



BUSINESS MANAGER MEETING

9/3/2021

Agenda

- New Legislation for Workers' Compensation (Nicole Roel)
- Unemployment for dismissal (Nicole Roel)
- PPE (Monica)
- Enrollment & Staffing check-in/discussion
- Vaccine Mandate: Issues/Discussion
- Updated Attendance requirements in regards to synchronous/asynchronous learning
- WA State Board of Education update on Instructional Hours
- ESSER Maintenance of Equity revised guidelines
- Aug 4th updates to Single Audit guidance for due dates and items reported on the SEFA
- Labor Support Fund Process
- MAC Training
- OESD's new website

- District Agenda Requests
 - September Reminders for Business Managers
 - Documentation of sub fund 1(1) expenditures
 - What districts are putting a levy measure on the Spring 2022 ballot?
 - As anyone used a company to digitalize their HR/Payroll paper records?
 - Is anyone offering new hire bonuses?
 - Are you seeing any food supply issues/shortages?

WORKERS' COMP UPDATES

New Legislation

- If frontline workers contract COVID it will be presumed work-related
- Quarantine but no COVID = no time loss
 - Adverse events due to vaccination likely covered under WC

Unemployment For Dismissal

- Refusal to get vaccine – protest claim, employee will likely not be eligible for unemployment benefits
- ARP subsidized unemployment costs will end on 9/4/2021 as will the additional \$300/week benefit

PPE & COVID SAFETY

We still have FREE hand sanitizer and wipes, please let us know if you would like any!
ESD 112 will be sending another bulk mask order. Send Monica an estimate of count by next week.

Updated L&I Guidance

❖ Changes for vaccinated staff re: types of masks required

<https://lni.wa.gov/safety-health/docs/covid/Coronavirus-Considerations-for-Schools.pdf>

[Questions & Answers about Coronavirus and Vaccination for School Scenarios \(wa.gov\)](https://www.wa.gov/Questions-Answers-about-Coronavirus-and-Vaccination-for-School-Scenarios)

ENROLLMENT & STAFFING

What are you experiencing with student enrollment and staff? Has enrollment recovered from 20-21 levels? Any disruptions to staffing due to vaccine mandate/other issues? What are you doing for contractors in regards to the vaccine mandate?



UPDATED ABSENCE GUIDELINES

<https://www.k12.wa.us/sites/default/files/public/profpractices/adminresources/rulesprocess/OTS-3114.2.pdf>

Synchronous vs asynchronous:

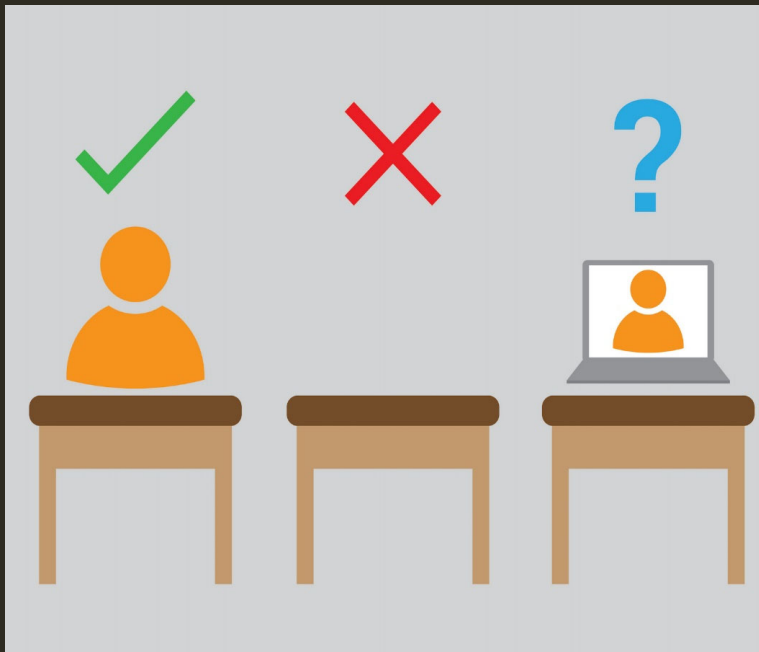
"Asynchronous instruction" means instruction prepared by a certificated teacher that occurs away from the physical school setting without two-way interactive communication.

"Synchronous online instruction" means scheduled real-time instruction between the student and a certified teacher or a district staff supervised by a certified teacher that provides opportunities for live two-way interactive communication online. BASIC ED REMOTE LEARNING MUST BE 70% SYNCHRONOUS.

WAC 392-401-016 Definition of absence from synchronous and asynchronous instruction.

- (1) A student is absent from synchronous online instruction when the student does not log in to the synchronous meeting/class.
- (2) A student is absent from asynchronous instruction when there is no evidence that the student accessed the planned asynchronous activity.
- (3) Evidence of student participation in asynchronous activities must occur daily, within a twenty-four-hour time frame of when the participation is planned or expected.

ATTENDANCE



WAC 392-401-018 Daily attendance taking. School districts must take daily attendance for all enrolled students whether the instructional modality is in-person, synchronous or asynchronous.

