

January 12, 2018 Finance Newsletter



Weekly Finance Webinar for January 16, 2018 has been canceled.

Due to a number of staff being unavailable, we will not hold a webinar next Tuesday, but will resume on January 23.

Change in IRS Mileage Rate Effective January 1, 2018

Effective January 1, 2018, the Internal Revenue Service (IRS) has established new mileage rates based on an annual study of the fixed and variable costs of operating an automobile.

The business standard rate increased from 53.50 cents per mile to 54.50 cents, and the medical or moving purposes rate increased from 17 cents per mile to 18 cents.

For questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov.

Charter School Webinar for Teacher bonus payments – Charter Schools Only



The Division of School Business, in collaboration with the Office of Charter Schools, will be holding a webinar on Wednesday January 17th to provide information on the Teacher bonuses. Charter schools should have received through the secure shell notification of the teachers who are eligible for the bonuses (except for the Advanced placement exams).

If you have teachers who qualified for any of the following legislated bonuses, please have a staff member attend.

- 3rd Grade Reading Bonus
- 4th and 5th Grade Reading Bonus
- 4th to 8th Grade Math Bonus
- Advanced Placement exam bonus
- Certification or Credential bonus

Please refer to the newsletter from the Office of Charter Schools for details on how to join the webinar. Please review the Q&As and allotment information posted on the FBS website at www.ncpublicschools.org/fbs/.

Charter, Regional and UNC Lab Schools with current enrollment - ONLY

Phase I: Average Daily Membership (ADM) Projection - Initial Submission for School Year 2018-19

ALL charter school Executive Directors are required to submit **between January 16 – 23, 2018** the Charter School ADM Projection System (CSADM), Phase I - ADM Projection Initial Submission for School Year 2018-19.

Phase I requires the following field to be completed: **Requested 2018-19 ADM**. This represents a projection of the number of students who will be in membership for 2018-19.

This submission is required even if your school has requested State Board approval for growth higher than 20%, you must respond to this request.

The CSADM Projection System is accessible at any of the following links:

- CSADM website: <https://schools.nc.gov/csadm>
- Financial and Business Services, Charter Schools Financial Operations: www.ncpublicschools.org/fbs/charterschools/

As this impacts your school's funding, **we will only accept information submitted by the Head of School.**

The Charter Schools ADM Projection System (CSADM) is an online system designed to assist each charter school with improving the accuracy of key components in the budgeting process, projected ADM and grades served request. The projected ADM projects the number of students who will be in membership for the fiscal school year, 2018-19 and grades served should capture any planned grade level expansion or reduction for the 2018-19 school year. This information is critical to the budget process and ensures adequate funding and minimal disruption to charter schools and LEA funding

To access the system, the Executive Director will need a North Carolina Identity Management identification (NCID) login. If you do not have an NCID, you must contact the Charter Schools' NCID administrator to set up an account for you. A directory of charter school NCID administrators is available at www.ncid.its.state.nc.us/LEAListing.asp.

DPI cannot assign an NCID or reset NCID passwords.

If you have questions concerning CSADM, please contact Angela Harrison in the Division of School Business at 919-807-3734 or angela.harrison@dpi.nc.gov.

Highly Qualified NC Teaching Graduate Supplement

The State Board of Education approved modifications to the HQ supplement to clarify the test scores required to qualify for the supplement. The following is the modified policy, also posted on the FBS website.



E. HIGHLY QUALIFIED NC TEACHING GRADUATE S.L. 2017-57 Section 8.2

A highly-qualified graduate who is employed by a LEA shall receive a salary supplement each month at the highest level for which the graduate qualifies under this section. Highly qualified is defined as a classroom teacher who:

- has zero years of experience as a certified teacher
- was employed for the first time as a classroom teacher on or after July 1, 2017
- graduated from an approved educator preparation program located in NC
- graduated with a GPA of 3.75 or higher and meet a certain score on edTPA or PPAT assessments:
 - A score of 42 or higher for the World Languages and Classical languages edTPA assessments (those with 13 rubrics)
 - A score of 57 or higher for the Elementary Education edTPA assessment (those with 18 rubrics)
 - A score of 48 or higher for all other edTPA assessments (those with 15 rubrics)
 - A score of 44 or higher for the PPAT assessment
 - In all cases, these assessments must be nationally scored. Local scoring will not be accepted

If you have questions related to this item, please contact Andrew Sioberg at Andrew.sioberg@dpi.nc.gov.

Reminder: State Health Plan Premium Rates - Correction

The General Assembly approved a hospitalization rate of \$5,869, however the State Health Plan will NOT adjust their rates until January 1, 2018. The new employer health rates are effective January 2018.



However, since December premiums are for January coverage, **LEAs should change the employer rate in December** for payment in January 2018. The benefit amount provided by the State Health Plan is \$498.68.

Hospital Match to align with the legislated amount of \$5,869

July	(479.48 * 2) See Note
Aug	479.48
Sept	479.48
Oct	479.48
Nov	479.48
Dec	479.48 change to 498.68 - Corrected Amount
Jan	498.68
Feb	498.68
Mar	498.68
Apr	498.68
May	498.68
June	See Note below
Total	\$5,868.96 ~ 5,869.00

All amounts are per the State Health Plan.

Note: At the beginning of the fiscal year, there are two hospitalization deductions (for July and August). At the end of the fiscal year, there is no deduction in June.

Should you have further questions about the employer contribution for hospitalization, please contact Gwendolyn Tucker at Gwendolyn.Tucker@dpi.nc.gov or (919) 807-3708.



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January 26, 2018 Finance Newsletter

Phase I: Average Daily Membership (ADM) Projection - Initial Submission for School Year 2018-19

***** CSADM Phase I submission extended to close of business Friday, January 26, 2018 due to winter storm. *****



ALL charter school Executive Directors are required to submit between **January 16 – 26, 2018** the Charter School ADM Projection System (CSADM), Phase I - ADM Projection Initial Submission for School Year 2018-19.

Phase I requires the following field to be completed: **Requested 2018-19 ADM**. This represents a projection of the number of students who will be in membership for 2018-19.

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As this impacts your school's funding, **we will only accept information submitted by the Head of School.**

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To access the system, the Executive Director will need a North Carolina Identity Management identification (NCID) login. If you do not have an NCID, you must contact the Charter Schools' NCID administrator to set up an account for you. A directory of charter school NCID administrators is available at www.ncid.its.state.nc.us/LEAListing.asp. DPI cannot assign an NCID or reset NCID passwords. If you have questions concerning CSADM, please contact Angela Harrison in the Division of School Business at 919-807-3734 or angela.harrison@dpi.nc.gov.

Impact of Federal Shutdown on LEAs and Charters?

Federal grant funding in all but four (Child Nutrition-related) grants provided to North Carolina and administered through NCDPI is forward funded, which means that there is budget authorization through at least the end of this federal fiscal year (September 30, 2018), if not longer. In addition, the US Department of Education has indicated that cash drawdown mechanisms will not be affected in the event of a shutdown. As a result, we do not anticipate any immediate impact on federally-funded State or local operations in the event of another temporary government shutdown. We will provide updates if/when new information becomes available in advance of February 8, when the current continuing resolution expires.

Reminder of January 31, 2018 Dateline for State PRCs 046 and 048



A friendly reminder that there is a January 31, 2018 dateline to pay and be reimbursed for the bonuses from State PRC 046 Third Grade Reading Teacher Bonus 2017-18 and State PRC 048 Test Results Bonus.

There is additional information online regarding the bonuses, please review the Financial and Business Services website at www.ncpublicschools.org/fbs/ under What's New.



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February 2, 2018 Finance Newsletter

New Replacement School Bus Financing



All paperwork is now in place to process replacement school bus purchase orders and financing agreements. The signed Master Facilitator Agreement and all other relevant documents have been loaded to the www.ncbussafety.org/finance page.

The Master Replacement Bus Financing Agreements should be processed by each LEA receiving new buses by the end of February.

Contact Steve.Beachum@dpi.nc.gov or Kevin.Harrison@dpi.nc.gov if you have questions.



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February 9, 2018 Finance Newsletter

2018-19 Budget Planning Information

The 2018-19 budget season is in motion and although the General Assembly has not yet convened, the 2017 Budget bill provides some information for next year.



The full Budget bill is located at

www.ncleg.net/Sessions/2017/Bills/Senate/PDF/S257v9.pdf

The following excerpts from the bill may be useful for your planning. Note that these items may change and should **not** be considered final.

Section 35.19	Retirement rate	18.44%
Section 35.19	Health insurance	\$6,104

Section 8.1 (i) It is the intent to implement the following monthly bachelor teacher schedule:

Years	"A" Schedule
0	\$3,500
1	\$3,600
2	\$3,700
3	\$3,800
4	\$3,900
5	\$4,000
6	\$4,100
7	\$4,200
8	\$4,300
9	\$4,400
10	\$4,500
11	\$4,600
12	\$4,700

13	\$4,800
14	\$4,900
15-24	\$5,000
25+	\$5,130

Section 8.5(c) It is the intent to increase the Assistant Principal pay from "A" teacher + 17% to "A" teacher + 19%.



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Finance Newsletter - February 16, 2018

LEA/Charter School Cash Management System Update

One of the largest concerns NCDPI heard during the LEA School Business System Modernization Committee meetings was the amount of time it takes to process and receive Federal and State funds. The committee asked NCDPI to look at shortening the window and a better way to automate this process. NCDPI will begin work on this initiative in phases.

The first phase, planned for rollout the first quarter 2018, will focus on shortening the window between requests and deposits. As part of the development and testing effort, NCDPI needs to stop the practice of processing emergency cash requests. We need to be able to run testing parallel with production to ensure we can get the same results in a shorter timeframe. To do this, we need your help.

Starting Feb 19, 2018, NCDPI will not be able to process emergency cash requests. Please plan accordingly.

Please contact Sam Fuller at 919-807-3741 or Samiel.Fuller@dpi.nc.gov with questions.

US Dept of Education Webinars on Student-Centered Funding Pilot

The U.S. Department of Education (Department) will host two webinars regarding a new pilot to afford local educational agencies (LEAs) flexibility to create equitable, student-centered funding systems [Wednesday, February 21 from 2:00 to 3:30 PM Eastern Time](#) and [Thursday, February 22 from 12:30 to 2:00 PM Eastern Time](#). The intended audience is LEAs, though other interested parties are also welcome. The webinars will include identical information, and the Department will take questions using the chat feature. To join a webinar, please select the link for the relevant session. Pre-registration is not required. The webinars will be recorded, and the recordings as well as the slides will be posted at www2.ed.gov/policy/elsec/leg/essa/scfp/studentcentered.html.

The webinars will clarify the opportunity interested LEAs have to apply for flexibility to implement a student-centered funding system as part of a pilot authorized by section 1501 of the *Elementary and Secondary Education Act of 1965*, as amended by the *Every Student Succeeds Act* (ESSA). The [official application](#) became available on Friday, February 9 on the Department's web site, and the application deadline is Monday, March 12 for those LEAs planning to implement in school year 2018-19 or July 15 for those LEAs expecting to implement in school year 2019-20. The Department anticipates posting frequently asked questions at

www2.ed.gov/policy/elsec/leg/essa/scfp/studentcentered.html as soon as possible in the coming days, so please check back for that information.

With this flexibility, LEAs can combine eligible federal funds with state and local funds to create a single, student-centered funding system. In the context of the pilot, a student-centered funding system is a system based on weights that allocate substantially more funding for students from low-income families, English learners, and other educationally disadvantaged student groups. The Department can approve not more than 50 LEAs to participate in this pilot.

The Department is eager to receive applications from interested LEAs who share their enthusiasm about the program, the flexibility it gives local leaders, and its potential impact on equity and transparency in resource allocation. The upcoming webinars will help clarify the requirements in the application. If you have questions about the webinars or the application, please contact WeightedFundingPilot@ed.gov.



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Finance Newsletter - February 23, 2018

Salary Audit Exceptions for non-licensed teachers at Restart Schools

Restart schools have educator licensure flexibility regarding the hiring of non-licensed educators. This flexibility can result in Salary Audit Exceptions for non-licensed educators. If your district has Restart Schools with Salary Audit Exceptions related to licensure, please send an email to the salary analysts @ salary@dpi.nc.gov. The salary analyst will manually certify the non-licensed educator salaries based on the voucher amounts. There will not be a pay level assigned to the manually certified salaries in LicSal.

Changes to Processing LEA's Adjustments

Starting with the October 2017 data file, DPI began using the MFR (Monthly Financial Report) file to post LEA expenditures monthly instead of the 60-byte Summary file. The MFR file consists of your month-to-date (MTD) and year-to-date (YTD) general ledger (GL) balances. DPI uses the YTD GL balances to update your expenditures to DPI's MSA (Management Sciences America) general ledger system. The YTD GL balances include all activity posted to your GL for the current Fiscal Year, which includes adjustment/refund transactions process through BUD (for LEAs still using BUD) or the LINQ Financial software.

With this change, LEAs will only need to send UTRs (Unit Initiated Transfers (Transfers w/in Same Fund)) if the UTR affects certified salary codes (affects DPI's Salary Compliance System). UTRs for general expense items are no longer required. You can just key a journal voucher to your general ledger (LINQ, SARTOX, or K12).

Please note if using the LINQ software, you no longer need BUD. You will make your "BUD" adjustments and refunds using the LINQ software instead of BUD. Please contact the LINQ Support Center if you have any questions regarding this new process.

Reminder: DPI drops all invalid account codes prior to posting the Monthly Financial Report (MFR) totals. When the LEA corrects the expenditure account code on their general ledger to a valid account code, the MFR file will reflect the change the following month. The corrected account code will then post to Management Sciences America (MSA).

As part of the monthly data file process, DPI currently includes a list of the invalid codes in the monthly Monitoring Letter and MFR Error Report. Please note the zero-out process and per pupil process will not recognize any expenditure posted to an invalid account code. LEAs must use valid account codes to report their expenditures.

For questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov.

The School Business Systems Modernization (SBSM) Program

The School Business Systems Modernization (SBSM) Program Team is offering to pay for any LEA that would like to migrate from their AS400 to the "OS400" (iSeries) in the NCEdCloud. Such a move would mitigate risk to the LEA associated with the AS400 platform going out of support next year.

Mike Spano, Program Director for SBSM, needs to hear ASAP from any LEA that is interested so that the SBSM team can gather needed data and work with SAS, Inc. to lay out migration plans. Interested LEAs should contact Dr. Spano at michael.spano@dpi.nc.gov or (919) 807-3616. Dr. Spano will join next week's Finance Officers' Webinar to answer any questions you might have about migration to the iSeries.



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Finance Newsletter - March 3, 2018

2018 Highlights of NC Public School Budget



The 2018 Highlights are posted to the FBS website under What's New and under the [Resource](#) tab.

Summary of HB 90 posted

There is a summary of HB 90 on the FBS website under What's New. This summary was prepared by the General Assembly staff and provides information about class size requirements in 2018-19 and beyond, and additional allotments for K-5 program enhancement teachers.



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Finance Newsletter - March 10, 2018

Your Input Needed: Virtual Focus Group, March 19, 4:00!



All Finance Officers are encouraged to participate in a **virtual focus group** on **Monday, March 19** at **4 pm** to share your observations regarding DPI's service to districts and schools. As you may be aware, EY (Ernst & Young) has been engaged to perform an Organizational Assessment of DPI to identify areas of strength and areas for improvement across the agency. As a part of this effort, the EY team is engaging with school and district-level staff to gain a better understanding how DPI offices communicate to and gather information from schools and districts, how DPI provides supports to the field, and any general perceptions about the level, quality and relevance of the support you receive today.

EY is running a variety of focus groups with educators and administrators in the field, with each group focused on a specific role or title such that all participants will be invited to a "job-alike" focus group. The virtual nature of these focus groups enables **anonymous** feedback, so you can feel comfortable being candid with EY.

If you would like to participate, please click [here](#) to provide your contact information. Once you receive the invitation to participate (EY will follow up with you directly), you will be able to log on anonymously to participate in the actual session.

If you cannot participate on March 19, please feel free to submit any feedback you have by clicking [here](#). This survey allows for anonymous feedback and is fully managed by the EY team. They would welcome any additional feedback that you would like to share.

Thank you in advance for your participation!

Read to Achieve Additional Allotment – PRC 085

Through the North Carolina Read to Achieve Program, North Carolina has made funds available to support K-3 literacy instruction and parental engagement. Under this initiative, each district and charter school received an additional allotment of \$200 per K-3 teacher (funds allotted at a teacher-student ratio of 1:20 K-3 ADM). These funds were allocated in PRC085 on March 7.

