

Business Services

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DID YOU KNOW THAT DURING THE 2013-2014 SCHOOL YEAR:

- 36,730 vendor warrants were processed.
- 55,276 payroll warrants and automatic deposits were processed in 49 payrolls for Marin school agencies.
- 638 garnishment deductions were processed.
- Coordinated and processed 5,696 W-2s with Information Services.
- Coordinated and processed 560 1099s with Information Services.

District Support

- Budget and financial reports were reviewed four times during the year for all 19 school districts as part of the AB1200 fiscal oversight responsibility.
- 32 informational and 8 statistical bulletins were produced to keep school districts updated on current issues.
- Coordinated 12 District Business Officials' (DBO) meetings, reviewing school fiscal issues.
- Held 4 countywide accounts payable roundtable meetings and 6 countywide payroll roundtable meetings.
- Full business services were provided to 4 Marin County school districts.
- California State Teachers' Retirement System (CalSTRS) and California Public Employees' Retirement System (CalPERS) reports were provided to the State for all districts in Marin County.
- Implemented Remote Deposit for districts to make bank deposits to the County Treasurer electronically.
- Current and timely guidance was provided to districts and MCOE divisions regarding the State Budget.
- Worked with the Special Education Local Plan Area's (SELPA) to develop a new methodology to distribute funding through AB602 Fiscal Allocation Plan (FAP) to begin in the 2014-15 school year.
- Trained and supported 19 districts in the development of their Local Control Accountability Plans (LCAPs).

MCOE Internal Support

- Coordinated a working group with Personnel, Payroll and Information Services to better develop and utilize QSS financial software.
- Provided QCC financial software trainings to MCOE staff.
- Worked with Information Services to coordinate and develop a migration plan to the new QCC financial software upgrade from QSS for MCOE and districts.
- Participated in development and implementation of online Personnel Action Form (PAF) processing.
- Provided training to MCOE staff on the new QCC financial software.
- In collaboration with Education Services, developed LCAPs for both Alternative Education and Special Education.



WORK IN PROGRESS IN 2014-2015:

- Continue work on department Systems Analysis review.
- Work with Personnel to implement online Professional Expert Agreement (PEA).
- Work with Information Services to implement a new QCC financial software requisition process.
- Work with Information Services to implement online timesheets.
- Work with Information Services to develop online work calendars.
- Implement Bay Area Commuter Benefits Program.
- Prepare data in support for potential Program Transfers.
- Participate in Administrative Technologies of Marin (ATOM) project.
- Continue to coordinate Affordable Health Care informational workshops.
- Provide support for
 - Marin County School Boards Association (MCSBA)
 - County Committee on School District Organization (CCSDO)
- Developed a spreadsheet to calculate the Local Control Funding Formula (LCFF) entitlement which is being used state wide.



DATES TO REMEMBER:

**District Business Officials' Meetings (DBO)
Marin County Office of Education 9:00 a.m.**

July 16, 2014	January 14, 2015
August 13, 2014	February 11, 2015
September 10, 2014	March 11, 2015
October 8, 2014	April 8, 2015
November 12, 2014	May 13, 2015
December 10, 2014	June 10, 2015

**Business Advisory Committee (BAC)
Marin County Office of Education 8:00 a.m. – 9:30 a.m.**

August 13, 2014	March 11, 2015
October 18, 2014	April 8, 2015
November 12, 2014	May 13, 2015
February 11, 2015	June 10, 2015

**Accounts Payable Roundtable
Marin County Office of Education 8:30 a.m. – 10:00 a.m.**

September 18, 2014
December 11, 2014
March 19, 2015
May 21, 2015

**Payroll Roundtable
Marin County Office of Education 8:30 a.m. – 10:00 a.m.**

July 20, 2014
September 26, 2014
November 24, 2014
January 28, 2015
March 30, 2015
May 27, 2015