

**CHIEF FISCAL OFFICERS MEETING
AGENDA
Wednesday, August 20, 2025
12:15 p.m. – 2:00 p.m.**

12:15 p.m. – 2:00 p.m. CFO Meeting

- 1) Introductions and What's New**
 - a) Additions to the agenda
 - b) District Sharing
- 2) Reminders**
 - a) Interest due quarterly on federal funds if over \$500. See CDE website for list of Federal Resources that may be EXCLUDED from the calculation.
<https://www.cde.ca.gov/fg/ac/co/reimbursableprograms.asp>
 - b) AB1200 Public Disclosure-include copy of Tentative Agreement (TA) and Multi-Year Projection (MYP) when submitting
 - Form should be signed by BOTH Superintendent and CBO before submitting
 - Disclosure of a settlement is required even if no salary/benefit change
 - c) AB2197 disclosure required for non-voter approved debt
 - d) Document wages charged to federal/state programs (CSAM Procedure 905: Personnel Activity Reports (PARs))
 - Please follow your LEA's policy
 - e) Complete Admin-to-Teacher ratio form. (Retain for your audit records)
 - f) Reconcile payroll liability accounts
 - g) Abatements: Please notify your Business Advisor if you are abating revenues or expenditures. This will ensure that budgets and Cash Flow projections are accurate.
 - Reach out to your advisor if you are thinking about abating any revenue.
- 3) Date Reminders**
 - a) September 15th – District adopts Gann resolution (EC § 42132)
 - b) September 15th – Unaudited Actual data, including Form GANN, due to SCSOS
 - (1) District Unaudited Actual data, including Gann, due to COE (Education Code Section [EC §] 42100[a] and Government Code Section [GC §] 7906[f])
 - (2) Charter school Unaudited Actual data due to chartering authority and COE (EC § 47604.33(a)(5)2, 42100(b))
 - c) September 30th – 2023-24 LEA CSI Grant Expenditure Deadline
 - d) September 30th – Annual ELOP 2023-24 Expenditure Report Due
 - e) September 30th – Annual Prop 28 Arts & Music in Schools (AMS) expenditure reporting due in AMS Portal
- 4) Technology**
 - a) IT Department Update
 - b) Escape Update
- 5) 2025-26 CFO Calendar – Final (pg. 3)**
- 6) Accounts Payable**
 - a) Pick-up Authorization
- 7) Payroll**
 - a) New Fiscal Year Escape Review
 - b) Tracking for Mandatory Qualification for PERS & STRS
- 8) Federal Funds Update (pgs. 5-6)**
- 9) PERS Update: Staffing Agency**

10) Equipment Thresholds (pg. 7)

11) Frontline (ESCAPE)

- a) Frontline Gather User Conference – October 14-15, 2025

12) Roundtable

- a) EPA Board Resolution (pgs. 9-11)
- b) Sutter County Auditor Update
- c) SB 88: Pupil Transportation Driver Qualifications (pgs. 13-17)

13) Articles (pgs. 19-37)

- a) SSC Fiscal Report... Annually Required Employee Notices (Updated)
- b) SSC Fiscal Report... Closing the Fiscal Year for Special Education
- c) SSC Fiscal Report... New School Year, New Rules: Audit Penalties and Funding Considerations for TK
- d) SSC Fiscal Report... Details Emerge on \$1.7 Billion Block Grant
- e) SSC Fiscal Report... Instructional Materials Sufficiency Requirements
- f) SSC Fiscal Report... Critical Deadlines and Funding Opportunities—August 12, 2025

14) Workshops/Webinars (pgs. 39-42)

- a) SSC Webinars & Workshops
- b) CASBO Webinars & Workshops

15) Next Meeting

- a) Friday, September 19th – Board Room/Zoom

CFO Meeting Schedule

2025-2026

12:15PM – 2:00PM

DATE	LOCATION
July - No Meeting	N/A
August 20, 2025	N/S Board Room
* September 19, 2025 *	N/S Board Room
* October 17, 2025 *	N/S Board Room
November 12, 2025	N/S Board Room
December 17, 2025	N/S Board Room
January - No Meeting	N/A
February 18, 2026	N/S Board Room
* March 20, 2026 *	N/S Board Room
April 15, 2026	N/S Board Room
May 20, 2026	N/S Board Room
June 17, 2026	N/S Board Room

Most CFO meetings are held on Wednesdays.
Please note- Meetings marked with * are on Friday.



FISCAL REPORT

PUBLIC EDUCATION'S POINT OF REFERENCE FOR MAKING EDUCATED DECISIONS

Remaining Frozen Federal Education Funds Released

✉ BY WENDI MCCASKILL

✉ BY PATTI F. HERRERA, EDD

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posted August 1, 2025

Recently, the U.S. Department of Education (ED) released 21st Century Community Learning Centers (21st CCLC) grant funds for the fiscal year 2025 held for review (see the July 2025 *Fiscal Report* article, [“Trump Administration Releases Frozen Federal Education Funds”](#)). As you may recall, the 21st CCLC grant program was one of six federal grant programs typically distributed by July 1 each year that the ED held for review on June 30, 2025 (see the July 2025 *Fiscal Report* article, [“U.S. Department of Education Delays FY 2025 Funds”](#)). On July 25, 2025, the California Department of Education (CDE) received notice that beginning the week of July 28, 2025, the ED would begin releasing the remaining funds. Yesterday, July 31, 2025, the CDE announced the receipt of the Grant Award Notifications for the remaining programs. These funds are targeted for use in the 2025-26 school year and are listed below.