It is the intention of NCDPI that districts and principals partner with their K-3 classroom teachers to decide which materials will be purchased for their students and classrooms.

Funds may be used for literacy instruction and parental engagement including:

- Reading books to send home with students to support and encourage reading over the summer
- Reading books for classrooms
- Online subscriptions for digital or downloadable books and instructional materials
- Hands-on resources for individual students, small groups, or work-stations – especially materials to support students at risk of being reading retained
- Equipment, instructional tools, and supplies to aid teachers in whole class, small group, or individual instruction.

Funds may be used to support literacy instruction in the classroom or at home.

If you have questions or would like ideas for books and resources to purchase, please contact your K-3 Literacy regional consultant.

Program contact: Karla Casteen karla.casteen@dpi.nc.gov.

Charter Schools - Explanation of the items in Allotment Revision #035 affecting PRC 036

The Allotments Section processed revision #035 on March 7. Charter schools who use NCVPS and have students in grades K-3 may have been affected by both the Read to Achieve additional allotment and the NCVPS-sure-up.

To understand the funding changes on revision #035, go into the Allotments system and take the following steps to access details of the allocation and sure-up actions:

1. Click- LEA Allotment Tab
2. Click- Charter Revision Detail (dark blue line)
3. Click- Option 2 – Revision Detail
4. Scroll down to the Revision Number



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Finance Newsletter - March 16, 2018

Additional Fuel Funding for LEAs



Additional funds to offset the higher cost of diesel fuel for LEA school transportation operations went out this week in allotment revision 36. The additional allotment increased the per-gallon funding for diesel fuel to \$2.01. Please direct any questions about this to Kevin.Harrison@dpi.nc.gov.

Short Term Disability Payments Beyond Six Months (LEAs Only)

DPI will no longer key the refunds for "Short Term Disability Payments - Beyond Six Months" (Object Code 186) on DPI's general ledger.

These payments are refunds passed through DPI to LEAs from the Retirement Systems Division in the Department of the State Treasurer. When the Retirement System processes LEA refund requests they send the total refund to DPI along with documentation for each refund. DPI then sends a letter to the Finance Officer of each LEA receiving a refund that details who the refund is for, the reimbursement amount, and the reimbursement period being refunded. DPI deposits the total amount of each LEA's refund into their state bank account.

It is imperative that the LEAs reconcile their bank accounts in a timely manner to record their current disability refund. Based upon the total amount of Reimbursement for Disability Benefits, the LEA should credit account code 1-5110-009-186 and credit account code 1-5110-009-231 for total amount of reimbursement for the State Health Plan. The offsetting debit entry should be to their state cash account.

Direct questions concerning the amounts reimbursed by the Retirement Systems to Kimberly Albright, Disability Benefits Quality Control Analyst, Retirement Systems Division at kimberly.albright@nctreasurer.com. Direct questions concerning the posting of the refund to your general ledger to Roxane Bernard at roxane.bernard@dpi.nc.gov.

Summer Reading Camp Funds – PRC016



DPI has prepared the allocation for summer reading camps and will post these to PRC 016 in the next revision. DPI anticipates issuing this next week. In the meantime, you may find the allocation for each LEA and charter school in a report posted on the FBS website at www.ncpublicschools.org/fbs/.

Finance Officers may contact the Allotments Section for questions related to these allocations. Program-related questions should go to Karla Casteen at karla.casteen@dpi.nc.gov.



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Finance Newsletter - March 23, 2018

2018-19 Home Base Opt-in Coming Soon

NCDPI is pleased to announce that the full suite of Home Base will become available to all districts and charter schools for the 2018-19 school year in early April. The cost will remain the same as last year - \$1/ADM which gives access to Schoolnet and local control of professional development components in Truenorthlogic. Districts and charter schools can still acquire Canvas for an additional cost of \$3.74 per user through the state-negotiated convenience contract.

Home Base users can expect to see more reporting features, including a Benchmark Reporting Dashboard, Standard Performance Reports, and an updated Teacher Dashboard with one-click access to pre-formatted reports in Schoolnet. Truenorthlogic will also include updates to the Local Professional Development Tracking and Course Creation, Attendance Tracking, and Educator Evaluation Instruments based on Framework for 21st Century Learning and NC Teacher Standards.

We hope to see 100% district opt-in, as we had last year. If you have questions concerning the 2018-19 Home Base Opt-in process, please contact Yolanda Wilson, Home Base Opt-in Administrator, at (919) 807-3485 or yolanda.wilson@dpi.nc.gov.

For LEAs only

DPI is migrating our AS400 to SAS. The scheduled dates for the move are April 5 - 8, 2018. We anticipate being up at SAS on Monday, April 9. As a result, BUD will not be available as of April 4 at midnight through April 8. All BUD batches sent by April 4 at 11:59 PM will be processed on April 5, as normal, and communications will be sent in the afternoon.

Please note the following for Sartox, LINQ and BAAS:

For Sartox LEAs only, the new BUD software release must be installed before BUD batches can be sent to or communication forms received from DPI. The release can be installed beginning Friday afternoon, April 6. DPI will be sending the release and instructions on April 6. The installation instructions will be sent to the finance officers.

LINQ LEAs no longer use BUD on the AS400. However, since BUD batches are not being processed on Friday, April 6, communication forms will not be sent at all for this date.

BAAS processing: Budgets and amendments will be received on the morning of April 5. There will be no further BAAS processing until the DPI AS400 is up at SAS on April 9.

Questions regarding this notice can be directed to Denise Jackson at denise.jackson@dpi.nc.gov.



Public Schools of North Carolina
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Finance Newsletter - March 29, 2018

Workers' Compensation Forms

The NC Industrial Commission has changed or modified some of their workers' compensation forms. Specifically, changes have been made to Form 18. A blank Form 18 should be given to every injured employee when a Form 19 has been completed.

Please visit www.ic.nc.gov/forms.html and download this form so you can begin utilizing, effective today.

Effective 3/20/2018, NCIC adopted 9 permanent rules for utilization of opioids, related medications and pain management treatment in WC claims. The rules are moving through a series of rule protocols and it is possible that the rules may become effective May 2018. These rules will not affect the work you do as Workers' Comp Administrators (WCAs); but, I wanted to make you aware that once rules become effective, injured workers will not have the same access to certain opioid drugs as in the past.

For questions, contact, EB Townsend at 919-807-3522 or email at eileen.townsend@dpi.nc.gov.

Migration of AS400 to SAS (LEAs only)

DPI is migrating our AS400 to SAS. The scheduled dates for the move are April 5 - 8, 2018. We anticipate being up at SAS on Monday, April 9. As a result, BUD will not be available as of April 4 at midnight through April 8. All BUD batches sent by April 4 at 11:59 PM will be processed on April 5, as normal, and communications will be sent in the afternoon.

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 2. LINQ LEAs no longer use BUD on the AS400. However, since BUD batches are not being processed on Friday, April 6, communication forms will not be sent at all for this date.
 3. BAAS processing: Budgets and amendments will be received on the morning of April 5. There will be no further BAAS processing until the DPI AS400 is up at SAS on April 9.
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Reminder - Medicaid Administrative Claiming Program Participation Agreements (LEAs only)

Signed LEA MAC participation agreements are to be returned to DPI on or before Friday, April 27, 2018.



The Centers for Medicare & Medicaid Services (CMMS) recently approved a revised Interagency Agreement between the North Carolina Department of Health and Human Services' Division of Medical Assistance ("DMA") and the North Carolina Department of Public Instruction ("DPI"). The Interagency Agreement was revised to adjust the role of DPI as the MAC Coordinator and to increase the accountable role of the respective individual Local Education Agencies (LEA) and any applicable LEA consortium. The revised Agreement will go into effect April 1, 2018. The Interagency Agreement stipulates that DPI will ensure that all Local Education Agencies (LEAs) enrolled as Medicaid providers and participating in LEA Medicaid Administrative Claiming (MAC) have a current written participation agreement. For LEAs participating in the Cumberland County Consortium, the participation agreement shall be between DPI and the Cumberland County Board of Education, on behalf of the consortium, with the participating LEAs contracting directly with the Consortium. For all other LEAs, the participation agreement shall be between DPI and the LEA County Board of Education.

DPI revised the existing LEA participation agreements to align with new Interagency Agreement and sent individual participation agreements to the applicable Superintendent, Finance Officer and Exceptional Children Director. The due date for submission of the participation agreement signed by the Superintendent and local Board of Education Chairperson, is Friday, April 27, 2018.

Weekly Finance Webinar Canceled for Tuesday, April 3, 2018

Due to staff absences on Tuesday, April 3, 2018, next week's webinar has been canceled. We will return to our regular scheduled webinar on Tuesday, April 10, 2018.



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Finance Newsletter - April 6, 2018

Migration of the DPI AS400 (LEAs only)

The migration of the DPI AS400 to SAS that was scheduled to take place April 5 – April 8, 2018, has been delayed. DPI has had issues getting all the required files for month end close from the LEAs, and the AS400 plays an integral part in the month end process. BUD and BAAS processing will continue as normal. The AS400 migration will be rescheduled after month end close and notifications will be sent through the finance officer newsletter with the new dates.



Questions regarding this notification can be directed to Denise Jackson at denise.jackson@dpi.nc.gov.

Read to Achieve Additional Allotment - PRC 085

Additional Read to Achieve funds were allotted earlier this week to provide for professional development and support for the Master Literacy Trainers (MLT).

If you have questions regarding these funds, please contact Karla Casteen, DPI Interim Director of K-3 Literacy, at karla.casteen@dpi.nc.gov or (919) 897-3745.

Virtual Status for All Schools

A new field, Virtual Status, has been added to every school's information page in EDDIE. The permitted values are as follows:

- **FULLVIRTUAL** - Exclusively virtual - All instruction offered by the school is virtual. This does not exclude students and teachers meeting in person for field trips, school-sponsored social events or assessment purposes. All students receive all instruction virtually.
- **FACEVIRTUAL** - Primarily virtual - The school's major purpose is to provide virtual instruction to students, but some traditional classroom instruction is also provided. Most students receive all instruction virtually.
- **SUPPVIRTUAL** - Supplemental Virtual - Instruction is directed by teachers in a traditional classroom setting; virtual instruction supplements face-to-face instruction by teachers. Students vary in the extent to which their instruction is virtual. (Note: This includes schools that offer NCVPS classes.)



- **NOTVIRTUAL** - No virtual instruction - The school does not offer any virtual instruction. No students receive any virtual instruction.

All schools have been set with a default of NOTVIRTUAL. **Please have your Subscribed EDDIE Users* update this field if your school(s) fits the criteria for a different value in the current (2017-18) school year.** The schools below have already been identified in EDDIE as follows:

- FULLVIRTUAL: 00A, 00B, and 299-300
- FACEVIRTUAL: 600-499 and 920-386

Please DO NOT enter data in EDDIE for next year (2018-19) until after July 1, 2018. (This does not apply to Pending or Future Schools.) Note: For schools that are adding a grade level next year, PowerSchool (PS) has a workaround to allow the new grade level to be added in PS without changing EDDIE. Contact your PS or SIS Coordinator for information.

*List of Users is on the EDDIE Information page:
www.ncpublicschools.org/fbs/accounting/eddie/



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Newsletter - April 20, 2018

Management Sciences America (MSA) & Cash Management Training (LEAs Only):



DPI will offer MSA and Cash Management Training for LEAs on Monday, May 14, 2018 and Wednesday, May 16, 2018. There is no registration fee for the class, but you must register to attend.

This class is designed for those who work in an LEA finance office. The class consists of "hands-on" training on the MSA General Ledger System, a brief lecture on Compliance & Monitoring, review of sample LEA financial monthly reports, and a brief overview of the Cash Management System. Instruction is geared to the beginner or new user and as a refresher for others. The training will take place in Raleigh at DPI (Room 564) from 9:00 a.m. - 4:00 p.m. There are a limited number of seats in the training room, so space is available on a first come, first served basis.

If you would like to attend this class, please provide your first and second date choices and email Roxane Bernard at roxane.bernard@dpi.nc.gov or call at 919-807-3725 for questions. You will be notified by email when you have successfully registered for the training class.

Program Enhancement Teachers

The planning document for Program Enhancement Teachers has been posted under [What's New](#). Please note that per S.L. 2018-2, the formula is funded at 25% for 2018-19.

School Allotment Reminders



ABC Transfer/Revision Date Reminders

May 31, 2018 is the last date to submit ABC Transfers for FY 2017-18.

Holocaust Sub Pay Reimbursement Requests

April 27, 2018 is the deadline for School Allotments to receive sub pay reimbursement requests from the NC

Council on the Holocaust for workshop attendees. Please make sure, if anyone at your LEA or Charter is attending the last workshops for the year, that the paper work is submitted in time for the Council to meet this deadline.

Other Revision Items Deadline:

Please review your allotment revision reports to ensure that all allocations expected have been received. Please contact the Program Administrator or School Allotments if there are any issues. The last day to submit a request for an allotment revision item (this includes federal budget approvals) is June 6, 2018.

Please contact the School Allotment Section at 919-807-3739 if you have any questions.

FY 2018-19 LEA Budget Planning

The FY 2018-19 LEA Budget Planning workbook has been updated on the following web link: www.ncpublicschools.org/fbs/allotments/state/.

Please contact School Allotments at 919-807-3739 if you have any questions.

UID for contractors

The March ECATS newsletter, provided a question and answer on obtaining a UID for contractors. Below is more detailed information on this topic. If you have further questions please contact Jordan Kincaid at Jordan.Kincaid@dpi.nc.gov or Karl Pond at Karl.Pond@dpi.nc.gov.

Staff VS Contractors and the UID process

Although to process payroll, the collection of SSNs is required, the SSN cannot be used as an identifier. The SSN can be used as a determining element in the event of an ambiguous match situation. As a result, each employee (both certified and non-certified) and under certain circumstances, contractors are assigned a UID.

Payroll was determined to be the most accurately maintained data for the assignment of UID. There are two distinct files which are generated from the payroll system. One for payroll submission and the other for UID assignment.

The UID staff data files include numerous staff data, such as demographic information, information regarding what institutions staff members are affiliated with, and address information. Note that these data files do not included salary information.

Your payroll vendors created a process to extract the required data from payroll for the UID assignment process.

The North Carolina Education Evaluation System created some unique situations.

1. The requirement that all staff have a UID assigned within 3 days of hire
2. The potential for contractors to require the assignment of a UID to perform evaluations.

Solutions:

Staff:

Vendors modified the UID process from payroll to be run as needed. This applies only to staff. A UID can be assigned within one day of hire.

Contractors:

Three methods of UID assignment are available for use:

1. The contractor's data can be entered directly into the Staff UID system, via the Add Staff feature. This is the recommended approach.
2. The contractor's data can be appended to the UID file prior to submission. This requires strict adherence to the file format and required data elements. If there is an error, the contractor staff record(s) in question and/or the entire file will not be processed. This method is not recommended, as the likelihood of data entry errors is much greater than using the Add Staff feature.
3. The contractor's data can be entered into the P/R system and extracted as part of the UID file. This method is not recommended.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

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School Allotment Reminders:

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Other Revision Items Deadline:

Please review your allotment revision reports to ensure that all allocations expected have been received. Please contact the Program Administrator or School Allotments if there are any issues. The last day to submit a request for an allotment revision item (this includes federal budget approvals) is June 6, 2018.

FY 2018-19 LEA Budget Planning

The FY 2018-19 LEA Budget Planning workbook has been updated on the following web link: www.ncpublicschools.org/fbs/allotments/state/

Please contact School Allotments at 919-807-3739 if you have any questions.



Finance Newsletter - May 4, 2018

Opt-in to the Full Suite of Home Base Today!



Attn: Finance Officers and Charter School Principals,

Have you opted into Home Base for your district/school? Check out who has by visiting the [2018 Home Base Opt-in Status](#) list which is updated weekly.

This comprehensive system of integrated tools offers many advantages to classroom teachers and staff, including

- Formative assessment items for many high school Career and Technical Education courses,
- Access to over 55 fully developed courses on the NC Canvas Commons, including NCVPS and DLCs for Teachers content,
- Updates to local Professional Development Tracking/Course Creation, Attendance Tracking and much, much more!

Remember, only district finance officers and charter school principals may submit requests through the [online opt-in tool](#) for their district/school. For complete details about the Home Base opt-in process, visit the Home Base website's [Opt-in to Home Base](#) page.