When instruction is synchronous online or asynchronous, secondary schools must take attendance daily in each course with planned instruction and elementary schools must take attendance at least twice a day.

INSTRUCTIONAL HOURS

https://www.sbe.wa.gov/faqs/instructional_hours

- Distance learning may include both synchronous and asynchronous activities. Synchronous activities would count based on the scheduled time for those activities. For asynchronous or independent activities, the instructional hours may be reasonably estimated based on the time a typical student might spend on a given activity.
- For hours to count they must be time scheduled and available to all students. Construing students to mean only some students would be inconsistent with this statutory framework. Asynchronous instruction may occur, but all students must be offered at least the minimum instructional hours.
- The **rules** do not change the minimum number of instructional hours required. The rules allow distance learning time to count towards the instructional hour and day requirements for the 2020-21 school year.

ESSER MAINTENANCE OF EQUITY GUIDELINES

[HTTPS://OESE.ED.GOV/FILES/2021/06/21-0099-MOEQ-FAQS-FINAL.PDF](https://oe.se.ed.gov/files/2021/06/21-0099-MOEQ-FAQS-FINAL.PDF)

MOEquity is a set of new fiscal equity requirements in ARP ESSER. Specifically, MOEquity ensures the following:

- An SEA does not disproportionately reduce per-pupil State funding to high-need LEAs.
- An SEA does not reduce per-pupil State funding to the highest-poverty LEAs below their FY 2019 level.
- An LEA does not disproportionately reduce State and local per-pupil funding in high-poverty schools.
- An LEA does not disproportionately reduce the number of full-time-equivalent (FTE) staff per pupil in high-poverty schools

- SEAs must maintain MOEquity in FYs 2022 & 2023
- What MOEquity requirements apply to an LEA?

Under section 2004(c) of the ARP Act, as a condition of receiving ARP ESSER funds, an LEA may not, in each of FY 2022 or 2023—

- Reduce combined State and local per-pupil funding for any high-poverty school (see Question 23) by an amount that exceeds the total reduction, if any, of combined State and local per-pupil funding for all schools in the LEA.
- Reduce the number of FTE staff per-pupil in any high-poverty school by an amount that exceeds the total reduction, if any, of FTE staff per-pupil in all schools in the LEA.

UPDATED GUIDANCE FOR DUE DATES & ITEMS ON THE SEFA

<https://sao.wa.gov/single-audit-alert-updated-12-2020/>



FY Ended	Original Due Date	Extended Due Date
6/30/2021	03/31/2022	9/30/2022

Additional Guidance Provided for:

- ❖ Donated PPE- Assign a value to the PPE based on its fair market value & report in a footnote on the SEFA
- ❖ Education Stabilization under the CARES act- List expenditure amounts by individual program including the letter and include a total for the entire program.

LEARN TO RETURN

<https://learntoreturn.org/>

- The Department of Health has created a \$20 million labor support fund to alleviate concern of inadequate staffing to offer school based COVID Testing
- DOH has partnered with OSPI to deliver the funding via direct apportionment
- Request participation [HERE](#)
- Schools receiving funding will be required to submit a monthly (maybe quarterly) “attestation” answering Y/N questions to confirm they are using the funding appropriately
 - Still in development

MAC (MEDICAID ADMINISTRATIVE CLAIMING) TRAINING

Training on Oct. 18, 11:00-12:00 via
Zoom:

<https://us02web.zoom.us/j/86491358646?pwd=eEFoc1FITGtvS010MU43YStzR1M1QT09>

Program overview, how to enroll, how
to get started

What is MAC?