- Title I-Part C, Elementary and Secondary Education Act (ESEA), Migrant Student Education
- Title II-Part A, ESEA, Supporting Effective Instruction State Grants
- Title II, Workforce Innovation and Opportunity Act, ESEA Adult Education and Family Literacy Act
- Title III-Part A, English Language Acquisition
- Title IV-Part A, Student Support and Academic Enrichment Grants

These programs, along with the 21st CCLC grant program, represent the entirety of the funds held for review on June 30, 2025. The CDE is working to complete the state administrative allocation process for these funds and plans to release the funds to local educational agencies as quickly as possible.

As with all federal grants, the released funding must be used for allowable activities as outlined by the program guidelines. Funds used outside these parameters may be subject to recession.

FISCAL REPORT

PUBLIC EDUCATION'S POINT OF REFERENCE FOR MAKING EDUCATED DECISIONS

Trump Administration Releases Frozen Federal Education Funds



BY MICHELLE MCKAY UNDERWOOD

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posted July 25, 2025

In a significant update, the Trump Administration announced today, July 25, 2025, that it will release over \$5 billion in previously frozen federal education funds, according to several news outlets. The move follows sustained legal and political pressure, including a multistate lawsuit led by California's Attorney General and bipartisan Congressional pleading for the release of funds.

The freeze, which took effect June 30, 2025, impacted nearly \$6.8 billion in approved K-12 education funding authorized under federal statute with nearly \$1 billion withheld from California (see "[U.S. Department of Education Delays FY 2025 Funds](#)" in the July 2025 *Fiscal Report*). Among the programs affected were Title I-C (migrant education), Title II-A (teacher professional development), Title III-A (English learner and immigrant support), Title IV-A (student enrichment), the 21st Century Community Learning Centers (21st CCLC) program (after-school and summer activities), and Adult Education.

In response, California Attorney General Rob Bonta joined 23 other state attorneys general in filing suit against the Trump Administration (see "[California Sues over Frozen Federal Funds](#)" in the July 2025 *Fiscal Report*). The suit alleged that the freeze was unconstitutional and violated the Administrative Procedure Act, as the funds had already been appropriated by Congress. School officials and advocacy groups also voiced concerns that the withholding disproportionately harmed vulnerable student populations—particularly low-income, migrant, and English learner students.

In the weeks following the June 30 hold, a coalition of Republican and Democratic Senators publicly demanded the immediate release of the education funds, emphasizing the harm being done to students and school systems across the country. They cited the urgent need for after-school programs, migrant education support, and summer enrichment services, warning that continued delays would undercut learning recovery and disproportionately impact vulnerable student populations.

The Administration's decision to release the remaining funds follows a smaller release of the 21st CCLC program funding a week ago (see "[2025-26 21st CCLC Funds Released](#)" in the July 2025 *Fiscal Report*). According to news reports, funding will begin to flow to states next week.



FISCAL REPORT

PUBLIC EDUCATION'S POINT OF REFERENCE FOR MAKING EDUCATED DECISIONS

Equipment Thresholds Are Changing

✉ **BY MATT PHILLIPS, CPA**

✉ **BY KYLE HYLAND**

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posted August 12, 2025

Local educational agencies (LEAs) have had a long-standing practice of categorizing equipment purchases into one of three categories using three distinct object codes.

- Object Code 4300—equipment that costs less than \$500, and generally has a useful life of less than one year
- Object Code 4400—equipment that costs more than \$500, but less than the LEA's capitalization threshold, and has a useful life of more than one year
- Object Code 6400—equipment that costs more than the LEA's capitalization threshold, or \$5,000 for equipment purchased with federal funds if less than LEA's capitalization threshold

However, the rules governing these categories are changing. Effective July 1, 2025, the federal capitalization threshold codified in the [Code of Federal Regulations, Title 2 Section 200.1](#) increased from \$5,000 to \$10,000. Further, effective January 1, 2026, Assembly Bill 629 (Ward, Statutes of 2025) amends Education Code Section 35168 and raises the inventory threshold from \$500 to \$1,500. The inventory threshold will be adjusted biennially by the statutory cost-of-living adjustment from the previous year, rounded to the nearest \$50. Both will have an impact on how LEAs code equipment purchases and maintain their inventory.

Moving forward, LEAs shall maintain their inventory records based on the threshold that was in force at the time the equipment was purchased. This means that LEAs should not immediately remove all the items in their inventory under \$1,500 effective January 1, 2026, but instead should apply the higher threshold to inventory additions made during the applicable period.

SAMPLE RESOLUTION REGARDING THE EDUCATION PROTECTION ACCOUNT

WHEREAS, the voters approved Proposition 30 on November 6, 2012;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30th of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts;

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor or any agency of state government;

WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet website an accounting of how much money was received from the Education Protection Account and how that money was spent;

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;

WHEREAS, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the governing board of _____;

2. In compliance with Article XIII, Section 36(e), with the California Constitution, the governing board of the _____ has determined to spend the monies received from the Education Protection Act as attached.

DATED: _____, 2025

Board Member

Board Member

Board Member

Board Member

Board Member

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 SB 88: Pupil Transportation Driver Qualifications


[Briefing](#)

SB 88: Pupil Transportation Driver Qualifications

January 16, 2025

Loss Control

P&C Consulting

Risk Management

Overview

SB 88, introduced by Senator Nancy Skinner, was passed and signed into law on October 7, 2023. The bill focuses on the qualifications and requirements for compensated drivers who provide pupil transportation services in California. Currently, some Local Education Agencies (LEAs) contract with third party private transportation companies to transport specific student population. Below are some key provisions in SB 88.