Digital Resources Definition

As requested during the May 1 Finance Officer's Webinar, the following is a working definition of Digital Resources to guide your use of allotments for Textbooks and Digital Resources:

Digital Resources are materials that students and educators may use as part of the teaching, learning, and assessment process which require the availability of electronic equipment to be accessed, created, viewed, distributed, modified, and/or stored. These include resources available by remote access (via computer networks) and direct access (via fixed media).

School Allotment Reminders:

ABC Transfer/Revision Date Reminders

May 31, 2018 is the last date to submit ABC Transfers for FY 2017-18.



Other Revision Items Deadline

Please review your allotment revision reports to ensure that all allocations expected have been received. Please contact the Program Administrator or School Allotments if there are any issues. The last day to submit a request for an allotment revision item (this includes federal budget approvals) is June 6, 2018.

Monthly Financial Reports (LEAs Only)

All monthly financial reports (starting with the month of April 2018) will be available on the Electronic Manage File Transfer Service (eMFTS). Monthly financial reports will no longer be available on the AS400.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Newsletter - May 10, 2018

Planned BUD Maintenance – also effects BAAS (LEAs only)



Please forward this notification to your staff who use BUD.

Now that DPI's AS400 is at SAS, SAS needs to upgrade the operating system to Version 7.1. As part of the upgrade, DPI has scheduled testing for Tuesday, May 15 between 6 and 8 AM. BUD will be down starting Monday night, May 14 at midnight until Tuesday, May 15 at 10:00 AM for this testing. Please do **NOT** submit any BUD batches during this time. We will send a notification confirming that the testing is complete, and the system is back up. Again, that notification will also need to be forwarded to your staff who use BUD.

Please note that BAAS processing will be delayed during the test period. The ability to send budgets and amendments will not be affected.

Questions regarding this notice can be directed to Denise Jackson at denise.jackson@dpi.nc.gov.

Charter School ADM (Average Daily Membership) Projection System: Phase II Final Verification - Initial ADM (Charter Schools Only)

The CSADM is an online system designed to assist each Charter School Administrator and Board Chair with improving the accuracy of key components in the budgeting process.

CSADM Phase II will be used for the first installment of the annual allotment and will be the maximum actual ADM that the school may be funded on **for SY 2018-19**.

Phase II Final Verification - Initial ADM submissions are required for:

- current charter schools with 2017-18 school attendance,
- new charter schools approved by the State Board of Education to open July 1, 2018 and
- new University of North Carolina (UNC) Laboratory schools scheduled to open July 1, 2018.

Beginning next week, the CSADM will display (view only) information to be used in preparation for Phase II Final Verification - Initial ADM submissions.

Access the link to the CSADM Projection System located at the Financial and Business Services > Charter Schools Financial Operations > CSADM

www.ncpublicschools.org/fbs/charterschools/ and select the Preliminary Phase II Review / Preparations document.

Questions concerning CSADM should be addressed to School Business, Angela Harrison @ angela.harrison@dpi.nc.gov or 919.807.3734.

Management Sciences America (MSA) & Cash Management Training (LEAs Only):

Due to the Teacher Walkout Day on Wednesday, May 16, 2018 and the lack of public parking spaces, DPI has rescheduled the MSA and Cash Management Training for LEAs to Thursday, May 24, 2018. We still have room for that training session. There is no registration fee for the class, but you must register to attend.



This class is designed for those who work in an LEA finance office. The class consists of "hands-on" training on the MSA General Ledger System, a brief lecture on Compliance & Monitoring, review of sample LEA financial monthly reports, and a brief overview of the Cash Management System. Instruction is geared to the beginner or new user and as a refresher for others. The training will take place in Raleigh at DPI (Room 564) from 9:00 a.m. - 4:00 p.m. There are a limited number of seats in the training room, so space is available on a first come, first served basis.

If you would like to attend this class, please email Roxane Bernard at roxane.bernard@dpi.nc.gov or call at 919-807-3725 for questions. You will be notified by email when you have successfully registered for the training class.

BSIP Labor Rate Change for 2018-19

Since 2008 the hourly labor rate in BSIP which is used for refunding labor costs incurred in the maintenance of LEA local vehicles has been \$22/hr. This rate encompasses the average cost of employing technicians to repair vehicles including employer paid benefits. If the proper amount is not recovered when working on local vehicles, then LEA transportation funding ratings will suffer, and PRC 056 funds may be used for non-supported purposes, such as the maintenance of activity buses.

Over the last decade, salaries have increased and benefits costs for employers have risen. This year an initial look at revising the labor rate, based on financial system data and TD-1 reported staffing levels, has yielded a number indicating that around \$25/hour should be used to cover employer costs of non-school-bus-driving staff members working on local vehicles.

The new rate will be effective with the new fiscal year, July 1, 2018.

Additionally, this year the TD-1 annual report will be revised to ask how many technicians positions the LEA has in each classification and the average full-time salaries of those existing staff. The information will be used to produce a more accurate labor rate for the 2019-20 school year. It is anticipated that this information will result in BSIP labor rates rising again in the 2019-20 school year as we use more accurate information on the position distribution and salaries of technicians.

Note: This does not cover the administrative costs of managing the local vehicle fleet. If there are entire positions or partial positions devoted administratively to managing local vehicles, then those costs should be reimbursed to PRC 056 or those positions paid from another source of funds.

Please review the linked memo below and if you have any questions, contact Kevin Harrison at kevin.harrison@dpi.nc.gov or (919) 807-3579.

- [2018-19+BSIP+Labor+Rate+Change.pdf](#)

Average Daily Membership (ADM) for LEAs and Charter Schools

The initial estimated maximum funded and budgeted average daily membership for charter schools will be posted under the Financial and Business Services, What's New www.ncpublicschools.org/fbs/ next week.

This data will provide the numbers of potential transfer students from LEAs.

Questions concerning this article should be addressed to School Business, Angela Harrison, angela.harrison@dpi.nc.gov or 919.807-3734.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Newsletter - May 18, 2018

Charter School ADM (Average Daily Membership) Projection System:

Phase II Final Verification - Initial ADM – Due June 1 – 15, 2018

The Charter School Average Daily Membership Projection System (CSADM) is an online system designed to assist each Charter School Administrator and Board Chair with improving the accuracy of key components in the budgeting process.



CSADM Phase II, Final Verification – Initial ADM will accept submissions **June 1, 2018 – June 15, 2018 only**.

Currently, the CSADM Phase II displays data (view only).

The Phase II data will be used for the first installment of the annual allotment and will be the maximum actual ADM that the school may be funded on for SY 2018-19.

Phase II Final Verification - Initial ADM submissions are required for:

- current charter schools with 2017-18 school attendance,
- new charter schools approved by the State Board of Education to open July 1, 2018 and
- new University of North Carolina (UNC) Laboratory schools scheduled to open July 1, 2018.

Required Now

Review the Preliminary Phase II Review and Preparation Guidelines document www.ncpublicschools.org/docs/fbs/charterschools/csadmphase2review.pdf.

The document serves as a guide to assist charters with determining if the ADM they plan to enter in Phase II may also require entering a student breakdown. Previewing this document will minimize the time needed to complete the Phase II submission (June 1 – June 15, 2018).

Information about the CSADM Phases and how to subscribe is available at: Financial and Business Services, Charter Schools Financial Operations, CSADM www.ncpublicschools.org/fbs/charterschools/. The CSADM is accessible at <https://schools.nc.gov/csadm>.

Question concerning CSADM should be addressed to Angela Harrison, School Business Division, angela.harrison@dpi.nc.gov or 919-807-3734.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Newsletter - May 25, 2018

FBS Summer Conference 2018

Please join us for the FBS Summer Conference 2018. The attached memo [Letter of Invitation FBSSummerConference18.pdf](#) has additional information and links to help you plan for the event.

Should you have any questions or concerns, contact Doris McCain (919) 807-3700.

For LEAs only

Please forward this notification to your staff who use BUD.

Testing for the AS400 software upgrade to Version 7.1 was successful and we are ready to proceed with the upgrade. This will take place during the very early morning hours of Wednesday, May 30. BUD will be down starting Tuesday night, May 29 at midnight until Wednesday morning, May 30 at 10:00 AM.

Please do NOT submit any BUD batches during this time. BAAS processing will be delayed during the upgrade period but the ability to send budgets and amendments will not be affected.

We will send an email notification to you once the upgrade is complete and the system is back up (you will need to forward this to your staff who use BUD).

Please direct questions regarding this notice to Denise Jackson at denise.jackson@dpi.nc.gov.

2018-19 Federal Grants Administered Through NC Department of Public Instruction

DPI has placed updated information for federal grants administered by DPI on the [Federal Fiscal Oversight and Compliance](#) page under the "Grants: Current Funding and Grant Opportunities" heading. This document serves as the centralized source of information for federal funding administered by DPI for Local Education Agencies (LEAs) and charter schools.

2018-19 Indirect Cost Rates Posted Online

DPI has placed restricted indirect cost rates for FY 2018-19 on the [Fiscal Compliance and Reporting](#) page under the "Indirect Cost Rates" heading. The indirect cost reports should be available on NetView beginning Friday, May 25, 2018. The restricted rate is for use in the fiscal year beginning July 1, 2018, and may be applied against grants operating with supplement, not supplant restrictions in the regulations. Rates will be uploaded to BAAS within the next week.

Please contact Irwin Benjamin with any questions regarding the 2018-19 indirect cost reports.

Uniform Grants Regulations and Procurement Nutrition Update (as included in the NCDPI School Nutrition Update May 22, 2018)

Question: Are School Nutrition programs required to comply with the new Uniform Grants Regulations as they pertain to the procurement of goods and services? Someone in our LEA recently read a document that suggested School Nutrition Programs may be exempt from these regulations.

Answer: Yes, School Nutrition Programs, as sub-recipients of Federal funds, must comply with Uniform Grants regulations located at 2 CFR 200.317-326 in the procurement of goods and services in the School Nutrition Programs. The Uniform Grants regulations are included in the recent Procurement Plan template issued by the School Nutrition Section, so no further action is required other than to (1) complete and/or modify the template to reflect the SFA's actual procurement practices (fill in the blanks and provide specific details as needed), (2) obtain approval of the SFA's Procurement Plan approved by the governing body (Board of Education or Board of Directors) and (3) follow the plan when purchasing goods and services using School Nutrition funds.

CFDA.GOV Going Offline on May 25 – Moving to beta.SAM.gov

On May 25, 2018 General Services Administration (GSA) is transitioning the Catalog of Federal Domestic Assistance (CFDA.gov) to the new site and calling it "Assistance Listings". This means that on May 25, CFDA.gov will shut down, and users who go there will be redirected to beta.SAM.gov.

This is a part of a plan by the GSA to transition ten online systems that manage procurement and awards processes to one site. While parts of the new site are official (such as Assistance Listings), others are for demonstration purposes only at this point and they will continue to be supported in their stand-alone platforms. As the nine remaining sites gradually migrate their functionality will become official on beta.SAM.gov. Once the original SAM.gov site retires, beta.SAM.gov will be renamed SAM.gov.

2018 Compliance Supplement Issued by OMB

The Office of Management and Budget (OMB) has released the 2018 2 C.F.R. Part 200, Appendix XI Compliance Supplement, formerly called the OMB Circular A-133 Compliance Supplement. The 2018 Compliance Supplement is effective for audits of fiscal years beginning after June 30, 2017. Auditors conducting single audits or program-specific audits of fiscal years beginning Dec. 26, 2014, and those going forward will follow Subpart F of the uniform grant guidance (§200.110(b)).

This year's document only modifies sections of the 2017 supplement that needed a significant revision. Sections without revisions from the 2017 supplement were not copied into this year's version. Therefore, OMB notes that auditors must use the 2018 and 2017 supplements together to perform audits for the audit period beginning after June 30, 2017. Auditors should refer to the Table of Contents in the 2018 supplement to determine what sections were added, deleted or superseded from the 2017 version.

2017 - 2018 Special Year End Processing – Required State Compliance Reporting – Month 9, Principal Monthly Report (PMR)

All LEAs and charter schools are required to successfully submit the final Principal Monthly Report for the school year 2017-18, month 9 PMR by COB on Monday, June 25, 2018.

The final Principal Monthly Report for the school year 2017-18, month 9 PMR, executes a special processing routine that re-evaluates all enrollment, membership, and attendance data posted to date. This increases the accuracy of the final PMR and has the potential to trigger PMR fatal error messages that were not previously triggered.

The month 9 PMR must be run several times to achieve a successful submission. LEAs and charters are encouraged to provide adequate time to work with the Home Base Support Center to correct any issues.

The successful submission of the month 9 PMR report is only achieved when all fatal exceptions and student violations are resolved prior to the month end collection date.

The timely submission of the month 9 PMR report will avoid delaying the PowerSchool End-of-Year process. A delay in the PowerSchool End-of-Year process can have state-wide implications on the availability of the 2018-19 PowerSchool system.

If you need assistance with making corrections, open a help desk ticket using the Web Portal at <https://nc-myit.us.onbmc.com/> (login with your NCID) and enter PMR EOY Request in the subject area, or you may call 919-807-4357. This will ensure your issue is recorded and responded to in a timely manner.

The following resource links are provided to assist with resolving PMR error messages:

- PMR exception code explanations and possible resolutions are available in the School Attendance and Student Accounting (SASA) Manual, Appendix B, Exceptions for PMR Data Review, www.ncpublicschools.org/docs/fbs/accounting/manuals/sasa.pdf or The North Carolina Student Information System nc-sis.org, PMR Validation Errors
- Calendar setup, invalid school enrollment dates on the student's Transfer Info Screen or invalid class enrollment dates on the All Enrollment Screen Calendar: Change Process available at www.nc-sis.org/Documents/recent_emails/Calendar_Change_Process_External.pdf.

Question concerning the month 9 PMR special processing should be addressed to LaShon Creech, School Business Division, LaShon.Creech@dpi.nc.gov or 919-807-3727.



Public Schools of North Carolina
State Board of Education
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- Calendar setup, invalid school enrollment dates on the student's Transfer Info Screen or invalid class enrollment dates on the All Enrollment Screen Calendar: www.nc-sis.org/Documents/recent_emails/Calendar_Change_Process_External.pdf

Questions concerning the month 9 PMR special processing should be addressed to LaShon Creech, School Business Division, LaShon.Creech@dpi.nc.gov or 919-807-3727.

REMINDER Inclement Weather Survey Due June 22, 2018

All LEAs are REQUIRED by Legislation to complete the Days Missed Survey for school year 2017-2018. LEAs ONLY (No charter schools), please complete the online survey and submit by June 22, 2018.



The survey can be found at the following link:

<https://www.surveymonkey.com/r/L8BT2SF> or on the Financial Business Services website at www.ncpublicschools.org/fbs/ under "What's New."

If you have questions about the survey, please contact LaShon Creech at lashon.creech@dpi.nc.gov or (919) 807-3727.

School Allotment Reminders:

ABC Transfers - The deadline for submitting ABC Transfers for FY 2017-18 has passed.

Regular Revision/Federal Approvals – The deadline to received revision items (Including Federal Grant Approvals) is June 6 to be processed for FY 2017-18. Please review your records and follow-up on any funding that your LEA was expecting that has not been processed before June 6.

Please contact the school allotments section if you have questions at 919-807-3739.

Opt-in to Home Base: Three Reasons Why You Should

There are three good reasons why you should opt into Home Base for 2018-19 - teacher and administrator access to the following:

- 1) Schoolnet
- 2) Truenorthlogic
- 3) Canvas!



Schoolnet offers administrators and teachers the ability to create formal and informal assessments. Assessments are tracked through reports and dashboards within the tool for analyzing student data in the classroom and across districts. Additional features include Text to Speech, Multiple Standards Alignment and Gap Match Technology-enhanced items.

Truenorthlogic gives teachers and principals a platform to house the tracking of certifications, evaluations, course catalogues, course enrollment, coaching and mentoring, and improvement plans for professional development (PD) all in

one centralized location. Two of the more popular functions used in the system are PD Diagnostic and PD Learning Management. PD Diagnostic assesses teachers' strengths and weaknesses. PD Learning Management manages PD course rosters and registration and connects the information back to the teacher's profile and evaluation.

Canvas, a 21st Century Learning Management System (LMS), provides reliable, customizable and user-friendly functionality. What sets canvas apart from other LMSs? A dashboard page that quickly summarizes assignments and announcements, a calendar that integrates well with Google Calendar, iCal and other popular calendar tools, support for media content, and power of the cloud. All of this, plus mobile access is a convenience and time saver to teachers.