<https://www.hca.wa.gov/assets/bills-and-providers/MAC-one-page-handout.pdf>

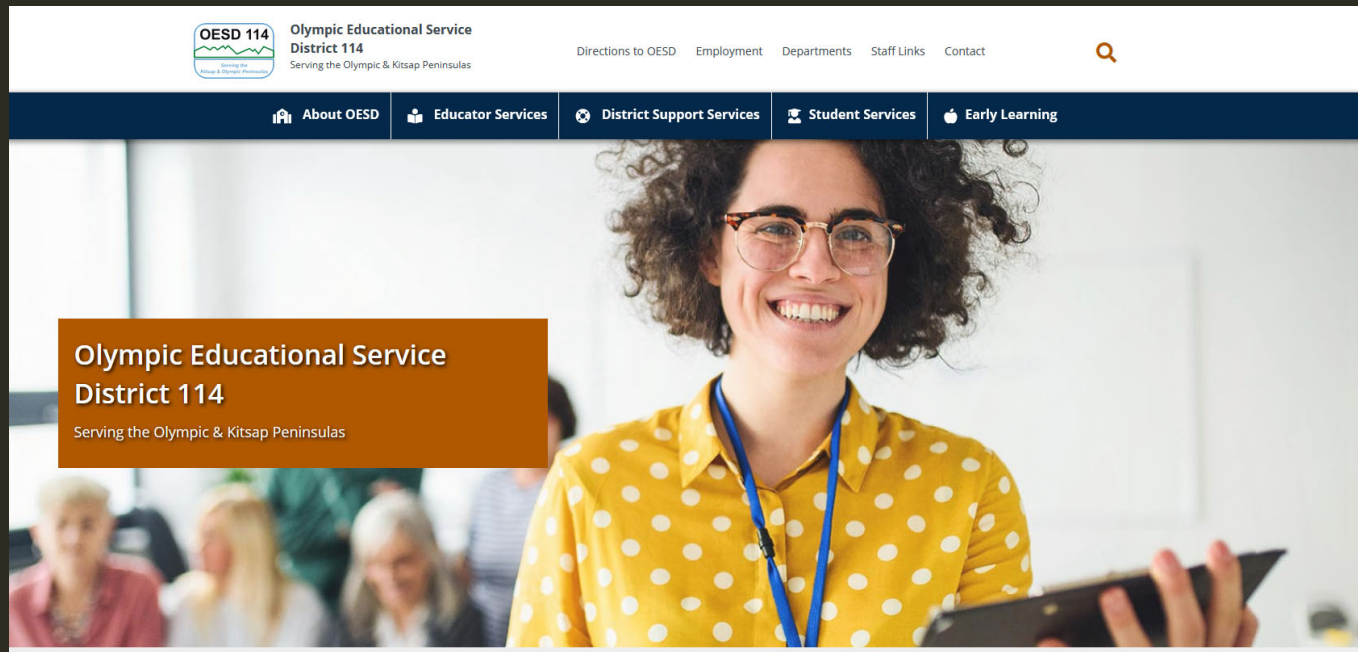
OESD 114 School Districts Participating in SBHS and/or MAC Program

School District	School-Based Health Care Services (SBHS)	Medicaid Administrative Claiming (MAC)
Bainbridge		
Bremerton	Yes	
Brinnon		
Cape Flattery		
Central Kitsap	Yes	Yes
Chimacum	Yes	
Crescent	Yes	
North Kitsap	Yes	Yes
North Mason	Yes	
Port Angeles	Yes	Yes
Port Townsend	Yes	
Queets-Clearwater	Yes	
Quilcene	Yes	
Quillayute Valley	Yes	
Sequim	Yes	
South Kitsap	Yes	Yes

OESD'S NEW WEBSITE

Let's Take a Look!

What else would you like to see on the financial services page?





DISTRICT REQUESTED AGENDA ITEMS

Thank you for the suggestions!

SEPTEMBER REMINDERS FOR BUSINESS MANAGERS

WASBO Business Manager Calendar

<https://www.wasbo.org/page/september>

- *Review & Finalize prior year S-275. Due to OSPI by Sept 30.
- *Review negotiated contract(s) for changes
- *Begin F-196 report for year-end closing
- *Prepare levy resolution for November voting
- *Transportation Operations reports due 10/29/2021 [Bulletin](#)

REQUESTED DISCUSSION ITEMS

What districts are putting a levy measure on the Spring 2022 ballot?

Has anyone used a company to digitalize their HR/Payroll paper records?



Is anyone offering new hire bonuses?

Are you seeing any shortages/supply issues in food service?

GUIDANCE ON DOCUMENTATION OF SUB-FUND 1(1)

Background

RCW: Beginning in the 2019-20 school year, the superintendent of public instruction must require school districts to provide a **supplemental expenditure schedule by revenue source that identifies the amount expended by object for each of the following supplementary enrichment activities beyond the state funded amount.**

SAO: For fiscal year 2020 audits, OSPI set the expectation that districts have a documented plan for differentiating between expenditures of state and local revenue. Those plans must include a methodology for coding expenditures in compliance with RCW 28A.150.276. **SAO will verify the methodology was consistently applied.**

Discussion

Does anyone have a written methodology & plan that has been deemed acceptable by SAO? Would you be willing to share?

***Response we received from SAO on next slide.**

“OSPI did not provide specific guidance, templates, etc. for how districts should structure their subfund plans to comply with the requirements last year. In the absence of specific requirements, we have seen a wide range of different sub fund plans structured in different ways, along with the supporting documentation districts have retained. We have structured our audits of these requirements similarly, allowing flexibility in how districts can demonstrate compliance and the documentation that comprises the local subfund plans.

For the districts where we had recommendations related to their subfund plans, we would want to refer to the specific issues we pointed out during the audit to use as a starting point. However, there was a recurring issue we ran into during our audits this year:

We saw instances where a plan describes a general process for allocating expenditures to the local subfund. For example, describing that costs in excess of the state funding received for certain activities is recorded to the subfund. In these situations, we would expect documentation retained that demonstrates how these excess amounts are determined, to ensure the amounts allocated to the subfund are adequately supported by the district’s plan. Some districts have provided us with spreadsheets or budget documents they used that show how they calculated the costs not covered by state funding.

I’m not aware of any new specific guidance that has been issued recently. Going forward, we are hopeful that there will be specific requirements, best practices, templates, or other guidance for how districts can demonstrate compliance with the new enrichment requirements.”

-SAO email response on 9/1/2021

Any other questions or
discussions?

Next Meeting:
10/1/2021*

*Virtual ONLY until further notice.