Key Provisions:

Driver Requirements:

Drivers must be at least 18 years of age and hold a valid California driver's license for the appropriate vehicle class.

Drivers must submit and clear tuberculosis risk assessments.

Drivers must pass a criminal background check, including fingerprint clearance.

Drivers must have a satisfactory driving record that includes not committing any violation resulting in a point count of two or more or have had their driving privilege suspended, revoked, or on probation, within the last three (3) years.

Drivers must be subject to and comply with drug and alcohol testing.

Drivers must complete a medical examination not more than two (2) years old.

Drivers must complete initial trainings and subsequent trainings, including first aid training.

Vehicles used for pupil transportation must be inspected and equipped with a first aid kit and a fire extinguisher.

Contracting with Private Entities:

LEAs contracting with private entities for pupil transportation must obtain a written attestation from the private entity confirming compliance with applicable laws when applying for the contract and during the contract's duration.

Third parties can report the private entity of non-compliance to the relevant LEA.

Vehicles used by the private entity must be inspected every 12 months, or every 50,000 miles, at a facility licensed by the Bureau of Automotive Repair to ensure the vehicle passed a 19-point inspection.

The vehicles must also be equipped with a first aid kit and fire extinguisher.

Applicability:

SB 88's requirements are to become operative on July 1, 2025, however if a contract between a LEA and a private entity that provides pupil transportation had been in place before January 1, 2024, then the requirements will not apply until the expiration or renewal of the contract.

The bill applies to all drivers employed by or contracted with LEAs, or contracted by any entity funded by an LEA, providing school-related pupil transportation for compensation.

SB 88 does not apply to drivers of specified government entities, certain compensated individuals, school employees providing transportation for specific activities, and drivers in emergency situations.

Exemptions:

Drivers of specified public entities (i.e., municipal transit systems, foster family agency, congregate care facility, etc.).

School employees providing transportation for field trips, extracurricular activities, or athletic programs, not exceeding 40 hours of drive time per school year.

Drivers transporting pupils due to emergencies or immediate threats to their safety.

This bill aims to enhance the safety and reliability of pupil transportation by ensuring that drivers meet specific health and safety standards and that vehicles are properly equipped and inspected. We recommend reviewing the bill to fully ensure compliance.

References:

[1] SB 88: Pupil transportation: driver qualifications.

Keenan is not a law firm and no opinion, suggestion, or recommendation of the firm or its employees shall constitute legal advice. Clients are advised to consult with their own attorney for a determination of their legal rights, responsibilities, and liabilities, including the interpretation of any statute or regulation, or its application to the clients' business activities.

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FISCAL REPORT

PUBLIC EDUCATION'S POINT OF REFERENCE FOR MAKING EDUCATED DECISIONS

Annually Required Employee Notices (Updated)

✉ **BY DANYEL CONOLLEY**

✉ **BY TEDDI WENTWORTH**

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posted July 14, 2025

Local educational agencies (LEAs) are required by state and federal law (including the California Education Code), as well as policies adopted by the governing board, to send mandatory notices to employees on an annual basis. It is also the responsibility of the employer to clearly communicate policies and laws that impact employment and are related to health and safety issues. In cases where notification is mandated by the law or local policy, employees must sign an acknowledgment of receipt of the notification. The acknowledgment of receipt provides verification that the employee has received the mandated information and understands their rights and responsibilities. It is recommended that the human resources (HR) office send the annual legal notices packet in August. For more information regarding the schedule of annual HR duties, see the [Sample Annual Calendar of Essential HR Functions](#) on our Employment Resource Center webpage.

Newly Hired Employees

Employee Notification(s)	Legal Reference
<ul style="list-style-type: none">Oath or affirmation of allegiance required of public employees	<u>Government Code Section (GC §) 3102</u>
<ul style="list-style-type: none">Workers' Compensation benefits	<u>Labor Code § 3551</u>
<ul style="list-style-type: none">Disability insurance rights and benefits (and when an employee goes on leave for specified reasons)	<u>Unemployment Insurance Code § 2613</u>
<ul style="list-style-type: none">Benefits through the Family and Medical Leave Act and California Family Rights Act	<u>Code of Federal Regulations (CFR) 825.300</u> <u>California Family Rights Act</u>

All Employees Upon Initial Hire and Annually Thereafter

Employee Notification(s) and Training(s)	Legal Reference
<ul style="list-style-type: none">Uniform complaint procedures, complaints about student fees, and Local Control and Accountability Plan	<u>Education Code (EC) § 49013</u> <u>California Code of Regulations (CCR) § 4622</u>
<ul style="list-style-type: none">District's drug- and alcohol-free workplace available employee assistance programs	<u>GC § 8355</u> <u>41 United States Code § 8102</u>
<ul style="list-style-type: none">Use of pesticide product, active ingredients, and Internet address to access information <p><i>Pest Management Training Required:</i> All school staff using disinfectant wipes and staff who apply or are exposed to pesticides during the course of work must participate in training annually to learn about the safe use of pesticides around children.</p>	<u>EC § 17612</u> <u>Senate Bill (SB) 1405 (DeSaulnier, Statutes of 2014)</u>
<ul style="list-style-type: none">AIDS and Hepatitis B policies and administrative regulations	Health and Safety Code § <u>120875</u> and <u>120880</u>