Opting into Home Base is a breeze, but only district finance officers and charter school principals may submit requests through the [online opt-in tool](#) for their district/school. For complete details about the Home Base opt-in process, visit the Home Base website's [Opt-in to Home Base](#) page.

Program Enhancement Teachers (LEAs Only)

DPI has added the purpose code 5130 for Program Enhancement Teachers into the 2019 Chart of Accounts (COA). Review the changes in the 2019 COA within the Budget Utilization and Development System (BUD) and the Budget and Amendment System (BAAS).

Funding for the program Enhancement Teachers includes the following:

- Arts-dance, music, theatre and visual arts – Purpose Code 5132
- Physical Education and health – Purpose Code 5133
- World Languages – Purpose Code 5134
- Others defined by the State Board of Education (none at this time)

If you have questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov.



PRC073 E-Rate Category 2 funding from DPI – act now!

USAC has been very aggressive in approving Category 2 funding. So far, about half of Funding Year 2018 Category 2 requests have received Funding Commitment Decision Letters (FCDL). The DPI portion of all requests is \$9.6M, which is within our budget forecast. The legislature's budget bill appears to be final and veto-proof, so DPI will have its funding early in July, rather than later. All of this together means two important things:

1. Your District/Charter will receive your funding from DPI in July, if an FCDL has been issued, or shortly after you receive an FCDL.
2. If you wait until you have your funds from DPI before placing orders, you are going to be at the end of a very long line with your vendors, which will be frustrating to you. Most vendors are currently idle, waiting on your orders, and would love to start setting up schedules for installations.

If you already have your FCDL, our strong recommendation is that you begin placing your orders with your vendors now.

The terms of the DPI contracts are Net 30, which means payment is due within 30 days of the completion of work. It will take your vendor a couple of weeks to process the orders, then a couple more to deliver them if it is just for hardware. Now that we are in June, there is no way any vendor will be able to completely deliver your order before your DPI funds will be available. We encourage you to place your orders as soon as possible after receiving your FCDL from USAC.

For questions about e-Rate filing, please contact Mike Ramsey at michael.ramsey@dpi.nc.gov.



Charter Schools Only

Charter School ADM (Average Daily Membership) Projection System:

Phase II Final Verification - Initial ADM – Due June 1 – 15, 2018

The Charter School Average Daily Membership Projection System (CSADM) is an online system designed to assist each Charter School Administrator and Board Chair with improving the accuracy of key components in the budgeting process.

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Charters are encouraged to review the Preliminary Phase II Review and Preparation Guidelines document
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The document serves as a guide to assist charters with determining if the ADM they plan to enter in Phase II may also require entering a student breakdown. Previewing this document will minimize the time needed to complete the Phase II submission (June 1 – June 15, 2018).

Information about the CSADM Phases and how to subscribe is available at: The Financial and Business Services, Charter Schools Financial Operations, CSADM www.ncpublicschools.org/fbs/charterschools/. The CSADM is accessible at <https://schools.nc.gov/csadm>.

Questions concerning CSADM should be addressed to Angela Harrison, School Business Division, angela.harrison@dpi.nc.gov or 919-807-3734.

CORRECTION - 2018-19 Indirect Cost Rates Posted Online

The restricted and unrestricted indirect cost rates for FY 2018-19 will be posted today, Friday, June 1, 2018, to the [Fiscal Compliance and Reporting](#) page under the "Indirect Cost Rates" heading and under [What's New](#). The indirect cost reports should be available on NetView and uploaded to BAAS early next week.

CORRECTION

Please contact Irwin Benjamin at (919) 807-3364 with any questions.



Closing Procedures for Fiscal Year 2017-18

Closing procedures for Fiscal Year 2017-18 have been posted to our website. Please follow the link below for access.
www.ncpublicschools.org/fbs/



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Newsletter - June 8, 2018

2017-18 Special Year End Processing – Required State Compliance Reporting: Month 9, Principal Monthly Report (PMR)



All LEAs and charter schools are required to successfully submit the month 9 PMR report by COB on Monday, June 25, 2018.

The final Principal Monthly Report for the school year 2017-18, month 9 PMR, executes a special processing routine that re-evaluates all enrollment, membership, and attendance data posted to date. This increases the accuracy of the final PMR and has the potential to trigger PMR fatal error messages that were not previously triggered.

The month 9 PMR must be run several times to achieve a successful submission. LEAs and charters are encouraged to provide adequate time to work with the Home Base Support Center to correct any issues.

The successful submission of the month 9 PMR report is only achieved when **all** fatal exceptions and student violations are resolved prior to the month end collection date.

The timely submission of the month 9 PMR report will avoid delaying the PowerSchool End-of-Year process. A delay in the PowerSchool End-of-Year process can have state-wide implications on the availability of the 2018-19 PowerSchool.

If you need assistance with making corrections, open a help desk ticket using the Web Portal at <https://nc-myit.us.onbmc.com/> (login with your NCID), enter PMR EOY Request in the subject area, or call 919-807-4357. This will ensure your issue is recorded and responded to in a timely manner.

The following resource links are provided to assist with resolving PMR error messages:

- PMR exception code explanations and possible resolutions are available in the School Attendance and Student Accounting (SASA) Manual, Appendix B, Exceptions for PMR Data Review, www.ncpublicschools.org/docs/fbs/accounting/manuals/sasa.pdf.
- Calendar setup, invalid school enrollment dates on the student's Transfer Info Screen or invalid class enrollment dates on the All Enrollment Screen Calendar: www.nc-sis.org/Documents/recent_emails/Calendar_Change_Process_External.pdf.

Questions concerning the month 9 PMR special processing should be addressed to LaShon Creech, School Business Division, LaShon.Creech@dpi.nc.gov or 919-807-3727.

REMINDER Inclement Weather Survey Due June 22, 2018



Days Missed for Inclement Weather Survey: All LEAs are REQUIRED by Legislation to complete the Days Missed Survey for school year 2017-2018. LEAs ONLY (No charter schools), please complete the online survey and submit by June 22, 2018. The survey can be found at the following link: www.surveymonkey.com/r/L8BT2SF or on the Financial Business Services website at www.ncpublicschools.org/fbs/ under "What's New."

If you have questions about the survey, please contact LaShon Creech at lashon.creech@dpi.nc.gov or (919) 807-3727.

Opt-in to Home Base: Three Reasons Why You Should

There are three good reasons why you should opt into Home Base for 2018-19 - teacher and administrator access to the following:

- 1) Schoolnet
- 2) Truenorthlogic
- 3) Canvas!



Schoolnet offers administrators and teachers the ability to create formal and informal assessments. Assessments are tracked through reports and dashboards within the tool for analyzing student data in the classroom and across districts. Additional features include Text to Speech, Multiple Standards Alignment and Gap Match Technology-enhanced items.

Truenorthlogic gives teachers and principals a platform to house the tracking of certifications, evaluations, course catalogues, course enrollment, coaching and mentoring, and improvement plans for professional development (PD) all in one centralized location. Two of the more popular functions used in the system are PD Diagnostic and PD Learning Management. PD Diagnostic assesses teachers' strengths and weaknesses. PD Learning Management manages PD course

rosters and registration and connects the information back to the teacher's profile and evaluation.

Canvas, a 21st Century Learning Management System (LMS), provides reliable, customizable and user-friendly functionality. What sets canvas apart from other LMSs? A dashboard page that quickly summarizes assignments and announcements, a calendar that integrates well with Google Calendar, iCal and other popular calendar tools, support for media content, and power of the cloud. All of this, plus mobile access is a convenience and time saver to teachers.

Opting into Home Base is a breeze, but only district finance officers and charter school principals may submit requests through the [online opt-in tool](#) for their district/school. For complete details about the Home Base opt-in process, visit the Home Base website's [Opt-in to Home Base](#) page.



Charter Schools Only

Charter School ADM (Average Daily Membership) Projection System:

Phase II Final Verification - Initial ADM – Due June 1 – 15, 2018

The Charter School Average Daily Membership Projection System (CSADM) is an online system designed to assist each Charter School Administrator and Board Chair with improving the accuracy of key components in the budgeting process.

CSADM Phase II, Final Verification – Initial ADM will accept submissions beginning **June 1, 2018 – June 15, 2018 only**.

The Phase II data will be used for the first installment of the annual allotment and will be the maximum actual ADM that the school may be funded on for SY 2018-19.

Phase II Final Verification - Initial ADM submissions are required for:

- current charter schools with 2017-18 school attendance,
- new charter schools approved by the State Board of Education to open July 1, 2018 and
- new University of North Carolina (UNC) Laboratory schools scheduled to open July 1, 2018.

Charters are encouraged to review the Preliminary Phase II Review and Preparation Guidelines document

www.ncpublicschools.org/docs/fbs/charterschools/csadmphase2review.pdf.

The document serves as a guide to assist charters with determining if the ADM they plan to enter in Phase II may also require entering a student breakdown. Previewing this document will minimize the time needed to complete the Phase II submission (June 1 – June 15, 2018).

Information about the CSADM Phases and how to subscribe is available at: Financial and Business Services, Charter Schools Financial Operations, CSADM www.ncpublicschools.org/fbs/charterschools/. The CSADM is accessible at <https://schools.nc.gov/csadm>.

Questions concerning CSADM should be addressed to Angela Harrison, School Business Division, angela.harrison@dpi.nc.gov or 919-807-3734.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

Finance Newsletter - June 15, 2018

2017-18 Special Year End Processing – Required State Compliance Reporting: Month 9, Principal Monthly Report (PMR)



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The final Principal Monthly Report for the school year 2017-18, month 9 PMR, executes a special processing routine that re-evaluates all enrollment, membership, and attendance data posted to date. This increases the accuracy of the final PMR and has the potential to trigger PMR fatal error messages that were not previously triggered.

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The successful submission of the month 9 PMR report is only achieved when **all** fatal exceptions and student violations are resolved prior to the month end collection date.

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If you need assistance with making corrections, open a help desk ticket using the Web Portal at <https://nc-myit.us.onbmc.com/> (login with your NCID), enter PMR EOY Request in the subject area, or call 919-807-4357. This will ensure your issue is recorded and responded to in a timely manner.

The following resource links are provided to assist with resolving PMR error messages:

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- Calendar setup, invalid school enrollment dates on the student's Transfer Info Screen or invalid class enrollment dates on the All Enrollment Screen Calendar: www.nc-sis.org/Documents/recent_emails/Calendar_Change_Process_External.pdf

Questions concerning the month 9 PMR special processing should be addressed to LaShon Creech, School Business Division, LaShon.Creech@dpi.nc.gov or 919-807-3727.

REMINDER Inclement Weather Survey Due June 22, 2018



Days Missed for Inclement Weather Survey: All LEAs are REQUIRED by Legislation to complete the Days Missed Survey for school year 2017-2018. LEAs ONLY (No charter schools), please complete the online survey and submit by June 22, 2018. The survey can be found at the following link: <https://www.surveymonkey.com/r/L8BT2SF> or on the Financial Business Services website at www.ncpublicschools.org/fbs/ under "What's New." If you have questions about the survey, please contact LaShon Creech at lashon.creech@dpi.nc.gov or (919) 807-3727.



Charter Schools Only

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Questions concerning CSADM should be addressed to Angela Harrison, School Business Division, angela.harrison@dpi.nc.gov or 919-807-3734.

Twice a Day Processing of Expenditures/Salary Adjustments and Refunds for FY 2018 (LEAs only)



DPI will process expenditures/salary adjustments and refunds batches twice per day from Monday, June 11 through Friday, June 30, 2018. This will allow LEAs an opportunity to submit corrections to denied batches on the same day that they are denied and receive the communication form at the end of the day.

Communication forms from the morning run will be sent for denied batches only at 11:30 each morning. The processes for BUD and LINQ users are detailed below.

BUD users

Please run SURF after 11:45 to receive these files. Batches received at DPI by 12:00 will be processed in the afternoon processing cycle. Communication forms will then be sent at 3:45 for all approved batches for the entire day and for afternoon denied batches. Please run SURF after 3:45 to receive these files.

LINQ users

Any communications for denied batches will be available for LINQ to pick up at 11:45. Batches received at DPI by 12:00 will be processed in the afternoon processing cycle. Communications for all approved batches and denied afternoon batches will be available for LINQ to pick up after 3:45.

The schedule for processing the expenditures/salary adjustments and refunds batches on June 30, 2018 will be provided later.

Should you have any questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov or 919- 807-3725.



Public Schools of North Carolina
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Finance Newsletter - June 22, 2018

Timeline for Final BUD (Expenditures/Salary Adjustment and Refund) Batches for FY 2018 (LEAs Only)

Please read the following sections about closeout completely.

PROCESSING BATCHES THROUGH June 29th

DPI will process BUD (Expenditures/salary adjustment and refund) batches twice per day from Monday, June 11 through Friday, June 29, 2018. This will allow LEAs an opportunity to submit corrections to denied batches on the same day that they are denied and receive the communication form at the end of the day.

Communication forms from the morning run will be sent **for denied batches only** at 11:30 each morning. The processes for Bud and LINQ users are detailed below.

BUD users:

- Run SURF after 11:45 to receive communication forms from the morning processing cycle.
- Batches received at DPI by 12:00 will be processed in the afternoon processing cycle.
- Communication forms will then be sent at 3:45 for all approved batches for the entire day and for afternoon denied batches.
- Run SURF again after 3:45 to receive communication forms.

LINQ users:

- Any communications for denied batches will be available for LINQ to pick up at 11:45.
- Batches received at DPI by 12:00 will be processed in the afternoon processing cycle.
- Communications for all approved batches and denied afternoon batches will be available for LINQ to pick up after 3:45.

You must submit all FY 2018 BUD batches by midnight July 1st, 2018. DPI will process those batches on Monday, July 2 beginning at 7:30 with DPI salary analysts available for questions only.

A file to allow you to send batches after the July 1 deadline will be sent to all LEAs on Tuesday morning, July 3. Note that BUD users must run SURF to receive this file while LINQ updates automatically when this file is available.

PROCESSING AND CORRECTION PERIOD (July 1st-5th)

Please refer to the schedule below for processing and correction period information. Note that:

- This schedule is dependent upon DPI receiving all LEA data files by 11:59 on July 1, 2018.
- LEA staff must be available on July 2 to answer any data related questions or issue DPI may encounter.
- BUD users should wait 15 minutes from listed times to run SURF and receive communication forms; LINQ picks these files up automatically at the designated times.

Sunday, July 1:

- Data files are due to DPI by 11:59PM.
- All BUD (expenditures/salary adjustment and refund) batches are due to DPI by 11:59PM.

Monday, July 2:

- Assuming DPI receives all LEA June data files on time, we will post these files midday and proceed immediately with the loading of June salary vouchers. This will allow for processing of the June batches that were on hold pending the voucher load.
- **This processing will not include DPI salary analyst involvement and any corrections will need to be handled by the LEA.**
- Communication forms will be sent for denied batches only and will be available by 12:00 pm. Salary analysts will be available during normal working hours to respond to questions.

Tuesday, July 3rd:

- You may begin sending correction batches and any other clean-up batches to DPI. These must be completed by 11:59 pm on July 4th.
- DPI will run several processing cycles during this time. These do not include salary analyst involvement and any corrections need to be handled by the LEA.
- At 9:00 am, denied communications will go out. At 3:30 pm, all communications for outstanding approvals and denials will go out.
- Salary analysts will be available during normal working hours to respond to questions.

Wednesday, July 4th:

- Complete sending correction batches and any clean-up batches to DPI by 11:59 pm. Any batches sent after this deadline will not be processed.
- Communications for denials will go out at 9:00 am.

Thursday July 5th:

- DPI will process final batches. This is the final processing for the 2017-18 fiscal year.
- DPI salary analysts will correct as much as they can, but may need to contact you with questions.
- The contact information you previously provided to Joselito Mangilit will be used for any questions regarding batch correction on July 5th. **If the salary analysts are not able to get in touch with someone at your LEA on July 5th you will not be given another opportunity to submit.**
- At 3:30 pm final communication forms for all outstanding approvals and denied communications will go out.

Thank you for helping us meet our deadlines for closing out the year in a timely manner. If you have any questions regarding these instructions, please contact Gwen Tucker at Gwendolyn.Tucker@dpi.nc.gov or 919-807-3708.

