

Understanding the SE-4094 Reinvented with the Transportation Categorical

- **The Business of Pupil Transportation**

- Student Count – SE-4159
- School Bus Inventory SE-4107
- Transportation Expenditures SE-4094

Success in any business model starts and ends with great communication, support, and teamwork

Our education communications model

MDE -> Superintendents -> to the TEAM including;

- > Assistant Superintendents
- > Business Office
- > Transportation Director / Supervisor

Following our model – process of improved communication by

- ISD Training Agency Supervisors
- Training Agency of Michigan (TAAM)
- Michigan Association of Pupil Transportation (MAPT)
- Michigan School Business Officials (MSBO)



SE-4094 REPORTING



SE-4107 - School Bus Inventory
[School Bus](#)

SE-4159 - Student Count Log
[2023-2024 Regular Transportation Log](#)

[2023-2024 Specialized Transportation Log](#)

SE-4094 Reporting Form
[Blank 4094 Screen.gdoc](#)

SE-4094 Reporting - Review & Audit

- The State School Aid Act, MCL 388.1618 (7), reads in part
- “By not later than 1 week after the last business day in September of each year, each district and intermediate district shall file with the center the audited transportation expenditure report, known as "SE-4094", on a form and in the manner prescribed by the center. An intermediate district shall certify the audit of a district's report.”
- ISD Review and Audit

Reporting timelines - instructions

- 2024-2025 Reimbursement Cycle of Activities, Events, and Deadlines



- Cost of Bus Worksheet
- School Bus Inventory Report - INSTRUCTIONS



SE-4094 - Pillars of proper reporting

- Basic - Vehicle / Rider / Miles / Expenditure of fuel



- Plus insurance / FTEs / supplies / repairs ... [Transportation SE-4094 Allowable Expenditures - instructions](#)
 - Errors / Omissions / Exclusions
 - Third party - contract challenges
 - [FTE Conversion Table - Interactive](#)
 - [FTE Conversion Table](#)

The Ultimate Tool – catch errors/omissions/exclusions before reporting is submitted

- INTERACTIVE SE-4094 Worksheet



TOP TEN LIST

- #1 - I wish I would have kept track of these numbers monthly or quarterly
- #2 - My Business manager handles all of that reporting - they know everything!!
- #3 - SE-4094 allowable expenses only relate to bus, students, fuel and miles
- #4 - Buses and students are reported, but no miles or fuel - because I can't get the breakdown since we are 3rd party contracted
- #5 - No big deal if the SE-4107 bus inventory and the SE-4094 buses used are different
- #6 - Amortization & insurance is confusing when it involves leased buses so I'll leave that line blank
- #7 - I'm the Transportation Director - I have to talk to my Business Manager - when?
- #8 - What data do I need to collect - or go back and try to recover and reassemble
- #9 - Reporting data is submitted once a year, so I have lots of time to accumulate the data to meet the deadline
- #10 - Without data, you only have opinion

CEPI – Center for Educational Performance and Information

CEPI Master Calendar Dates & Deadlines for 2024

<https://www.michigan.gov/cepi/calendar>

- FID Collection for transportation expense SE-4094 opens August 5, 2024
 - Closes on October 7, 2024 - Final sent to State of Michigan
- FID Collection of SE-4096 opens / closes September 30, 2024
 - [FINAL OCSBO Reporting Spreadsheet](#)

Partnership to be *visionary, relational, and... intentional in our communication*



- Communicate with your Transportation Supervisors and Directors
- Encourage your LEA Special populations Directors communicate with the Transportation Supervisors and Directors
- Call MDE with specific questions
- Use me as a resource for information
 - Develop and distribute reporting tools for transportation to accumulate data
 - Oakland Schools will continue to train the Transportation Supervisor / Director to be confident in their reporting knowledge and skills

On the Horizon - *some have already arrived*

Beginning a conversation to collaborate solutions and best practices involving:

- School Finance - Transportation Categorical
- (Foundation Grant / School State Aid Act / Governor's Budget)
- \$325,000,000.00 approved, with \$125,000,000.00 appropriated to reimburse beginning in the Oct/Nov as mandated by law
 - That reimbursement will begin with data from the 2021-2022 financial forms for the SE-4094 and Student Count data from 2022-2023.
 - When our 2022-2023 SE-4094 financial forms are submitted next month, the next payment received will be adjusted to reflect the new data submitted.
- FINAL Transportation Network Company 2022.pdf



Questions?

OAKLAND
SCHOOLS



Thank you

- Let's be collaborative
- Involve your Transportation Supervisors & Directors for quality data
- Compensate all of our drivers for training and treat them as professionals
- Call if you have questions

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