<ul style="list-style-type: none"> • Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law <p><i>Mandated Reporter Training Required:</i> All employees are required to complete mandated reporter training within the first six weeks of every school year and for each new hire within six weeks of their hire date (Assembly Bill [AB] 1432). LEAs must also require training on the prevention of child abuse <i>for employees who are mandated reporters about the prevention of child abuse on school grounds, by school personnel or in school sponsored programs</i> (AB 1913). <i>This training is supplementary to the annual mandated reporter training.</i></p>	<p>Penal Code § <u>11165.7</u> and <u>11166.5</u></p> <p><u>EC § 44691(c)(1)</u></p>
<ul style="list-style-type: none"> • Exposure control plan for bloodborne pathogens <p><i>Bloodborne Pathogen Exposure Training Required:</i> All employees must receive bloodborne pathogens training once each year.</p>	<p><u>CCR § 5193</u></p>
<ul style="list-style-type: none"> • Sexual harassment <p><i>Sexual Harassment Training Required:</i> Two hours of sexual harassment training must be provided to staff in supervisory positions. Additionally, employers are also required to provide one hour of sexual harassment training to all nonsupervisory staff, including seasonal and temporary employees.</p>	<p><u>EC § 231.5</u></p> <p><u>SB 1343 (Mitchell, Statutes of 2018)</u></p> <p><u>GC § 12950.1</u></p>

<ul style="list-style-type: none"> • School Transportation <p>Transportation Requirements: Effective July 1, 2025, for LEA employees and LEA contractors transporting students in vehicles with ten or less passengers (SB 88):</p> <ul style="list-style-type: none"> • Complete a medical exam every two years, annually for those 65 years old and older • Participate in the Department of Motor Vehicles pull notice system • Comply with drug and alcohol testing 	<p><u>EC § 39875 et al.</u></p>
<ul style="list-style-type: none"> • Availability of asbestos management plan; any inspections, response actions, or post-response actions planned or in progress 	<p>CFR <u>763.84</u> and <u>763.93</u></p>
<ul style="list-style-type: none"> • Request for volunteers to administer epinephrine auto-injectors; training to be provided 	<p><u>EC § 49414</u></p>
<ul style="list-style-type: none"> • Leave protections for employees who are impacted by violence 	<p><u>AB 2499 (Schiavo, Statutes of 2024)</u></p> <p><u>GC § 12945.8</u></p>
<ul style="list-style-type: none"> • Request for volunteers to administer emergency antiseizure medications; training to be provided 	<p><u>EC § 49468.2</u></p>
<ul style="list-style-type: none"> • District's policy on nondiscrimination and related compliant procedures 	<p>CFR § <u>104.8</u> and <u>106</u></p>
<ul style="list-style-type: none"> • Automated external defibrillators; notification of use and locations 	<p><u>Health and Safety Code § 1797.196</u></p>

<p><i>Title IX Training Required:</i> The recipient must ensure that the persons described in paragraphs (d)(1) through (4) of this section receive training related to their duties under Title IX promptly upon hiring or change of position that alters their duties under Title IX or this part, and annually thereafter. This training must not rely on sex stereotypes.</p> <p>(1) All employees. All employees must be trained on:</p> <p>(i) The recipient’s obligation to address sex discrimination in its education program or activity;</p> <p>(ii) The scope of conduct that constitutes sex discrimination under Title IX and this part, including the definition of sex-based harassment; and</p> <p>(iii) All applicable notification and information requirements under § 106.40(b)(2) and 106.44.</p>	<p><u>CFR § 106.8(d)</u></p>
<p><i>Workplace Violence Prevention Program Training Required:</i> The employer shall train all employees when the training program is first established, all new employees, and all employees given a new job assignment, and shall train employees whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard, and whenever the employer receives notification of a new or previously unrecognized hazard.</p> <p>The employer shall provide employees with initial training when the plan is first established, and annually thereafter.</p>	<p><u>SB 553 (Cortese, Statutes of 2023)</u></p>

Certificated Employees Upon Hire

Employee Notification(s)	Legal Reference
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<ul style="list-style-type: none"> Criteria for membership in retirement system; right to elect membership 	<u>EC § 22455.5</u>
<ul style="list-style-type: none"> Post retirement compensation limitation 	<u>EC § 22461</u>
<ul style="list-style-type: none"> Employment status and salary 	<u>EC § 44916</u>

Certificated Employees Annually

Employee Notification(s) and Training(s)	Legal Reference
<ul style="list-style-type: none"> District regulations related to performance evaluations 	<u>EC § 35171</u>
<ul style="list-style-type: none"> Copy of employee's evaluation (30 days before last day of the school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated) 	<u>EC § 44663</u>
<ul style="list-style-type: none"> Notice and description of the unsatisfactory performance (to an employee with an unsatisfactory evaluation) 	<u>EC § 44664</u>
<ul style="list-style-type: none"> Certificated employees that serve students in grades 7-12 to receive at least one hour of training annually on LGBTQ+ cultural competency <p><i>Note: Effective beginning the 2025-26 school year.</i></p>	LGBTQ+ Cultural Competency Training <u>AB 5 (Zbur, Statutes of 2023)</u>

Classified Employees Upon Hire or Upon Change in Classification

Employee Notification(s)	Legal Reference
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<ul style="list-style-type: none"> Employee’s class specification, salary data, assignment or work location, duty hours, prescribed workweek (also required upon each change in classification) 	<u>EC § 45169</u>
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Employers must establish a process by which all legally required annual notifications are provided and documented. Due to the number of documents in the annual notification packet, it is recommended that LEAs consider utilizing an electronic process. Digitizing processes that require a large amount of documentation also increases organizational efficiency and reduces the environmental footprint. Also keep in mind that there may be additional training and notice requirements contained in local board policies and administrative regulations.