Processing Change due to MFR Ledger Posting

DPI assumes all BUD batches processed after June 29th are posted to the LEA's general ledger and therefore are reflected in the LEA's MFR file submitted by midnight July 1st. Because of this change DPI will not be posting refunds to the Cash Management System after June 29th. Therefore, LEAs will not see refund detail in the Cash Management System or the JHA150YE (TOTAL BUD REFUNDS PROCESSED) report for batches processed after June 29th. Cash will be trued-up with the final June Cash Zero-Out. If you have any questions regarding these instructions, please contact Gwen Tucker at Gwendolyn.Tucker@dpi.nc.gov or 919-807-3708.

Thank You for Opting into Home Base!



The DTL Home Base team would like to thank all 115 LEAs and many, many charters who opted into Home Base! We look forward to another spectacular year of serving you with our Home Base tools.

Remember to stay connected with us by visiting our Home Base website and joining us on twitter @NCHomeBase. Also, stay informed by signing up to receive our monthly Home Base Bulletins that will resume during the month of August.

Deadline to Request Federal and State Cash for FY 2017-2018

These are the deadlines to request federal and state cash for the 2017-18 fiscal year:

- The last day you may request **federal cash** for FY 17-18 is Friday, June 22nd, 2018 with a Funds Requirement Date (FRD) of Thursday, June 28th, 2018.
- The last day you may request **state cash** for FY 17-18 is Monday, June 25th, 2018 with a Funds Requirement Date (FRD) of Thursday, June 28th, 2018.



If you have questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov.

Refund State or Federal Program Report Code (PRC) overages



Review your May 2018 financial reports, State - Allotment Balance Report (JHA351EG) and Federal - Budget Balance Report (JHA305EG) for overages. Refund any state and federal overages as you prepare your June 2018 date files.

If you have questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov.

ESSA Guidance

LEA guidance on school level expenditures has been posted on the FBS website at www.ncpublicschools.org/fbs/. The guidance includes the new school code 810 for Central Office Building Administration.

No Carry-over Approval for PRC 131 – Textbook and Digital Resources Transfer Account

If your LEA has transferred funds in to PRC 131 please ensure that all funds have been expended prior to June 30th, 2018. Currently, there is no approval to carry-over funds for PRC131. There is approval for funds in PRC 130 (the Textbook and Digital Resources allotment account) to carry-over.



Public Schools of North Carolina
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Finance Newsletter - June 29, 2018

2019 IMPACT AID PROGRAM REMINDER



This week is your final opportunity to submit an amendment to your school district's FY 2019 Impact Aid application. The final date for amendments is Saturday, June 30. You must log into www.G5.gov and navigate to the application you submitted in January to start the amendment process.

Having trouble working with the G5 system?

Call the G5 Help Desk at **1-888-336-8930**.

CHANGES TO THE SAM.GOV REGISTRATION AND RENEWAL PROCESSES

SAM.gov registration and renewal processes have recently changed due to an active investigation by the General Services Administration (GSA) Office of Inspector General (OIG) into alleged, third-party fraudulent activity. All entities are now required to submit an original, signed [notarized letter](#) identifying the authorized Entity Administrator for the entity associated with the DUNS number before a new SAM.gov entity registration will be activated or an existing entity is updated or renewed.

Weekly Finance Webinar Canceled for Tuesday, July 3, 2018

Due to the July 4th Holiday and staff vacations next week. Tuesday, July 3, 2018, webinar has been canceled. We will return to our regular scheduled webinar on Tuesday, July 10, 2018.



Uniform Guidance Procurement Requirements

Effective June 20, 2018, the Office of Management and Budget (OMB) increased the Uniform Guidance bid thresholds for the micro-purchase and the simplified acquisition thresholds. The micro-purchase threshold increased from \$3,500 to \$10,000, and the simplified threshold increased from \$150,000 to \$250,000.

Updated information for compliance with federal Uniform Guidance procurement requirements (2 CFR 200, Subpart D) including a link to OMB Memorandum M-18-18, is available on the [Fiscal Guidance](#) page.

New Mailing Address for Most FBS Sections Effective July 1, 2018



On July 1, 2018, Financial and Business Services will begin using one mailbox. **The new mail service center number for all Financial and Business Services sections will be 6336**, which is currently the box used for Cash Management.

To make the transition as smooth as possible, please make sure to include an "Attention" line in the mailing address for the specific division/section and/or individual to whom you are sending mail and update any of your contact information for the division.

Below is an example of what the new address should look like:

North Carolina Department of Public Instruction

Attention: [Division/Section]

6336 Mail Service Center

Raleigh, NC 27699-6336

This is the list of all FBS Divisions/Sections covered by the new mailbox (6336):

- Chief Financial Officer's Office
- Financial Services Office
- Budget Management
- Purchasing and Contracts
- Cash Management
- Accounts Payable/Child Nutrition Claims
- Accounting Controls and Reporting
- School Business Administration Office
- School Financial Reporting
- Monitoring and Compliance
- School Allotments

Thank you for helping to ensure that your mail is sent to the appropriate Division/Section efficiently.



Public Schools of North Carolina
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Finance Newsletter - July 13, 2018

Workers' Compensation Administrators - New Procedure for the NCIC 26A Form



You are all aware of the importance of facilitating the process of NCIC 26A forms for assigned PPD ratings. To reduce waiting times, begin payment of weekly benefits, and exercise the limitation of duration of medical compensation under NCGA 97-25.1, the following process will be implemented effective 7/1/2018.

Unrepresented claimants will receive a letter from the Sedgwick Claims Examiner confirming the final doctor's appointment; permanent partial disability rating to the specific body part; entitled number of weeks of benefits; and the entitled compensation rate claimant will receive. The completed NCIC 26A form and medical records will also be included with the letter, requesting claimant's signature and instructions to mail/fax/email the 26A form back to the assigned claims examiner.

Counsel of represented claimants will receive a similar letter, the completed 26A form and medical records, instructions for claimant and attorney signatures, and returning the 26A back to claims examiner.

Additionally, the School Insurance section at NCDPI has instructed Sedgwick claim examiners to begin sending a copy of all 26A letters to WCAs. To facilitate a cohesive process, WCAs are asked to contact their claims examiner if they wish to receive the signed and expedited 26A form once received from claimant or plaintiff's counsel.

Please contact Eileen Townsend at Eileen.Townsend@dpi.nc.org if you have any questions about this new procedure. Thank you for all that you do.

Reminder: State Health Plan Premium Rates

The General Assembly approved a hospitalization rate of \$6,104, however the State Health Plan will NOT adjust their rates until January 1, 2019. The new employer health rates are effective January 2019.

However, since December premiums are for January coverage, **LEAs should change the employer rate in December** for payment in January 2019. The benefit amount provided by the State Health Plan is \$518.65.

Table 1: Hospital Match by Month to Align with Legislated Amount of \$6,104

Month	Hospital Match Amount
July	(498.68 * 2) See Note
Aug	498.68
Sept	498.68

Oct	498.68
Nov	498.68
Dec	518.65 – New Amount
Jan	518.65
Feb	518.65
Mar	518.65
Apr	518.65
May	518.65
June	See Note below
Total	\$6,103.98 ~ 6,104.00

Note: At the beginning of the fiscal year, there are two hospitalization deductions (for July and August). At the end of the fiscal year, there is no deduction in June. All amounts are per the State Health Plan.

Should you have further questions about the employer contribution for hospitalization, please contact Gwendolyn Tucker at Gwendolyn.Tucker@dpi.nc.gov or (919) 807-3708.

Include Charter School Number with Charter School Name in Communications to NCDPI (For Charter Schools Only)

North Carolina has over 180 charter schools and several of the schools have similar names, so we ask you to please include your charter school number in all correspondence, preferably in the subject line. This will minimize error and miscommunication.



Program Enhancement Teachers (For LEAs Only)

DPI has added the purpose code 5130 for Program Enhancement Teachers into the 2019 Chart of Accounts (COA). Review the changes in the 2019 COA within the Budget Utilization and Development System (BUD) and the Budget and Amendment System (BAAS).

Funding for the program Enhancement Teachers includes the following purpose codes:

- Arts-dance, music, theatre and visual arts – Purpose Code 5132
- Physical Education and health – Purpose Code 5133
- World Languages – Purpose Code 5134
- Others defined by the State Board of Education (none currently)

The processing of all BUDs, including purpose code 5130 will start once DPI closes fiscal year 17-18.

If you have questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov.

Professional Development Opportunity For LEA/Charter Schools



The ESL/Title III team within the K-12 Standards, Curriculum and Instruction Division is excited to offer the English Learner (EL) Support Conference: Growing Success for ELs on August 7-9, 2018 at Greensboro College.

This year's conference will offer fourteen (14) different 3-day courses with participants choosing one to attend for all 3 days. Connections to digital tools and components of the teacher evaluation instrument (NCEES) will be embedded within each course. The conference supports the statewide vision "to build capacity at the local school system/charter level and sustain statewide implementation of research-based strategies to meet the needs of our English learners."

Audience: Administrators, Content teachers, ESL teachers and others working with English learners.

At the Growing Success for ELs Summer Conference, you will join educators interested in learning and sharing best practices in EL education. During our courses, participants will review second language acquisition methodologies, academic vocabulary and discourse strategies, and scaffolding techniques to enhance language development instruction with English learners.

For more information visit: bit.ly/NCELS18 --[Register today!](#)



Public Schools of North Carolina
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Finance Newsletter - August 3, 2018

School level reporting – ESSA

There have been 2 updates to the document “ESSA per pupil guidance” posted on www.ncpublicschools.org/fbs/.



1. Fund 4 is not included in the ESSA reporting and School Business does not require valid school numbers in Fund 4. Therefore, if you LEA uses LEA defined school numbers to account for capital projects, you may continue to do so.
2. **School number 860** has been defined to account for expenditures that the LEA pays on behalf on another entity. Examples of this are – an LEA has a DPI consultant on their payroll, the LEA pays for services for another LEA per a MOU. Using the school number 860 will ensure that expenditures that are not associated with the LEAs ADM are not incorporated in the per pupil.

FY 2018 - 13th Month MFR File – Reminder (LEAs Only)



This is a reminder that we will pull the first FY 2018 13th month MFR File on **Thursday evening, August 9, 2018**. Please make sure your LEA is signed into FY 18.

The 13th month information is very important because the information represents your "Per Pupil" calculation and the information is reported in the NC School Report Cards.

Please do the following before building the 13th Month MFR file (Please make sure that you are signed into FY 18):

- 1) Book the Period 12 zero-out entry to your GL in June (Period 12).
- 2) Correct all MFR errors, including local account codes.
- 3) Review the AFR/MFR Recommendations located on the Financial and Business Services web page:
www.ncpublicschools.org/docs/fbs/finance/reporting/amfr/recommendations.pdf
- 4) Local Fund 2 PRC 056 mirrors State Fund 1 PRC 056; otherwise, use Local Fund 2 PRC 706.
- 5) Your LEA will need to record your State Textbook expenditures through journal entries. (Rev. 1-3211-130-000 and Exp. 1-5110-130-412)

If you have questions about your MFR file, please contact Roxane Bernard at (919) 807-3725 or roxane.bernard@dpi.nc.gov.

Federal Overspent Programs (LEAs Only)

Please wait until DPI sends your LEA a letter providing instructions on how to pay back any federal overspent programs from FY 17-18. Your LEA cannot pay back federal overspent programs through the BUD system.

Also, your LEA cannot prepare BUD entries to pay back Single Audit Questioned Costs regarding federal funds. Your LEA will need to send in a check from local funds to pay back federal questioned costs.

Your LEA can pay back state overspent for FY 17-18 as a prior year refund within the BUD system.

If you have additional questions, please contact Roxane Bernard at 919-807-3725 or roxane.bernard@dpi.nc.gov.



Public Schools of North Carolina
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SCHOOL BUSINESS - August 10, 2018

This newsletter was formerly called the Finance Office Newsletter. DPI has reorganized (see the new Organization Chart at www.ncpublicschools.org/organization/orgchart/) and this newsletter has been re-named to reflect the organizational change. Other name changes will be coming soon to our portion of the website and our documents.

Voluntary Shared Leave Reporting - LEAs Only (Not Charter Schools or Lab Schools):

This survey is collected annually in response to General Statute 126-8.3(c) and is due September 14, 2018. The survey is posted on our home page at www.ncpublicschools.org/fbs/ under What's New or accessed directly at www.surveymonkey.com/r/XV29RN5. Note: Do not enter decimal points or any symbols when entering numbers.

Educator Experience Credit – Bump

The Licensure process has been completed and the programs to add the experience credit are being tested by the Business Systems staff. LEAs should expect to see the correct educator years in LicSal by Tuesday and the no bump list will be posted in LicSal by Thursday.

International Faculty Exchange (IFE)

The IFE memo and conversion form for 2018-19 have been posted on the FBS website at www.ncpublicschools.org/fbs/allotments/forms/. Questions related to the programs should be directed to Helga Fasciano, Special Assistant for Global Education at helga.fasciano@dpi.nc.gov.

Grant Applications

Needs Based Public School Capital Fund

The fund was provided by the General Assembly to assist lower-wealth counties with their critical public school building capital needs. Only Tier 1 and Tier 2 counties are eligible to apply. Grant funds must be used for construction of new school buildings only, and cannot be used for real property acquisition. [Applications](#) are due by August 31, 2018 and awards will be announced by September 30. Please contact ben.matthews@dpi.nc.gov with any questions.

Community Partners Grant Program

This year the General Assembly worked with State Superintendent Mark Johnson to launch a new School Safety Grants Program, and a part of that program includes a

funding opportunity for community partners to provide services to students in crisis and help students develop healthy responses to trauma and stress. The [application for funding](#) deadline is August 31, 2018. If you have any questions, please email schoolsafetygrants@dpi.nc.gov.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

School Business - August 17, 2018

Textbooks – PRC130/131

As a reminder:

PRC130 – this is for all purchases from the Textbook Warehouse

PRC131 – this is for purchases of textbooks and digital resources from other vendors (not through the Textbook Warehouse)

Digital resources include instructional content but do not include devices. Devices may be purchased from PRC061 Instructional supplies.

ABC transfers will not open up until after the adjustments for Month 1 and the charter school reductions, including transfers from PRC130 to 131. In the meantime, LEAs may code expenditures to PRC131 without an overdraft penalty.

Emergency Cash Requests

A friendly reminder that North Carolina Department of Public Instruction will not be able to process emergency cash requests. Please plan accordingly.

Please contact Sam Fuller at 919-807-3741 or samiel.fuller@dpi.nc.gov with questions.

FY 2018 - 13th Month MFR File – Reminder - LEAs Only (Not Charter Schools or Lab Schools)

This is a reminder that we will pull the next FY 2018 13th month MFR File on Thursday evening, August 23, 2018. Please make sure your LEA is signed into FY 18.

The 13th month information is very important because the information represents your "Per Pupil" calculation and the information is reported in the NC School Report Cards.

Please do the following before building the 13th Month MFR file (Please make sure that you are signed into FY 18):

1. Book the Period 12 zero-out entry to your GL in June (Period 12).
2. Correct all of your MFR errors, including local account codes.
3. Review the AFR/MFR Recommendations located on the Financial and Business Services web page:
www.ncpublicschools.org/docs/fbs/finance/reporting/amfr/recommendations.pdf.
4. Local Fund 2 PRC 056 mirrors State Fund 1 PRC 056; otherwise, use Local Fund 2 PRC 706.
5. Your LEA will need to record your State Textbook expenditures through journal entries. (Rev. 1-3211-130-000 and Exp. 1-5110-130-412)

If you have questions about your MFR file, please contact Roxane Bernard at (919) 807-3725 or roxane.bernard@dpi.nc.gov.

Federal Overspent Programs - LEAs Only

Please wait until DPI sends your LEA a letter providing instructions on how to pay back any federal overspent programs from FY 17-18. Your LEA cannot pay back federal overspent programs through the BUD system.

Also, your LEA cannot prepare BUD entries to pay back Single Audit Questioned Costs regarding federal funds. Your LEA will need to send in a check from local funds to pay back federal questioned costs.

Your LEA can pay back state overspent for FY 17-18 as a prior year refund within the BUD system.

If you have additional questions, please contact Roxane Bernard at 919-807-3725 or roxane.bernard@dpi.nc.gov.

Change to Administrative Costs Under ESSA for Titles III, Part A and IV, Part A

Under ESSA, LEAs may not spend more than 2 percent of their Title III, Part A and Title IV, Part A funds on direct administrative costs. Unlike previous years, Indirect Costs are not included in the Administrative costs limitations.

Administrative Carryover Calculations

As a result of the changes for administrative costs under ESSA, federal administrative carryover calculations may be impacted. We are in the process of having federal program staff verify appropriate codes for administrative costs for all federal grants and hope to have this finalized within the next week. We will communicate the final determinations as soon as possible and ensure BAAS is updated appropriately.

