 0594 flow-thru treatment.

Issues noted with these options are, these are really not services purchased and source code 5711 is also used to record equalization between the district and its charter schools. Therefore, the Mill Levy allocations will get commingled with other funding and not be as transparent as possibly intended by the statute. Limited options are available in the current chart of accounts structure to address this concern. If source code 5711 is not used, the only other allocation code series available is source code 56xx. Would this be the best use of this coding at this time? The flow-thru coding (object code 0594) is used when the district allows the charter school to engage in activities for which the district remains responsible. Possible change to the description to include other than “purchases services” in the object code name. Could include “funding made available from districts to its charter schools” as well. Additional, possibly create a statewide local grant code to track the Mill Levy portion provided to charter schools for future reporting. Recommend a sub-committee formed to discuss these and other available options.

Can address again in January Meeting

#### Supporting Documentation

[Mill Levy Discussion Item](#)

## 7. Colorado Unclaimed Property – Food Service and Other funds

Supporting Documentation

[Colorado Unclaimed Property](#)

## 8. PERA On-Behalf of Payments

- Kirk presentation
- Jana with DougCo – one person does not use PERA - so you can turn it off
- Littleton – is state controller the authority on this, told by AG that is where to go...you can check with your local legal counsel to confirm how to address this, please let us know if there is a difference in legal opinion and will honor what your district decides.
- Crystal with State Auditor – state not de-bruced, calculates to verify if they meet the 10% test for TABOR, considered transfer from state GF in Higher Ed

Supporting Documentation

[PERA On-Behalf Payments](#)

## 9. READ Act – Discussion Item

Under SB19-199, significant changes have been made to the implementation of the READ Act effective for FY19-20 and beyond. Established grant code 3206 for use with the READ Act distributions previously. In order to isolate and track the distributions provided to districts under the SB19-199 version of the READ Act, the Department is proposing to establish a new grant code to be used for such distributions. A new grant code (3259 – READ Act under SB19-199) will allow the Department to track and report on the per pupil intervention funding that was provided to school districts under the new READ Act. In addition, SB19-199 provides for a limitation on the amount of such per pupil intervention funding that may be carried forward by school districts. Therefore, the Department must be able to track the amount of unused funding that is reported by the school districts each year (use of B/S code 7482 – Unearned Revenue with grant code 3259).

The previous grant code of 3206 will remain in effect as some school districts continue to have activities related to the distributions of READ Act funding that was provided prior to FY19-20. Effective for FY19-20 and beyond.

Established grant code 3206 for use with READ Act distributions

New money would be 3259 – Retro to July 1 2019

- CDE apologizes for inconvenience, but this will be an ongoing discussion in to January will have larger discussion
- What is the budget process, how do we determine what is the 15% carryforward? Get estimated figures, can we change budget form, anticipated expenditures, do we do a hold back like in Kinder funds this year? Estimate allocations, give 80% then do a true up later in the year.
- Separate budget process for the READ Act – budget has to be approved before we can send the funds, and what does monitoring of the funds look like?
- New legislation talks about “new” money requirements, but need to track the old money, need a way to differentiate between the 2, be able to tell how much carryover was there in the past compared to now with new money

- Motion to move forward with new code – Stephanie Corbo
- Second from Mimi Livermore
- No other exceptions or objections

Supporting Documentation

[READ Act Discussion Item](#)

10. Categorical Revenue and Expenditure Gap

Jennifer Okes Presentation

Supporting Documentation

[Categorical Revenue and Expenditure Gap](#)

11. Grants Fiscal Management Process Improvements

- Formsite improved turnaround time
- Over 80 grant funding streams, divided into State vs. Federal
- 60% state and 40% Federal
- 60% Competitive vs. Formula
- Easy to apply, not a cumbersome process for districts that don't have the same resources large vs. small district
- Make it easier to apply in general and consistent
- Let us know more about any pain points the districts have on their end for competitive process.
- CDE wants to work with district to develop a better application and process
- Change in RFF process was not communicated – please be sure to get with GFM to make sure we have your info and we have it online as well. WE don't want to cause hiccups, but in order to improve the process it may cause some unintended issues on your end.
- Detailed email to Jennifer Okes about their concerns

12. Election Results and Mill Levy Certifications

- Will be out by 10/31, Due back 10 business days after election
- Let Tim know if your vote certification will take longer than that timeframe
- Certifications will be posted online by 11/18

13. School Finance Model

- Trying to find efficiencies and improvements when possible
- Concerns with the model – why are there 2 models at the state?
- Work with Leg Counsel to put numbers into a Bill, they have their model and we have our model

14. Funding Requirements Related to Underage First Graders

- Jennifer addressed this rule – preventing adding child that is not yet 6 years old as of count day
- If the student is in military, out of state previous year, highly advanced, gifted,

these could mean that they are under the age, but should qualify for the count for full time funding

- We would like to have feedback from district with these errors and get more information why they are in 1<sup>st</sup> grade
- Speaker from audience – Cameron with Charter school liaison would like to keep the age at 6 by October count
- Mimi – they have a student that has BD October 5 and that is in the window of the count date
- Cameron suggests maybe a window of time for the age requirement – like if they turn 6 by the 15 etc.....
- Tammy from Westminster – have 5 students that are not yet 6, but they have to apply for early access so these children are excluded
- Jennifer Okes – Significant reading deficiency...a reason to keep them in Kinder and they can still get the funding, not the same as a parent saying they want to hold their child back for some reason

#### 15. Request for Sub-Recipient Reports from CDPHE and CDHS

- Report that shows all funds distributed by CDE for district reconciliation, request for a report of other state agencies that provide funding? CORE is not helpful, but reached out to PH, Environment and Human Services, will include Public Safety to ask their controllers to get the report and share with us so we can share with you, hope to get an answer ASAP and get to you all

#### 16. FPP Membership – Recognition of New Members starting FY19-20

##### District Membership thru August 2022

Ms. Amanda Smith - Poudre R-1

Ms. Jana Schleusner - Douglas County

Ms. Jodi Poulin - District 49

Ms. Dawn Chavez - Crowley County RE-1J

Ms. Wendy Everett - Telluride R-1

##### BOCES Membership thru August 2021

Mr. Erich Dorn - Centennial BOCES

##### Charter School Liaison thru August 2021

Ms. Cameron Gehlen - Compass Montessori (Jeffco)

##### District Alternates thru August 2020

Mr. Brad Arnold      Cherry Creek 5

There is still a vacant BOCES membership. If you are a BOCES business official that would like to fill this vacancy, please contact the School Finance Unit.

17. Other Topics of Interest

- CASE: <https://www.co-case.org/>
  - Conference in February
- CSCPA: <https://www.cocpa.org/>
  - 10/31 Gov. Conference, webinar available
- GASB: <https://www.gasb.org/home>
  
- OSA – <https://leg.colorado.gov/agencies/office-state-auditor/local-government>
  - Fiscal Health analysis released at end of July available on their website and thru CDE
  - Reminder that OSA will look at FY 19 Audit reports for PERA note disclosures because of the special funding situation, new section to state that the state is no employer contributing to expenditures
  - Portal for you to submit your audit to OSA directly and have forms for late submission

18. Future Meeting Dates and Opportunities for post-meeting, onsite training

Thursday, January 30, 2020

Thursday, March 26, 2020

Thursday, June 4, 2020

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