Annual notices to employees, while seemingly redundant year-after-year-after-year, are an important HR compliance responsibility. Failure to provide adequate notice to employees of their obligations under the law creates unnecessary risks. Providing required notices to employees is about more than meeting legal requirements; it is also, and perhaps more importantly, about creating a culture of accountability. With the new school year ahead of you, there is no better time to begin planning the process and method for providing employees with required legal notices and renewing your agency’s commitment to creating a culture of accountability.



FISCAL REPORT

PUBLIC EDUCATION'S POINT OF REFERENCE FOR MAKING EDUCATED DECISIONS

Closing the Fiscal Year for Special Education



BY ANJANETTE PELLETIER

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posted August 4, 2025

As local educational agencies (LEAs) across the state work to finalize financials, a key part of year-end processes involves the completion of Special Education Maintenance of Effort (SEMOE) tasks—an essential compliance checkpoint that directly affects the ability to use federal special education funds.

To support this process, the end-of-year (EOY) special education forms are now available, including critical tools such as the Excess Cost Calculator, the Subsequent Year Tracking (SYT) Worksheet, and the Exempt Reductions Worksheet. These resources are designed to help LEAs monitor spending, demonstrate compliance, and make any necessary adjustments before finalizing their Unaudited Actuals (UA) submissions in the Standardized Account Code Structure (SACS) Web system.

The SEMOE requirement ensures that LEAs continue to invest a consistent level of local and state funds in special education services from year to year. Noncompliance with SEMOE can result in financial consequences, including potential repayment of federal funds. LEAs are strongly encouraged to review SEMOE data before finalizing their UA submissions. Although adjustments and the application of allowable exemptions can be made after UA certification, the greatest opportunity to influence SEMOE outcomes lies in the pre-finalization window, when there is still flexibility to reclassify expenditures or shift funding sources in accordance with program guidelines.

Four tools make up the EOY toolkit for the SEMOE process to support accurate reporting:

- **Excess Cost Calculator**

This tool ensures that state and/or local funds are used first to cover the base education costs of all students before federal Individuals with Disabilities Education Act (IDEA) funds are applied. This compliance check is foundational to protecting the appropriate use of federal resources.

- **SYT Worksheet**

The SYT Worksheet tracks year-over-year SEMOE compliance and eligibility, helping LEAs stay aligned with IDEA funding requirements. When used together with the SEMOE forms in the SACS Web platform, it provides a comprehensive picture of both past and current performance.

- **Exempt Reduction to SEMOE Worksheet**

LEAs can track exemptions to the SEMOE obligation using this form, which are then transferred to the SACS Web SEMOE forms.

- **Federal Fiscal Year 2024 Table 8 Form**

The [Federal Fiscal Year 2024 Table 8 Form](#) is available for all Special Education Local Plan Areas (SELPAs), along with its [instructions](#). Table 8 supports SELPAs in documenting the allocation of federal funds for special education, required set-aside amounts for Comprehensive Coordinated Early Intervening Services (CCEIS), and the counts of pupils impacted by local CCEIS efforts.

All EOY special education forms, including SEMOE documentation and supporting worksheets, must be submitted to the SELPA by September 15, 2025, which is aligned with the UA submission deadline to the county office of education, making early coordination across special education and fiscal departments especially critical. SELPAs must submit SEMOE documents to the California Department of Education (CDE) by November 15, 2025.

To ensure full compliance, LEAs should:

- Initiate early review of SEMOE compliance and eligibility data
- Use the Excess Cost Calculator and SYT Worksheet alongside the SACS Web SEMOE forms
- Collaborate closely with business and special education staff to identify and address potential issues before submitting UA data
- Reach out to their SELPA for technical assistance or clarification, as needed

As LEAs move toward fiscal closeout, SEMOE compliance should remain a top priority. The 2024-25 EOY forms provide both the structure and the tools needed to meet legal requirements while maintaining the integrity of IDEA funding. By addressing these tasks proactively, LEAs can ensure continued support for students with disabilities and uphold their obligations under federal and state law.

Things to note:

- The EOY forms are used with completed UA and the Program Cost Resource Allocation factors and calculations from the SACS Web
- To complete the SEMOE process, each LEA will need to run the SEMOE Actuals and the SEMOE Budget reports on SACS Web
- The SYT will require a copy of the prior-year SYT Worksheet in Excel format, from which a copy of the prior-year data is transferred into the current-year SYT

- The SYT will require the special education pupil count from Fall 1 California Longitudinal Pupil Achievement Data System (CALPADS) Report 16.12
- On the SYT, for LEA name(s) to populate the drop-down menu on the CDE form, the LEA name(s) must be entered into the District tabs on each worksheet in cell B3
- Data should only be hard coded into the yellow cells on the SYT and Excess Cost Calculator, otherwise the formulas will be broken
- Excess cost calculations require a completed UA and the data from CALPADS report 16.14 for student participation in general education, which is used to calculate the full-time equivalent
- There are new examples showing how to compute various items on the form
- The Exempt Reductions to SEMOE Worksheet has not changed and is required to calculate allowable exemption amounts for data entry into the SYT and SACS Web

Members of the Coalition for Adequate Funding for Special Education (CAFSE) and the Special Education Fiscal Collaborative (Collaborative) will be provided with a virtual opportunity to walk through the data entry into these forms. Please contact your SELPA (for CAFSE members) or register for the Collaborative session by August 25, 2025, [here](#).

For your convenience, the links to the 2024-25 special education EOY forms are included below.