Uniform Guidance Procurement – Requests for Noncompetitive Proposals

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- a. The item is available only from a single source;
- b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- c. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
- d. After solicitation of a number of sources, competition is determined inadequate.

To request approval for noncompetitive procurement proposals please submit an email with a specific request to LeighAnn.Kerr@dpi.nc.gov. The request must include the vendor, scope of work/deliverables, total cost and a non-compete justification. School Business will communicate with appropriate federal program staff to determine final approval.

UPDATE TO CHANGES TO SAM.GOV REGISTRATION AND RENEWAL PROCESSES

An update to the notarized letter rule (referenced in the June 29, 2018, FO newsletter) was issued by GSA June 11, 2018. The two-part update is as follows:

1. Effective June 11, 2018, entities creating or renewing SAM.gov registration to apply only for federal assistant opportunities such as grants, loans, and other financial assistance programs no longer need to have an approved Entity Administrator notarized letter on file before the registration is activated or renewed. (Note that this does not include entities competing for federal contracts).
2. Effective June 29, 2018, all non-Federal entities creating or renewing registration in SAM.gov also will no longer need to have an approved Entity Administrator notarized letter on file before registration is activated or renewed. (Note that this does include businesses competing for, or currently have federal contracts.)

It is important to note that all entities must mail the original signed, notarized letter to GSA's Federal Service Desk within thirty (30) days of activation or risk having their SAM registration deactivated.

NEW SAM.GOV ACCOUNT LOG-IN REQUIREMENTS

Effective June 29, 2018, GSA also implemented a new login process for SAM. Because of the new process, all users attempting to log in to SAM on or after June 29, 2018 are automatically directed to create a Login.gov user account. Current SAM usernames and passwords will no longer work as of June 29th, and access to SAM.gov accounts will be restricted until the creation of a Login.gov account.

The following will be needed to create a create a Login.gov account:

- SAM.gov associated email address and password.
 - Access to the above email account to receive all confirmation emails, and
 - A working telephone number through which to receive the security code sent from Login.gov.
-

Safety Equipment Grants

Up to \$3 million dollars for school safety equipment. Eligible to apply are school districts, regional schools, innovative schools, and laboratory schools. Applications can be found at the Center For Safer Schools website. If you have questions, please email schoolsafetygrants@dpi.nc.gov.

CTE Fiscal Policy Guide

This guide has been posted at www.ncpublicschools.org/fbs/allotments/general/. It is maintained by the Division of Career and Technical Education and is provided for your use as a reference.



School Business - August 24, 2018

No July State Zero-Out (LEAs Only)

The status of payroll accruals caused issues with the July zero out totals for many districts and the impact varied based on the status of accrual reversals. In order to assure the most accurate cash disbursements possible, DPI WILL NOT BE PROCESSING A JULY ZERO OUT. Any balance remaining for July after August cash disbursements will be received as part of the August zero out. Please adjust August cash needs accordingly. We apologize for any inconvenience this may cause.

All units must reverse the accruals in August PRIOR TO building your August MFR file. If the accruals are not reversed in August, your August zero-out will be adversely impacted.

Should you have questions regarding how to reverse the June 30 accruals, contact your software vendor. Direct all other inquires to Gwendolyn Tucker, gwendolyn.tucker@dpi.nc.gov.

ESSA per pupil reporting

A group of finance officers and DPI staff met on Wednesday August 22 to refine the guidance on ESSA reporting. The group tackled questions submitted by LEA finance officers in the last month and agreed on answers for most situations. The [guidance document](#) is currently being revised to reflect modifications and additions based on the meeting and will be posted early next week.

Calendar Waivers Due to Inclement Weather – LEAs (Not charter or lab schools)

The history of missed instructional days for the last 10 years has been posted under Calendar Resources for LEAs at www.ncpublicschools.org/fbs/accounting/calendar/. This report shows the LEAs which are eligible to request a waiver for the opening date of the 2018 – 2019 school year from the State Board of Education.

Waiver requests are due to the Division of School Business by Friday, September 14, 2018. The waiver request form title LEA – Weather Related Waiver Request is located under the heading Calendar Waiver at www.ncpublicschools.org/fbs/accounting/forms/.

If you have additional questions, please contact Student Accounting at StudentAccounting@dpi.nc.gov.

Reminder - Voluntary Shared Leave Reporting - LEAs (Not charter or lab schools)

This survey is due September 14, 2018 and is posted on our home page at www.ncpublicschools.org/fbs/ under What's New or accessed directly at www.surveymonkey.com/r/XV29RN5. Note: Do not enter decimal points or any symbols when entering numbers.

To subscribe (or unsubscribe) to the School Business newsletter contact Nicola Lefler at nicola.lefler@dpi.nc.gov and provide your name, email address, and enter School Business Newsletter on the subject line.

The newsletters are posted online at www.ncpublicschools.org/fbs/resources/newsletters/.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

School Business – August 31, 2018

July Federal Zero-Out (LEAs Only)

After processing Federal Zero-Out, DPI realized that implementation of MFR data file posting impacted the process for Federal Zero-out for July. DPI reversed the July Federal Zero-Out as of Thursday, 8/30/2018. The Cash Management section keyed the reversals today, 8/31/2018.

Any balance remaining for July after August cash disbursements will be received as part of the August zero out. Please adjust August cash needs accordingly. We apologize for the inconvenience this may have caused.

Should you have questions please send them to Gwendolyn Tucker, gwendolyn.tucker@dpi.nc.gov.

Allotment Revision 7- Over-Realized Fines and Forfeitures

In Revision #007, we allotted funds with the Allotment Revision note “over-realized fines & forfeitures”. These funds were allotted in:

- PRC 015 - School Technology for LEAs,
- PRC 036 for Charters,
- PRC 038 for Lab Schools and
- PRC 044 for the Innovative School District.

In FY 17-18, the State collected more fines and forfeitures than expected and appropriated \$44.8 million of these funds to Education in FY 18-19. The funds were allotted the same way the \$18 million has been allotted in previous years. The \$44.8 million is non-recurring, and the \$18 million reduction is non-recurring.

If you have any questions, please contact the School Allotments Section at 919-807-3739.

Uniform Guidance: Federal Procurement

Procurement Forms - Uniform Guidance and EDGAR require local educational agencies (LEAs) to request approval from or provide justification to the state educational agency before taking certain actions involving grant funds that follow the new regulations. School Business has developed forms for LEAs to use in requesting that approval and/or providing justification. These forms, as well as instructions for submission of these forms, will be posted online early next week.

Procurement FAQ - To provide guidance to school districts and charter schools on the procurement process under Uniform Guidance (UG), School Business developed a document applicable to all federally funded grant programs administered by the agency. UG Procurement Frequently Asked Questions (FAQ) will be posted online early next week. This FAQ will be updated as further information becomes available.

Reminder – Due September 14

Calendar Waivers Due to Inclement Weather – LEAs (Not charter or lab schools)

Waiver requests are due by Friday, September 14, 2018. The waiver request form is posted under the heading Calendar Waiver at www.ncpublicschools.org/fbs/accounting/forms/.

The report of LEAs eligible to request a waiver is called History – LEAs eligible for a Calendar Waiver and is posted under the heading Calendar Resources for LEAs at www.ncpublicschools.org/fbs/accounting/calendar/.

If you have questions, please contact Student Accounting at StudentAccounting@dpi.nc.gov.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

School Business – September 7, 2018

Confirmation of Funds for Annual Financial Statement Audits by CPA firms

DPI is providing the appropriate reports to your independent auditors via the internet. These reports for FY18 are now posted in a public application at:

<http://apps.schools.nc.gov/auditorconfirmationreports> (Annual Reports). Please direct your independent Auditor to the site provided.

Please contact Roxane Bernard at roxane.bernard@dpi.nc.gov with any questions.

FY 2018 - 13th Month MFR File - Reminder - LEAs Only (Not Charter Schools or Lab Schools)

This is a reminder that we will pull the final FY 2018 13th month MFR File on Tuesday evening, September 11, 2018. Please make sure your LEA is signed into FY 18.

The 13th month information is very important because the information represents your "Per Pupil" calculation and the information is reported in the NC School Report Cards.

Please do the following before building the 13th Month MFR file (Please make sure that you are signed into FY 18):

- (1) Book the Period 12 zero-out entry to your GL in June (Period 12).
- (2) Correct all your MFR errors, including local account codes.
- (3) Review the AFR/MFR Recommendations located on the Financial and Business Services web page:
www.ncpublicschools.org/docs/fbs/finance/reporting/amfr/recommendations.pdf
- (4) Local Fund 2 PRC 056 mirrors State Fund 1 PRC 056; otherwise, use Local Fund 2 PRC 706.
- (5) Your LEA will need to record your State Textbook expenditures through journal entries.
(Rev. 1-3211-130-000 and Exp. 1-5110-130-412)

If you have questions about your MFR file, please contact Roxane Bernard at (919) 807-3725 or roxane.bernard@dpi.nc.gov.

Federal Overspent Programs (LEAs Only) (Not Charter Schools or Lab Schools)

Please wait until DPI sends your LEA a letter providing instructions on how to pay back any federal overspent programs from FY 17-18. Your LEA cannot pay back federal overspent programs through the BUD system.

Also, your LEA cannot prepare BUD entries to pay back Single Audit Questioned Costs regarding federal funds. Your LEA will need to send in a check from local funds to pay back federal questioned costs.

Your LEA can pay back state overspent for FY 17-18 as a prior year refund within the BUD system.

If you have questions, please contact Roxane Bernard at 919-807-3725 or roxane.bernard@dpi.nc.gov.

Reminders – Due September 14

Calendar Waivers Due to Inclement Weather – LEAs (Not charter or lab schools)

Waiver requests are due by Friday, September 14, 2018. The waiver request form is posted under the heading Calendar Waiver at www.ncpublicschools.org/fbs/accounting/forms/.

The report of LEAs eligible to request a waiver is called History – LEAs eligible for a Calendar Waiver and is posted under the heading Calendar Resources for LEAs at www.ncpublicschools.org/fbs/accounting/calendar/.

If you have questions, please contact Student Accounting at StudentAccounting@dpi.nc.gov.

Voluntary Shared Leave Reporting - LEAs (Not charter or lab schools)

This survey is due September 14, 2018 and is posted on our home page at www.ncpublicschools.org/fbs/ under What's New or accessed directly at www.surveymonkey.com/r/XV29RN5. Note: Do not enter decimal points or any symbols when entering numbers.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

School Business – September 13, 2018

Hurricane Florence - School Calendar Law Reminder

Many public schools will experience closures and missed instructional days during the next week or two due to Hurricane Florence. These closures may result in the need to make up days in order to meet the legislated requirement of a minimum of 1,025 instructional hours or 185 instructional days.

This is a reminder that regardless of the Governor declaring a State of Emergency, the General Assembly is the only body that is authorized to waive the minimum instructional requirements.

Please refer to our website at www.ncpublicschools.org/fbs/accounting/calendar/ for information.

Hurricane Florence - Disaster Preparations and Recovery Resources

Guidance from the NC Public School Insurance Fund

In the event of a property loss ---

Secure property and begin emergency repairs to mitigate further damages. Keep all bills and invoices from this process.

Provide both building and content damages for insurance claims. Accurate documentation will assist with your insurance loss.

Once you have established a rough idea of property damages, contact your insurance provider as soon as possible.

For insured members of the NC Public School Insurance Fund, remember that your property insurance includes flood damages, subject to a \$25k deductible. For property located in Flood Zones A or V, the NC Public School Insurance Fund is excess of any National Flood Insurance Program coverage you purchased or should have purchased.

Contact Eileen Townsend at 919-807-3522 (w) or 919-810-8099 (c). Brian Hood at 919-807-3532 (w) or 919-608-3610 (c).

School of Government Emergency Management Law Microsite

The [School of Government NC Emergency Management](#) microsite provides helpful information on Emergency Management topics, including procurement. See the navigation links on the page for [laws and authorities](#) related to emergency management, [sample documents](#) including FEMA procurement guidelines and sample contract provisions, and links to [FEMA Procurement Disaster Assistance Team \(PDAT\) resources](#).

Disaster Preparations Records Management

The G.S. 132 Files, the official Records Management blog of the State Archives of North Carolina, [Disaster Preparations: Hurricane Florence](#) blog post provides valuable information on

disaster preparation and recovery action in the event that your records are impacted by a disaster event as well as contact information.

Debris Removal Guidance from the NC Division of Emergency Management

Please see the pdf Debris Removal Guidance from the NC Division of Emergency Management: [NCEM Public Assistance - Debris Removal - Florence - 9-12-2018](#)

For questions and assistance, please contact NCDEM Public Assistance Team:

- Mary Glasscock – 919-306-8188
- Andy Innis – 919-218-3191

Bid Disaster-Related Contracts (as posted on NC Department of Administration Purchase and Contract Division website)

Attention Procurement Professionals

Please see the following message from Norma Houston, UNC School of Government:

“For those of you facing the threat of Florence and anticipating having to contract for purchases, services, repairs, etc., please remember that when you bid disaster-related contracts for which you plan to seek FEMA reimbursement, you must satisfy federal (UG) M/WBE outreach requirements for ALL contracts costing \$10,000 or more (and I mean ALL contracts – purchase, service, construction, repair, A/E services, etc.).

An easy way to satisfy this requirement is to post your bid solicitation on the NC HUB office website: <https://ncadmin.nc.gov/businesses/historically-underutilized-businesses->

...

If you have any questions about the HUB website, please contact John Guenther with the NC HUB office at john.guenther@doa.nc.gov.

I know it may seem tedious to worry about bidding procedures in the face of the storm but taking a few brief minutes to post your bid solicitations on the HUB website could mean the difference between getting reimbursed or not.”

Reminder – Due Tomorrow, September 14

Voluntary Shared Leave Reporting - LEAs (Not charter or lab schools)

This survey is due September 14, 2018 and 31 LEAs have not submitted it yet. The survey is posted on our home page at www.ncpublicschools.org/fbs/ under What's New or accessed directly at www.surveymonkey.com/r/XV29RN5. Note: Do not enter decimal points or any symbols when entering numbers.

MSA & Cash Management Training (LEAs Only)

MSA and Cash Management Training will be offered to LEAs during the month of October 2018. There will be no registration fee for the class, but you must register to attend. This

class will be designed for those who work in an LEA finance office. The class consists of "Hands-on" training on the MSA General Ledger System, a brief lecture on Compliance & Monitoring, review of the LEA's financial monthly reports, and a brief overview of the Cash Management System. Instruction is geared to the beginner or new user and as a refresher for others. The training is located at DPI in Raleigh, North Carolina.

The time and dates of the October 2018 training sessions will be forthcoming. If you have questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

School Business – September 21, 2018

Cash Requests for schools with no access to cash management system

If the storm continues to impact the communications and systems access in your LEA/charter school and you need to request cash, please submit your cash request with the dollar amount and fund source via email to candace.watkins@dpi.nc.gov.

The request will be entered for the next available funds requirement date.

Communications from TNL/NCEES

1. Payroll Object and Purpose codes that provision staff into TrueNorthLogic/North Carolina Educator Effectiveness System (TNL/NCEES)

To all Finance/HR/Payroll leads - the Home Base TNL/NCEES system for Staff Evaluations and Professional Development uses a selection of payroll object and purpose codes from the Chart of Accounts to give staff access to TNL/NCEES. This process is updated nightly with the creation of a TNL Person Import File from data in NCDPI Staff UID

(<https://cedars.ncpublicschools.gov/staffid/>), HR and Licensure.

The document [NCEES Data v5](#) lists all currently approved salary object or combination object and purpose codes that provision staff into NCEES. Staff without one of these salary codes will not be included in the TNL Person Import File and will not have access to TNL/NCEES. Please work with the TNL/NCEES lead on requests for updates to the payroll code to provision staff into NCEES. If there is no code that fits, NCEES district leads are asked to open a Remedy Ticket that includes the current salary code, job title, number of staff affected, and what evaluation rubric applies to this job title. These requests will go under review and consideration for approval to be added the approved list of salary codes for TNL/NCEES.

2. Making staff inactive in Staff UID for TNL/NCEES when staff leave an LEA or Charter

It is very important for LEA/Charter designated staff responsible for NCDPI Staff UID updates (<https://cedars.ncpublicschools.gov/staffid/>) to send an Active Status=No on a staff's current record in Staff UID when staff leave a district or make a school move within a district.