- [Excess Cost Worksheet 2024-25](#)
- [Subsequent Year Tracking Worksheet 2024-25](#)
- [Exempt Reductions to SEMOE Worksheet](#)



FISCAL REPORT

PUBLIC EDUCATION'S POINT OF REFERENCE FOR MAKING EDUCATED DECISIONS

New School Year, New Rules: Audit Penalties and Funding Considerations for TK

 **BY BRIANNA GARCÍA**

 **BY WENDI MCCASKILL**

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posted August 6, 2025

As of July 1, 2025, the first day of the statutory school year, transitional kindergarten (TK) has reached full expansion, meaning that all four-year-olds whose fourth birthday occurs on or before September 1, 2025, are eligible to enroll in TK. Compulsory education requirements do not begin until students turn six years old, meaning students who are under six years old are not required to be enrolled in school. However, all students who are four years old on or before September 1, 2025, and whose families choose to enroll them, may attend TK from the first day of the school year.

As a reminder, TK has its unique grade span, ratio, and teacher qualification requirements, each of which carries a financial penalty if unmet. All these requirements apply to TK classrooms during the regular school day, including combination classrooms. Each of these requirements will be audited as part of the annual audit process for the 2025-26 school year and each year thereafter per the provisions of the Audit Guide (Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting).

- 10:1 ratio: TK classrooms must have an adult-to student-ratio of an average of one adult to ten students. This is a school site-based calculation.
- Class size of 24: TK classrooms must have an average class size of 24 students. This is also a school site-based calculation.
- Teacher qualifications: In addition to a teaching credential, beginning August 1, 2025, TK teachers must have either 24 units in early childhood education and/or child development, a child development permit, an early childhood education specialist credential, or comparable experience in a classroom setting serving preschool-age children as established by the governing board. This teacher qualification requirement applies to credentialed teachers first assigned to TK classrooms *after* July 1, 2015.

The California Department of Education (CDE) has a number of frequently asked questions on TK available [here](#) and a penalty calculator worksheet for the adult-to-student ratio and the teacher qualification requirement [here](#). The average class size penalty calculator is in the process of being updated by the CDE for 2025-26.

We will be discussing TK in the context of Local Control Funding Formula (LCFF) funding, including the increase to the TK add-on funding in our upcoming LCFF 101—For Beginners webinar on August 26, 2025, along with the basic elements of LCFF funding. Registration information for this webinar is available [here](#).



FISCAL REPORT

PUBLIC EDUCATION'S POINT OF REFERENCE FOR MAKING EDUCATED DECISIONS

Details Emerge on \$1.7 Billion Block Grant



BY WENDI MCCASKILL



BY MATT PHILLIPS, CPA

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posted August 12, 2025

One of the largest Proposition 98 investments in the 2025-26 Enacted State Budget was a \$1.7 billion one-time block grant named the Student Support and Professional Development Block Grant. The California Department of Education (CDE) released the funding allocations schedule, which results in an allocation of \$313 per unit of average daily attendance as of the 2024-25 Second Principal Apportionment. Further, the CDE has assigned Resource Code 6019 to the grant.

The funding results and additional information can be found on the CDE website [here](#).



FISCAL REPORT

PUBLIC EDUCATION'S POINT OF REFERENCE FOR MAKING EDUCATED DECISIONS

Instructional Materials Sufficiency Requirements



BY LINETTE HODSON



BY MATT PHILLIPS, CPA

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posted August 11, 2025

As the 2025–26 school year begins, staff and students are looking forward to new opportunities and experiences that await them. For school districts and county offices of education (COEs), the first day of school also marks the beginning of the timeline to comply with instructional materials sufficiency requirements outlined in Education Code Section (EC§) 60119. For multi-track year-round local educational agencies (LEAs), this timeline begins on the first day pupils attend school in any track starting in August or September.

Local governing boards have eight weeks from the first day of school to hold a public hearing and adopt a resolution confirming whether each pupil in the district has sufficient textbooks or instructional materials in the required subjects. These materials must be aligned to the academic content standards specified in EC § 60605 and EC § 60605.8 and must be consistent with the curriculum framework and adoption cycles established by the State Board of Education.

The resolution must address sufficiency in mathematics, science, history/social science, and English language arts, including the English language development component of an adopted program. Governing boards are also responsible for determining whether pupils in foreign language and health courses have access to standards-aligned materials and whether high school students in laboratory science classes have the necessary laboratory equipment.

If an insufficiency exists, the resolution must disclose the percentage of affected pupils at each school, outline the reasons for the shortage, and ensure that corrective action is taken within two months of the school year's start. Because the timelines for holding the hearing and resolving shortages run concurrently, careful planning is critical.

Public hearings must be announced at least ten calendar days in advance by posting the notice in three public locations within the LEA. The notice must state the time, place, and purpose of the meeting, which cannot be held during or immediately after school hours. Governing boards are encouraged to promote active participation from parents, teachers, community members, and bargaining unit leaders.

The purpose of the hearing is to verify that every pupil has a standards-aligned textbook or instructional materials for use both in the classroom and at home. While two separate sets of materials are not required, “class sets” that remain at school are not considered sufficient. Digital materials may be used as long as all pupils have equal access to them both in class and at home.

Compliance is monitored through the annual independent audit process. Any finding of insufficiency must be addressed promptly, and the Education Code authorizes the State Superintendent of Public Instruction to impose fiscal penalties and/or directly purchase materials if shortages are not resolved.

The California Department of Education provides an [Instructional Materials FAQ](#), including a sample resolution, on its website for further guidance.



FISCAL REPORT

PUBLIC EDUCATION'S POINT OF REFERENCE FOR MAKING EDUCATED DECISIONS

Critical Deadlines and Funding Opportunities—August 12, 2025

✓ BY WENDI MCCASKILL

✓ BY TEDDI WENTWORTH

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posted August 12, 2025

(New items, if any, are listed in bold so you can see at a glance what has been added.)