Changing the Active Status=No is critical when staff leaves a district to take employment in another NC LEA or Charter.

Do ASAP: Send an Active Status = No on leaving staff to Staff UID and leave the current payroll code and location code. This needs to be done for the following two reasons:

1. There is a TNL Person Import file created nightly which uses Staff, Location, a NCEES approved pay code and the active status = Yes to provision staff into NCEES. The Person Import file also uses Active Status = No to inactivate staff in NCEES. If there is not an Active Status = No the staff remain active in NCEES at that location which leads to the following issues:
 - The staff's Evaluation and Professional plans from the previous district are visible at the next district which is a violation of legislation that states one district should not view the evaluation from another district.
 - When the prior district inactivates the staff, the TNL/NCEES plan is system

- triggered to deactivate which allows the next district to start new plans that are connected to the current location.
2. Best practice for staff moving between schools within a district - send the active No to Staff UID for the previous location one day and the next day send the active location. This gives the active location the newest update date in Staff UID.

Contact Cami Narron, NCDPI TNL Lead Data Analyst at cami.narron@dpi.nc.gov with questions about provisioning staff to TNL/NCEES. District designated leads please open Remedy Support Tickets on any issues related to staff statuses in Staff UID or TNL/NCEES systems. To open a help desk ticket access the Web Portal at: <https://nc-myit.us.onbmc.com/> (Login with your NCID) or call: 919-807-4357.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

School Business – September 28, 2018

Due Today - Hurricane Florence Missed Days Reporting

Legislative Request - Complete this estimate of days and hours missed due to the hurricane ASAP! If you have questions, contact studentaccounting@dpi.nc.gov.

Link for LEAs:

www.surveymonkey.com/r/SHWTDBM

Link for Charter Schools, Lab Schools, the Regional School, and the ISD School:

www.surveymonkey.com/r/SFJKRL6

FY 2018 - 13th Month MFR File – LEAs Only (Not Charter Schools or Lab Schools)

For those LEAs that were affected by Hurricane Florence and could not upload their final FY 2018 13th Month MFR file on Tuesday, September 11, 2018, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov by Tuesday, October 3, 2018.

2018-19 Principal Bonus Report in Lic-Sal and FAQ

The Legislature authorized bonuses for principals at NC public schools based on the schools 2017-18 growth scores. FAQ document on Principal Bonuses is now available on NC DPI website under www.ncpublicschools.org/fbs/budget/.

LEAs:

Principal Bonus Report is available in Lic-Sal, in section Salary Administration Report under Principal Bonus. Document "Principal Bonus – Report Notes" explaining the field layout was updated as well and is available in the same section.

Charter Schools:

The list of schools which earned a bonus for the Head of School is posted on the website www.ncpublicschools.org/fbs/. The Division of School Business will send out a communication to the Board Chair of each of these schools with additional information. In addition, please refer to the Principal Bonus FAQ.

Expenditure and ABC Transfer Required Reporting – LEAs only

G.S. 115C-105.25 requires that the LEAs publish on their website specific financial information by October 15th. The Division of School Business has posted on the FBS website at www.ncpublicschools.org/fbs/resources/data/ "Annual Expenditure Report by LEA," the following legislated requirements that LEAs may choose to link to:

1. A description of each program report code and a summary of the prior year's expenditure of State funds by program report code.
2. A description of each object code within a program report code and a summary of the prior year's expenditure of State funds for each object code.
3. A chart that clearly reflects how the LEA spent State funds.

LEAs are also required to provide the details below for all transfers which increased or decreased the allotment amount by more than 5%:

- The amount of the transfer
- The allotment category into which the funds were transferred.
- The purpose code for the funds following the transfer.
- A description of any teacher positions fully or partially funded as a result of the transfer, including all subject areas taught by the teacher in that position.
- The educational priorities that necessitated the transfer.

The Division of School Business will calculate the transfers that meet the 5% requirement the week of October 7th. If you would like to have this information prior, you are able to use the information in the Allotments system and calculate the percentage of transfers.

Download the ABC transfers for FY2018 from the Allotments system

Divide the increases and decreases to each PRC

By the Initial allotments less month 1 & 2 adjustments and charter school reductions.

Per law, DPI is required to collect the information and report the aggregate information to Joint Legislative Education Oversight Committee by December 1 annually. The Division of School Business will be sending out a form similar to the one attached at the end of the newsletter for LEAs to complete.

The LEA shall maintain the information on their website for at least 3 years.

MSA & Cash Management Training - LEAs Only

MSA and Cash Management Training will be offered to LEAs on Friday, October 19, 2018. There is no registration fee for the class, but you must register to attend. This class is designed for those who work in an LEA finance office. The class consists of "Hands-on" training on the MSA General Ledger System, a brief lecture on Compliance & Monitoring, review of the LEA's financial monthly reports, and a brief overview of the Cash Management System. Instruction is geared to the beginner or new user and as a refresher for others. The training is located at DPI in Raleigh in Room #564 from 9:00 a.m. - 4:00 p.m. There are a limited number of seats in the training room, so space is available on a first come, first serve basis.

If you would like to attend this class, please email Roxane Bernard at roxane.bernard@dpi.nc.gov or call at 919-807-3725 if you have questions. You will be notified by email when you have successfully registered for the training class.

[ABC+Transfers+FY2018+LEA+XXX_Example.xlsx](#)



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

School Business – October 4, 2018

Hurricane Florence Relief Bill

The Hurricane Florence Relief Bill is posted on the NC DPI website at www.ncpublicschools.org/fbs under "What's New." The Division of School Business is preparing a related FAQ to be made available next week.

MSA & Cash Management Training - LEAs Only

MSA and Cash Management Training will be offered to LEAs on Friday, October 19, 2018. There is no registration fee for the class, but you must register to attend. This class is designed for those who work in an LEA finance office. The class consists of "Hands-on" training on the MSA General Ledger System, a brief lecture on Compliance & Monitoring, review of the LEA's financial monthly reports, and a brief overview of the Cash Management System. Instruction is geared to the beginner or new user and as a refresher for others. The training is located at DPI in Raleigh in Room #564 from 9:00 a.m. - 4:00 p.m. There are a limited number of seats in the training room, so space is available on a first come, first serve basis.

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Public Schools of North Carolina

State Board of Education
Department of Public Instruction

School Business – October 12, 2018

Florence FAQ

School Business has posted a FAQ on SB2 related to Hurricane Florence calendar flexibility and compensating employees for missed days. www.ncpublicschools.org/docs/fbs/florencefaq.pdf

Principal Bonuses and PRC 048 Revision

DPI is finalizing the review of Principal Bonuses based on feedback received from districts. Principal salary report in LicSal will be revised next week as well. If you have any additional questions or findings that should be reviewed and fixed, you must email Salary@dpi.nc.gov by Monday 10/15/2018. After this date, we cannot guarantee that Principal Bonuses Report in LicSal will be updated. Revision of PRC 048 based on our review is scheduled for next week as well.

ABC Transfers – Budget Flexibility Report; G.S. 105.25.(3)

Legislated report on ABC transfers required to be completed and posted LEA website by 10/15/2018 was emailed to Finance Officers on Tuesday 10/9/2018 at 2:30pm. Completed report must be also submitted to DPI by 11/15/2018. Email Frank.Cernik@dpi.nc.gov asap if you have not received it. Use the same email address to submit the report to DPI.

“Plain English” VLOOKUP Expenditure Report with PRC and Object Code Summary; G.S. 105.25.(1) and (2)

As a reminder – DPI already posted these reports at www.ncpublicschools.org/fbs/resources/data/ in section “ANNUAL EXPENDITURE REPORT BY LEA” and subsection “2017-18”. These reports are required by legislation along with ABC Transfers – you can link these files on your web. If you have any questions, contact Frank.Cernik@dpi.nc.gov.

Change to eMFTS

DPI has made a change to eMFTS (Electronic Manage File Transfer Service) to include an archive reports folder. In the past, the reports folder held current and prior month reports. The older reports were put in the regular archive folder along with the data files. To better manage the reports and minimize the clutter, the archived reports will now be stored in the reports archive folder. The reports folder will still hold current and prior month reports. The new archive folder can be found by clicking on the reports folder.



School Business – October 19, 2018

Due Oct 29 - 2018-19 Local Per Pupil Reporting and Charter School Membership by LEA

All 115 LEAs (school districts) are required to complete the template and the survey which are posted under "What's New" at www.ncpublicschools.org/fbs/. Please complete both and submit by October 29, 2018.

G.S. 115C-218-105(d) requires each LEA to provide to the State Board of Education detailed information related to the calculation and transfer of the per pupil share of the LEA's local current expense fund. LEAs are required to provide this information (the template) to the State Board of Education by November 1 of each year.

In addition, the Division of School Business collects data annually (the survey) on the number of students in each LEA attending charter schools. Previous years information can be found at www.ncpublicschools.org/fbs/resources/data/ "Charter School Membership by LEA – Survey Results."

All LEAs (not Charter Schools or Lab Schools) are required to submit these data by October 29, 2018 using both the survey and associated Excel workbook located on the FBS home page under "What's New".



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

School Business – October 26, 2018

Reminder: Due Monday, Oct 29th

2018-19 Local Per Pupil Reporting and Charter School Membership by LEA

To be completed by all LEAs. (Not by Charter Schools, Regional, or Laboratory Schools)

All 115 LEAs (school districts) are required complete the template and the survey. Both documents are posted under "What's New" at www.ncpublicschools.org/fbs/ and will be reported to the State Board of Education.

2018-19 Principal Bonus FAQ Update (LEA and Charter Schools)

The FAQ document on principal bonuses was recently updated with clarification on contracted principals and also on principals who are still employed but are no longer serving as a principal (they may have become AP's, Teachers etc.). FAQ is available on NC DPI website under www.ncpublicschools.org/fbs/budget/.

If you require – in light of this update – additional funds, **the deadline for this request is 3pm on Wednesday, October 31, 2018**. Email salary@dpi.nc.gov and provide details of the case so we can verify it (you should state the formal principal's name, last 4 digits of SSN, LEA and school numbers for both years 2017-18 and 2018-19 and in what capacity is she or he currently working).

Reminder: Due Wednesday, October 31st

Fiscal Year 2018 Audit Submissions

All North Carolina Local Education Agencies (LEAS) and charter schools are required to be audited annually and to submit a copy of the audit report to the Local Government Commission (NC Department of State Treasurer, State and Local Government Finance Division) by October 31st each year. In addition, LEAs/charter schools that expend more than \$750,000 of federal funds during the fiscal year must have a Single Audit.

LEAs/charter schools that have a Single Audit are required to submit a data collection form and reporting package to the Federal Audit Clearinghouse (FAC) at the U. S. Bureau of Census within the earlier of 30 days from the receipt of the audit report or nine months after the end of the audit period (March 31 of the subsequent fiscal year). LEAs/charter schools that expend less than \$750,000 in total federal funds are not required to send a copy of the audit report to the Federal Audit Clearinghouse.

SS200 Full-Time Personnel Report for FY 2018-19

To be completed by all LEAs, Charter Schools, Regional, and Laboratory Schools.

The SS200 Online Report will be due Friday, November 16, 2018. The link to the SS200 online application will be available Wednesday, October 31, 2018 on the FBS web site under "What's New" at www.ncpublicschools.org/fbs/.

The SS200 Full-Time Personnel Report is an online system that collects race/ethnicity, gender and fund source of full-time personnel employed through October 1 of the current school year (2018 – 2019).

The individual submitting the report will need an active North Carolina Identity Management identification (NCID) login. If you (or your staff) need an NCID, you must contact your LEA NCID administrator to set up an account for you. A directory of the LEA and Charter School NCID administrators is available at www.ncid.its.state.nc.us/LEAListing.asp. DPI cannot assign an NCID or reset NCID passwords. NCID questions should be directed to the North Carolina Department of Information Technology (NC DIT) <https://it.nc.gov/ncid>.

If you are not responsible for submitting this report, please share this information with other staff in your LEA that may be involved with data collection and reporting for the SS200.

If you have any questions, please contact Angela Harrison, angela.harrison@dpi.nc.gov or 919-807-3734.

SS300 Local Salary Supplements Report 2018-2019

To be completed by all LEAs. (Not by Charter Schools, Regional or Laboratory Schools)

The SS300 Local Salary Supplements Report is available online on the Financial and Business Services website at www.ncpublicschools.org/fbs/ under “Whats New” – SS300 Report 2018-2019. The report is due by close of business on Tuesday, November 20, 2018.

The individual submitting the report will need an active North Carolina Identity Management identification (NCID) login. If you (or your staff) need an NCID, you must contact your LEA NCID administrator to set up an account for you. A directory of the LEA and Charter School NCID administrators is available at www.ncid.its.state.nc.us/LEAListing.asp. DPI cannot assign an NCID or reset NCID passwords. NCID questions should be directed to the North Carolina Department of Information Technology (NC DIT) <https://it.nc.gov/ncid>.

If you are not responsible for submitting this report, please share this information with other staff in your LEA that may be involved with data collection and reporting for the SS300.

For SS300 questions, please contact LaShon Creech at lashon.creech@dpi.nc.gov.

Charter School Average Daily Membership (CSADM) Projections for SY 2019-20

To be completed by all Charter, Regional and UNC Laboratory Schools Only

CSADM Phase 0 – Material Increase in Average Daily Membership (ADM) and/or Grade Expansion for 2019-20 is due November 8, 2018.

Requests for SY 2019-20 enrollment growth and/or grade expansion of the provisions of a charter application must be electronically submitted using the online CSADM Projection System by November 8, 2018. Only electronic submissions using CSADM will be included in the State Board of Education approval meeting.

The link to the CSADM Projection System will be available November 1, 2018 under FBS, “What’s New” at www.ncpublicschools.org/fbs/ and also on the FBS Charter Schools Financial Operations page at www.ncpublicschools.org/fbs/charterschools/.

All Board Chairs or head administrators of Charter, Regional and UNC Laboratory Schools are required to submit Phase 0, even if the school does not intend to increase their enrollment or grade expansion. Guidelines for completing and navigating the CSADM are located within the system.

Please use your NCID to access the Charter School ADM Projection System (CSADM). If you have questions about NCID, please contact your LEA NCID Administrator: www.ncid.its.state.nc.us/LEAListing.asp. DPI cannot assign an NCID or reset NCID passwords. NCID questions should be directed to the North Carolina Department of Information Technology (NC DIT) at <https://it.nc.gov/ncid>.

If you have questions about the CSADM, please contact Angela Harrison, 919.807.3734 or angela.harrison@dpi.nc.gov.

Required Reporting for Florence – All Public School Units

SL2018-135 Florence Relief Bill has required reporting from all public school units (LEAs, ISD, charters, Lab schools and regional school). Although the information is not due until February 15, 2019 and no official request is being made at this time, we wanted you to be aware of the data that will be requested. All public school units will be required to provide:

1. Any days missed due to Hurricane Florence before, on, or after October 2, 2018.
2. Of the days missed, any scheduled make up days due to Hurricane Florence before, on, or after October 2, 2018, and the dates of those make up days.
3. Of the days missed, any days and hours deemed completed by the public school unit as a result of this act.
4. Any compensation provided to employees for instructional days missed and compensated.
5. Any other information requested by Fiscal Research. (unknown at this time)

For each component of the report, separate information shall be included on any individual schools within the public school unit whose information differs from the rest of the unit as a whole.

This information is included in the FAQ at www.ncpublicschools.org/docs/fbs/florencefaq.pdf.

The Division of School Business will send out a request for this information in January 2019.

Template for Allotment Adjustments for Higher of 1st or 2nd Month ADM

For LEAs only. (Not Charter Schools, Regional, or Laboratory Schools)

Due to Hurricane Florence, the collection of month 1 and 2 ADM is delayed, which will push back our ability to calculate the related allotment adjustments. The School Allotments Section has created a template for LEAs to estimate the allotment adjustments and it will be posted on the FBS website early next week. We hope this tool will help you plan for any budget impacts.

UG Procurement Guidance

The following documents are posted to the FBS website under What's New and under the Fiscal Guidance tab in School Finance at www.ncpublicschools.org/fbs/finance/federal/guidance/.

- LEA Fiscal Policies and Procedures Template
- LEA Fiscal Policy and Procedure Checklist
- UG Procurement Methods Summary
- Uniform Guidance Procurement FAQ
- USDE Uniform Guidance FAQ (updated July 2017)

Uniform Guidance Request for Noncompetitive Procurement (2 CFR §200.320(f))

Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:

1. The item is available only from a single source;
2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
3. The federal funding agency or DPI expressly authorizes noncompetitive proposals in response to a written request from the non-federal entity; or
4. After solicitation of a number of sources, competition is determined inadequate.