Critical Deadlines—Reporting or Action Dates	
Issue	Deadline
<ul style="list-style-type: none">Budget<ul style="list-style-type: none">State Superintendent of Public Instruction must approve or disapprove county office of education (COE) budget (EC § 1622[b])COE approves, conditionally approves, or disapproves district budgets (EC § 42127[d])	9/15/25
<ul style="list-style-type: none">Unaudited Actuals Data<ul style="list-style-type: none">Charter school Unaudited Actuals data due to chartering authority and COE (EC § 42100[b] and 47604.33[a][5])¹District Unaudited Actuals data, including Gann,² due to COE (EC § 42100[a] and Government Code Section 7906[f])	9/15/25
<ul style="list-style-type: none">Gann Resolution<ul style="list-style-type: none">District adopts Gann resolution (EC § 42132)	9/15/25
<ul style="list-style-type: none">COE Adopts Gann Resolution (EC § 1629)	10/15/25
<ul style="list-style-type: none">Unaudited Actual Data, Including Gann, Due to SSPI<ul style="list-style-type: none">COE Unaudited Actual data, including Gann,² due to SSPI (EC § 1628 and GC § 7907[h])After reviewing for accuracy, COE transmits district and charter school Unaudited Actual data, including Gann,² to SSPI (EC § 42100[a] and GC § 7906[f])	10/15/25
<ul style="list-style-type: none">Tentative Disapproved District Budgets<ul style="list-style-type: none">COE must notify SSPI of district budgets which may be disapproved (EC § 42127[e])	10/22/25
<ul style="list-style-type: none">Federal Cash Management Data CollectionCash balance to be reported regardless of the fiscal year (FY) from which the funds originatedReporting Period 2 Start Date: October 10	10/31/25

<ul style="list-style-type: none"> Disapproved Budgets <ul style="list-style-type: none"> COE notifies SSPI of disapproved district budgets or budget review committees waived (EC § 42127[g]) 	11/8/25
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¹EC § 42100 reporting will satisfy the EC § 47604.33 requirement

²Gann filing date administratively determined by the California Department of Education (CDE)

Plan/Report—Deadlines		
Plan	Link to Plan Template/More Information	Deadline
Expanded Learning Opportunities Program Plan	https://www.cde.ca.gov/ls/ex/elopinfo.asp#programplan	<p>Program Plan: N/A</p> <p>Expenditure Report</p> <p>Fiscal Year (FY) 2023-24 Funding:</p> <p>By September 30, 2025—Report final expenditures to CDE</p> <p>Fiscal Year (FY) 2024-25 Funding:</p> <p>By September 30, 2026—Report final expenditures to CDE</p> <p><u>Fiscal Year (FY) 2025-26 Funding:</u></p> <p><u>By September 30, 2027—Report final expenditures to CDE</u></p>
ESSER ¹ III Quarterly and Annual	https://www.cde.ca.gov/fg/cr/anreporthehelp.asp	<p>Various—</p> <p>https://www.cde.ca.gov/fg/cr/reporting.asp</p>
Homeless Children and Youth II Fund	https://www.cde.ca.gov/fg/cr/reporting.asp	<p>Various—</p> <p>https://www.cde.ca.gov/fg/cr/reporting.asp</p>
Arts, Music, and Instructional Materials Discretionary Block Grant	<u>Assembly Bill 181</u> <u>Section 134</u>	Discuss and approve a plan for expenditure; no specified deadline
Home-to-School Transportation	<u>EC § 39800.1</u>	Develop and adopt a plan on or before April 1, 2023, and update annually thereafter

Literacy Coaches and Reading Specialist Grant Program	<u>Senate Bill 114</u> <u>Section 104</u> <u>Section 115</u> <u>EC § 53009</u>	<p>Fiscal Year (FY) 2022-23 Funding:</p> <p>CDE-required annual report due by September 30 each year through September 30, 2026</p> <p>By June 30, 2027—Report final expenditures to CDE</p> <p>FY 2023-24 Funding:</p> <p>CDE-required annual report due by September 30 each year, beginning with September 30, 2024, through September 30, 2027</p> <p>By June 30, 2028—Report final expenditures to CDE</p> <p>FY 2025-26 Funding:</p> <p>LEA may opt out of participation by September 30, 2025</p> <p>By June 30, 2027—Report interim expenditures to CDE</p> <p>By June 30, 2029—Report final expenditures to CDE</p>
Proposition 28: Arts and Music in Schools Funding Guarantee and Accountability Act	<u>https://www.cde.ca.gov/eo/in/prop28artsandmusicdefunding.asp</u> <u>https://www.cde.ca.gov/eo/in/documents/prop28ayearataglance.pdf</u>	<p>FY 2024-25</p> <p>Annual reporting for 2024-25 closes on the Arts and Music in Schools Portal on September 30, 2025</p>
Kitchen Infrastructure and Training	<u>Assembly Bill 121</u> <u>Section 64</u>	<p>By June 30, 2026—Report use of funds to CDE</p>
Student Support and Professional Development Discretionary Block Grant	<u>Assembly Bill 121</u> <u>Section 81</u>	<p>By September 30, 2029—Report final expenditures to CDE</p>

¹Elementary and Secondary School Emergency Relief

Funding Opportunities (For program website, click program name)		
Description	Amount	Deadline

<u>California Career Technical Education Incentive Grant 2025-26</u>	Various	8/29/25
<u>Mandate Block Grant, Fiscal Year 2025-26</u>	Various	8/30/25
<u>2025-26 Statewide Technical Assistance for Charter Schools Funding Competition</u>	Estimated \$246,000 per individual topic area	9/22/25

¹Closing date to be determined but not earlier than 8/1/25

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Workshop Spotlight - August 15, 2025

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UPCOMING WORKSHOPS

Workshop	Date(s) and Locations	
J-13A Request Roundtable	Aug. 21, 2025	Webinar
LCFF 101—For Beginners	Aug. 26, 2025	Webinar
Advanced Collective Bargaining	Sep. 9, 2025	Webinar
Attendance Accounting and Instructional Time	Sep. 16, 2025	Webinar
Effective Supervision and Evaluation	Sep. 23, 2025	Webinar
Unraveling the Mystery of School Finance	Oct. 7, 2025	Webinar
Position Control—The Fundamentals	Oct. 21, 2025	Webinar
Declining Enrollment—Operational Strategies	Nov. 4, 2025	Webinar
Planning for Reductions in Force	Dec. 2, 2025	Webinar
LCAP—From Accountability to Compliance	Dec. 9, 2025	Webinar

If you are interested in a topic, but are unable to attend the live webinar, all of our webinars are recorded and available for on-demand viewing for 90 days. SSC can also bring the workshop to your district or county office of education. Go to the [Workshop](#) page on our website and "Request A Workshop."

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**Member
Welcome Webinar**
- August 21, 2025
21 August 2025



**Cyber Risk in Finance
(Hybrid)**
Aug. 22, 2025
10:30 am
22 August 2025



**Accounts Payable
Essentials**
- 8/28/2025 -
Virtual
28 August 2025



**CASBO
Central Bay
Section 2025
Member Mixer**
28 August 2025



**Legal Aspects &
Hands-On
Accounting for
Student Body
Organizations**
- 9/04/2025
4 September 2025



**Payroll
Concepts**
- 9/09/2025 -
Virtual
9 September 2025



**Member
Welcome Webinar**
- September 10,
2025
10 September 2025



**Basic
Principles
of School
Law**
- 9/16/2025 -
Virtual
16 September 2025



**CASBO
Executive
Assistant
Micro-
Certificate**
- 9/16/2025 -
10/21/2025
16 September 2025 -
21 October 2025



**CASBO
School
Business
Finance
Certificate**
- 9/16/2025 -
10/21/2025
16 September 2025 -
21 October 2025



**CalSTRS/
CalPERS:
Retirement
Concepts**
- 9/18/2025 -
Virtual
18 September 2025



**CASBO
Southern
Section
Fall
Education**
- 26 September 2025



**CASBO
Central Bay
Section
Fall
Education**
- 2 October 2025



**CASBO
Central
Section
Fall
Education**
- 3 October 2025



**2025-26 Payroll
Essentials**
- 10/7-
10/9 - Virtual
7 - 9 October 2025



**Leaves of
Absences**
- 10/07/2025 -
Virtual
7 October 2025



**CASBO
Performance
Management
Micro-
Certificate**
- October 7-
November 18,
2025
7 October 2025 - 18
November 2025



**CASBO
South Bay
Section
Fall
Education**
- 9 October 2025



Sacramento
Section 2025 Fall
Education Event
10 October 2025



CalSTRS/CalPERS:
Retirement
Concepts -
10/14/2025 -
Virtual
14 October 2025



San
Diego/Imperial
Section 2025 Fall
Education Event
17 October 2025



Shasta Cascade
Section 2025 Fall
Education Event
17 October 2025



Tri-Counties
Section 2025 Fall
Education Event
21 October 2025



Contracting with
Confidence -
10/23/2025 -
Virtual
23 October 2025



Purchasing &
Procurement
Basics Micro-
Certificate | 10-
23-2025
(Sacramento)
23 October 2025



North Bay
Section 2025 Fall
Education Event
24 October 2025



Accounts Payable
Essentials -
10/28/2025 -
Virtual
28 October 2025



Payroll
Compliance &
Calendar Year-
End Reporting -
10/30/2025 -
Virtual
30 October 2025



Vendor Reporting
Concepts -
10/31/2025 -
Virtual
31 October 2025



Advanced
Budgeting -
11/04/2025 -
Virtual
4 November 2025



Vendor Reporting
Concepts -
11/06/2025 -
Virtual
6 November 2025



Payroll
Compliance &
Calendar Year-
End Reporting -
11/07/2025 -
Virtual
7 November 2025



Purchasing &
Procurement
Basics Micro-
Certificate | 11-7-
2025 (Ontario)
7 November 2025



2025-26 Payroll
Essentials -
11/12-11/14 -
Twin Rivers USD
12 - 14 November
2025



Payroll Concepts
- 11/18/2025 -
Virtual
18 November 2025



Vendor Reporting
Concepts -
11/19/2025 -
Virtual
19 November 2025



Payroll
Compliance &
Calendar Year-
End Reporting -
12/02/2025 -
Virtual
2 December 2025



Vendor Reporting
Concepts -
12/09/2025 -
Virtual
9 December 2025



2025-26 Payroll
Essentials - 2/11-
2/13 - Virtual
11 - 13 February 2026



2025-26 Payroll
Essentials- 3/10-
3/12 - Santa
Clara COE
10 - 12 March 2026



2025-26 Payroll
Essentials - 4/8-
4/10 - San Diego
COE
8 - 10 April 2026



2025-26 Payroll
Essentials - 5/5-
5/7 - Virtual
5 - 7 May 2026



2025-26 Payroll
Essentials - 6/3-
6/5 - Virtual
3 - 5 June 2026