Beginning October 23, 2018, all requests for Noncompetitive Procurement with Federal Funds must be submitted to School Business using the Federal Funds Noncompetitive Procurement Request form provided on the FBS website under What's New and the Fiscal Guidance page.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

School Business – November 2, 2018

Reminder: Due Nov 8

Charter School Average Daily Membership (CSADM) Projections for SY 2019-20

Phase 0 - To be completed by all Charter and Regional Schools Only

Details are on the FBS Charter Schools Financial Operations page at www.ncpublicschools.org/fbs/charterschools/.

Reminder: Due Nov 16

SS200 Full Time Personnel Report 2018-2019

To be completed by all LEAs, Charter Schools, Regional and Laboratory Schools

Details are on the FBS home page under "What's New" at www.ncpublicschools.org/fbs/.

Reminder: Due Nov 20

SS300 Local Salary Supplements Report 2018-2019

To be completed by LEAs Only

The SS300 Local Salary Supplements Report is available online on the Financial and Business Services website at www.ncpublicschools.org/fbs/ under "Whats New" – SS300 Report 2018-2019. The report is due by close of business on Tuesday, November 20, 2018.

For more details, see last week's newsletter, posted at www.ncpublicschools.org/fbs/resources/newsletters/.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

School Business – November 16, 2018

Transportation Funding Data Review

Before calculating new budget ratings and finalizing transportation allotments, DPI Transportation Services requests that each LEA review the critical pieces of data that will be used for those calculations. Number of students, number of buses and state/local eligible expenditures are used to not only establish each LEA's funding base, but also to calculate budget ratings statewide. A data review sheet, and the attached memo, was emailed directly to transportation directors and finance officers from Kevin Harrison (DPI Transportation Services).

Questions should be directed to Steve.Beachum@dpi.nc.gov or Kevin.Harrison@dpi.nc.gov.

2018 Year end Unemployment Information

If you have not received Details of Charges to your Account, or have any questions, please contact Traci Waters at 919-807-3521.

Reminder: Due TODAY, Nov 16 SS200 Full Time Personnel Report 2018-2019

To be completed by all LEAs, Charter Schools, Regional and Laboratory Schools

More details are on the FBS home page under "What's New" at www.ncpublicschools.org/fbs/.

Reminder: Due Tuesday, Nov 20 SS300 Local Salary Supplements Report 2018-2019

To be completed by LEAs Only

The SS300 Local Salary Supplements Report is available online on the Financial and Business Services website at www.ncpublicschools.org/fbs/ under "Whats New" – SS300 Report 2018-2019. The report is due by close of business on Tuesday, November 20, 2018.

For more details, see the October 26th newsletter, posted at www.ncpublicschools.org/fbs/resources/newsletters/.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

School Business - November 21, 2018

There are no items this week.

Happy Thanksgiving!



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

School Business – November 30, 2018

Reminder: State Health Plan Premium Rates - Correction

The General Assembly approved a hospitalization rate of \$6,104, however the State Health Plan will NOT adjust their rates until January 1, 2019. The new employer health rates are effective January 2019.

However, since December premiums are for January coverage, **LEAs should change the employer rate in December for payment in January 2019**. The benefit amount provided by the State Health Plan is \$518.64.

Hospital Match by Month to Align with Legislated Amount
of \$6,104

Month	Hospital Match Amount
July	(498.68 * 2) See Note
Aug	498.68
Sept	498.68
Oct	498.68
Nov	498.68
Dec	518.64 – New Amount
Jan	518.64
Feb	518.64
Mar	518.64
Apr	518.64
May	518.64
June	See Note below
Total	\$6,103.92~ 6,104.00

Note: At the beginning of the fiscal year, there are two hospitalization deductions (for July and August). At the end of the fiscal year, there is no deduction in June. All amounts are per the State Health Plan.

Should you have questions about the employer contribution for hospitalization, please contact Gwendolyn Tucker at Gwendolyn.Tucker@dpi.nc.gov or (919) 807-3708.

ABC Transfers - LEAs Only

LEAs may now transfer funds between allotments (ABC transfers) in the Allotments system. You can view the current year Transfer Policies in the Allotment System under the ABC Transfer tab. In order to facilitate processing, please consolidate the transfers as much as possible. The last day to submit an ABC transfer is May 31, 2019.

Contact Kyshia McIntyre in School Allotments with questions at 919.807.3757.

Restart School Transfers – LEAs Only

LEAs with State Board of Education approved restart schools are required to transfer the per pupil share of State funds in to PRC 037. The Restart School module is now open and LEAs have until December 31, 2019 to transfer the required amount in PRC 037.

Contact Kyshia McIntyre in School Allotments with questions at 919.807.3757.

Child Count Transfers

Reminder: The funding for Children with Disabilities follows the child the first 60 days of school. We are preparing the State transfers received as of 11/27/2018 for a revision next week.

These transfers could impact PRC 032 for LEAs, PRC 036 Charter Schools, PRC 037 for the Renewal School, PRC 038 for Lab Schools and PRC 044 for the ISD.

Please contact School Allotments at 919-807-3739 if you have questions.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

School Business – December 7, 2018

Principal Pay – Effective January 1, 2019 – LEAs Only

See the [salary manual](#) but note the changes below related to ADM per [SL 2018-138](#).Section 2.2.

Principal pay effective January 1, 2019 to June 30, 2019 shall use the following data.

1. The accountability placement:
Shall be based on the growth scores of the schools the principal supervised for the majority of the year in 2015-16, 2016-17 and 2017-18.
2. The size of the school:
 - a. For schools located in a county designated under a major disaster declaration as a result of Hurricane Florence AND the school was closed for at least 15 school days during the months of September, October and November as a result of Hurricane Florence, the greater of the "Best 1 of 2 ADM" of the school in [2017-18](#) and 2018-19 shall be used.
 - b. For all other schools, the ADM shall be the "Best 1 of 2 ADM" for 2018-19.

Installment Collapse Entries

In July, LEAs should have posted the accrual reversals, the July installments and regular July expenditures. The July MFR file should have reflected the difference between the accrual reversal and the July installment posting plus the regular July expenditures.

For those LEAs with August installments, the August MFR file should have reflected the August installment payments and August expenditures.

The difference between the accrual reversals and the installment payments is known as the Installment Collapse.

LEAs must remove the Installment Collapse (differences) on their books to accurately reflect current year expenditures. Installments were included on your LEA books to reflect accurate "cash" payments for July and August. JV entries should have been prepared to remove the Installment Collapse differences from current year's balances. These entries can be made by the LEAs as early as July but should be done no later than October of each fiscal year. The timing of the JV entries will impact zero-out.

Please **send an email** with the following information in the SUBJECT Line:

LEA Number, the Pay Period for the Installment Collapse JVs, Total Amounts of Collapse entries (TOTAL 5110-001-120, 5110-001-210 and 5110-001-220 amounts)

Example: LEA 999, PP-04 October, 125,000.00

Send your emails to Ryan Chapman at ryan.chapman@dpi.nc.gov.

DPI prepared the 11th and 12th Installment Reporting memo, it is posted at <http://www.ncpublicschools.org/fbs/resources/memos/>. If you have questions regarding the Installment Reporting memo contact Roxane Bernard at roxane.bernard@dpi.nc.gov.

Teacher Bonuses – LEAs and Charter Schools

The list of teachers who are eligible for bonuses based on 2017-18 EVAAS growth scores were sent out to the LEA personnel administrators on December 5, 2018. We are providing a copy of the information below.

Greetings HR Directors:

I am pleased to announce that the spreadsheets related to the teacher bonuses for math and reading are now in the secure shell. You will find one excel workbook with multiples tabs for the different grades and subjects. Please review these spreadsheets for accuracy and share with your finance staff. Additionally, we have attached a document that explains some of the variables in the spreadsheet. As the process is slightly different for LEAs and charters, please make sure you are reading the appropriate instruction sheet.

Please note that all EVAAS data is final and results cannot be altered due to missing or incorrect assessment data. Only teachers identified as qualifying for the bonus are eligible to be paid. If a qualifying teacher is no longer eligible for the bonus, then the funds revert to the state. You may not pay another teacher on the list.

If you find an error in your spreadsheet, please contact educatoreffectiveness@dpi.nc.gov with your concerns. If you need access (username or password) to the HR secure shell, please contact us. Please note, that we will only supply the HR secure shell username and/or password to the individual listed as the Personnel Administrator, Associate Superintendent, or Superintendent (charter schools - Principal/Director) in the EDDIE system. If you have any questions, please contact me directly.

Please note that the spreadsheets contain personal identifiable information (PII) for your employees. Please do not email; use secure methods of transmission only.

Thank you,

Tom

Thomas Tomberlin
Director, School Research, Data, and Reporting
Office of the Deputy State Superintendent
North Carolina Department of Public Instruction

(O) 919-807-3440

(C) 617-686-6632

- [charter bonus 20181204.docx](#)
 - [LEA bonus 20181204.docx](#)
-

1% Salary Reserve on Unemployment Claims

DPI will pick up the 1% salary reserve on unemployment claims. The 2018 reserve will be paid by DPI when the yearend reconciliation is determined for unemployment claims. LEAs have been instructed to follow the unemployment year end instructions and complete the worksheets. The links below are for the 2018 Unemployment Instructions document and Master Worksheet. For any questions, please contact Traci Waters or Eileen Townsend.

- [Unemployment 100% Master Worksheet.xls](#)
 - [2018 UE Instructions.doc](#)
-



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

School Business – December 14, 2018

PRC 152 - Hurricane Relief School Nutrition Funds – Deadline of December 31st

The General Assembly appropriated \$6.5m to compensate school nutrition employees for scheduled missed instructional days due to Hurricane Florence that were not made up (deemed complete) by the LEA. Per State Board of Education [policy](#), an initial allocation of these funds was distributed in revision 19 to the significantly harmed LEAs. These LEAs must expend the funds for eligible salary and benefits by December 31st. The Division of School Business shall revert unused funds based on the expenditures as of December 31st.

LEAs are only authorized to expend up to their initial allotment and are not guaranteed additional funding. Overdrafts will be treated as other PRC overdrafts are.

LEAs which did not receive sufficient funds to cover the salary and benefits for instructional days missed and not made up for school nutrition employees, may request in writing additional funds by December 31st. Funds will be provided based on SBE listed priority and funds available. Requests must be sent to Schoolallotments@dpi.nc.gov.

The SBE policy allows LEAs to reimburse the school nutrition fund and following is the guidance to ensure the expenditures and cash are accounted for appropriately.

You will need to prepare BUD batches refunding Fund 5 PRC 035 and offsetting Fund 1 PRC 152. To reduce the number of lines in the batches, each salary account and their associated benefit account can be totaled by school number. The refund will post to your local bank account. You may need to transfer funds from your local bank account to your School Nutrition bank account. If you have questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov.

Principal Salary – Legislated Change

School Business is working on developing the principal pay tables for salaries effective January 1, 2019. We have temporarily disabled the LicSal Principal Salary report while working on setting up the new schedules.

New legislation was passed this week to modify the principal pay, effective January 1, 2019. The legislation only affects schools located in a county designated under a major disaster declaration by the President of the United States under the Stafford Act (P.L. 93-288) as a result of Hurricane Florence.

If the school was closed for **at least 10 school days** during the months of September 2018, October 2018, and November 2018 as a result of Hurricane Florence, the principal State salary is based on the higher of 2017-18 and 2018-19 ADM.

(Previous legislation required the school to be closed for at least 15 days)

The State salary for principals, who supervise schools that do not meet this criteria, will be determined based on the 2018-19 ADM. Per State Board of Education policy, the ADM used is the higher of month 1 and 2 at the school level. These files can be found on the FBS website at www.ncpublicschools.org/fbs/accounting/data/.

Best 1 of 2 Average Daily Membership (ADM)

The Best 1 of 2 at the School Level is the average daily membership (ADM) used to determine the size of the school used for principal State pay. The report shows the higher ADM of the first or second school month, for each grade level in each school.

Many LEAs use this report for their internal budgeting purposes, but note that this method of calculating Best 1 of 2 is not the same as the method used for the State allotment formulas.

If you have any questions about this report, please contact StudentAccounting@dpi.nc.gov.

Best 1 of 2 Report can be found on the FBS website at www.ncpublicschools.org/fbs/accounting/data/.

Estimated Lottery Distribution 2018-19

The lottery distributions are posted online at www.ncpublicschools.org/fbs/allotments/lottery/.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

School Business – December 21, 2018

Allotment Overdraft Report – LEA s Only

On December 20, 2018, LEAs received the Allotment Overdraft Report.

As a friendly reminder, with regards to Months Allocated Versus Months used please keep in mind that to clear that overage DAYS not dollar amounts will have to be refunded.

As it states on the report: The dollar amount of the exception for overuse of months in any allotment category under the “Months Allocated Versus Months Used” area of this report is based on the statewide average salary for that allotment category. The amount you need to refund is based on the employee you choose to refund for the number of months overused. These overages have to be cleared by January 31 in order to avoid any penalty.

When selecting employees to correct the overpayments, please use employees who are not on installment pay.

Should you have any questions please contact Melissa Dearman at 919-807-3735.

Teacher Bonus Information Posted

The information for teacher bonuses has been posted on the [FBS website](#) under “What’s New”. The bonus information includes detail and summary allotments for 3rd grade reading, 4th & 5th grade reading, 4th to 8th grade math, advanced courses and CTE credentials. FAQ documents associated with the bonuses have also been posted. The allotments will be available to the LEAs and charter schools in January.

CTE Teacher Bonuses

The DPI CTE Division posted (on the secure server for LEA CTE Directors) the list of teachers who earned bonuses based on their students receiving industry credentials or certifications.

Please contact your CTE Director for more information.

Principal Salary – Effective January 1, 2019

Per legislation, effective January 1, 2019 principal pay will be based on 2016, 2017 and 2018 Accountability results and 2018-19 school size.

Principal Legislated Salary pay tables for salaries effective January 1, 2019 have been posted in LicSal under “Salary Admin Reports”, as well as an updated PDF file “Principal Legislated Salary – Report Notes”. We strongly recommend that you review the Report Notes.

Note: Principal Salary Report for 7/1/2018 – 12/21/2018 are no longer available in LicSal.

Principal Salary for schools in FEMA LEAs only: Recent legislation provides a hold harmless for principals supervising schools that were closed for 15 or more days due to Hurricane Florence. The size of the school under the hold harmless is determined as the higher of 2018 B1of2 ADM and 2019 B1of2 ADM. SB 469 modifies this hold harmless to

include schools that were closed for 10 or more days due to Hurricane Florence – This bill was vetoed by Governor Cooper today.

The current table in LicSal calculates the principal salaries with a hold harmless on principals supervising schools that were closed for 10 or more days. In the event that the veto on SB 469 is NOT overridden, the table will be recalculated in January for these principals' salaries to only apply the hold harmless to principals supervising schools that were closed for 15 or more days.

Reminder - PRC 152 - Hurricane Relief School Nutrition Funds – Deadline of December 31st

The General Assembly appropriated \$6.5m to compensate school nutrition employees for scheduled missed instructional days due to Hurricane Florence that were not made up (deemed complete) by the LEA. Per State Board of Education [policy](#), an initial allocation of these funds was distributed in revision 19 to the significantly harmed LEAs. These LEAs must expend the funds for eligible salary and benefits by December 31st. The Division of School Business shall revert unused funds based on the expenditures as of December 31st.

LEAs are only authorized to expend up to their initial allotment and are not guaranteed additional funding. Overdrafts will be treated as other PRC overdrafts are.

LEAs which did not receive sufficient funds to cover the salary and benefits for instructional days missed and not made up for school nutrition employees, may request in writing additional funds by December 31st. Funds will be provided based on SBE listed priority and funds available. Requests must be sent to Schoolallotments@dpi.nc.gov .

The SBE policy allows LEAs to reimburse the school nutrition fund and following is the guidance to ensure the expenditures and cash are accounted for appropriately.

You will need to prepare BUD batches refunding Fund 5 PRC 035 and offsetting Fund 1 PRC 152. To reduce the number of lines in the batches, each salary account and their associated benefit account can be totaled by school number. The refund will post to your local bank account. You may need to transfer funds from your local bank account to your School Nutrition bank account. If you have questions, please contact Roxane Bernard at roxane.bernard@dpi.nc.gov.



Public Schools of North Carolina
State Board of Education
Department of Public Instruction