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 www.ksde.org

*INTEREST RATE ON INVESTMENT
 Effective 9/19/22 through 9/25/22*

Date: September 19, 2022
To: Chief School Administrators
From: Craig Neuenswander
 Deputy Commissioner
 Dale Brungardt
 Director of School Finance

TERM	CURRENT	PREVIOUS
1 to 89 Days	2.33%	2.33%
3 Months	3.15%	3.00%
6 Months	3.60%	3.29%
1 Year	3.88%	3.51%
18 Months	3.84%	3.50%
2 Years	3.78%	3.48%

Minimum investment rates banks must offer to secure public funds as prescribed by K.S.A. 75-4210

Report Due Dates

- Sept 19 **PBR** (Principal's Building Report) and **SO-66** (Superintendents Organization Report) (open Sept 19-Oct 10) [Rose Ireland](#) (785) 296-4973
- Sept 20 Interlocal Agreements (open Sept 20-Oct 10) [Christie Wyckoff](#) (785) 296-6321
- Sept 20 Submit budget documents to KSDE
 (For USDs exceeding the revenue neutral rate)
[Dale Brungardt](#) or [Sara Barnes](#) (785) 296-3872
- Sept 20 KIDS Collection **ENRL** (Funding and Enrollment) (open Sept 20-Oct 10)
[KSDE Helpdesk](#) (785) 296-7935
- Sept 20 Kansas Kindergarten Readiness Snapshot (ASQ-3 and ASQ:SE-2) for incoming kindergarten students (open July 1-Sep 20)
[Amy Rzaczyznski](#) (785) 296-6035
- Sept 20 Request October Federal Funds (Form 240) if funds available
 (Open Sept 1-20) [Nicole Norwood](#) (785) 296-2020
- Sept 23 **ESSA Building Expenditures Report** (all USDs - open Sept 1-23)
[Christie Wyckoff](#) (785) 296-6321
- Sept 26 **Fall Vacancy Report** (ECDS web app) All USDs/Buildings
 (Open July 1 – Sept 26) [Leslie Bruton](#) (785) 296-8011
- Sept 26 **Mentor Programs** Mentor Teacher Stipend Grant Submission
 (Submit by Sept 26) [Leslie Bruton](#) (785) 296-8011
- Sept 30 **LCP** (Local Consolidated Plan) (Application due September 30 - open year-round for changes) [Nicole Clark](#) (785) 296-4925
- Oct 1 Federal Fiscal File Review (located in KIAS web app) (Cohort 2)
[Christy Weiler](#) (785) 296-1712 (open Sept 1-Oct 1)

ESSA Building Expenditures web form due Friday Sept. 23, 2022 (refer to August 29 Interest Letter)

We know this is a busy time of year and want to take the time to say “Thank You!” for your extra-efforts and completing this information as timely as possible. To date, 51 USDs have submitted (KUDOS – *you know who you are*).

Please submit the ESSA Building Expenditures no later than September 23. This will allow KSDE staff adequate time to review and follow-up with districts prior to publishing the Per Pupil building expenditure data on KSDE’s Data Central within the [District Report Card](#) and also in the [Accountability Reports](#) per [K.S.A. 72-5178](#).

The web form can be accessed on the KSDE [Authentication Portal](#) – select **LEA Forms**. Please review page 11 of the **User Guide** to access LEA Forms.

- [ESSA Building Expenditures Report - User Guide 2021-22](#)

Note an update ESSA Users Guide has been posted. Changes and clarifications were made in response to last week’s ESSA Conversation Zoom. Notable changes include:

1. Pro-rating meal expenditures by meals served in each building on page 14.
2. Special Education assessments and flow-through for cooperatives/interlocals and district members can be found on page 15.

Review the updated document on the School Finance page in the Guidelines and Manuals link or click here: [ESSA Building Expenditures Report – User’s Guide](#)

IF YOU HAVE QUESTIONS:

[Christie Wyckoff](#) (785) 296-6321

[Rose Ireland](#) (785) 296-4973

[Sara Barnes](#) (785) 296-4972

[Dale Brungardt](#) (785) 296-3872

Supply Chain Assistance (SCA) Payment Deposits September 15

On Thursday, September 15, districts and sponsors received a direct deposit SCA Funds to assist with food supply disruptions. This payment must be deposited in the federal food service fund (Code 24); however, it is not required to account for these funds separately within the non-profit school food service account.

Deposit in Code 24 Food Service (USD budget):

Line 4590 - Other Federal Aid (CFDA #10.555)

Record in KN-CLAIM on the Monthly/Annual Financial Report:

Line 8 - Federal Grants 3

School Food Authorities (SFA) are required to maintain documentation supporting food purchases that are allowable SCA purchases and equal in amount received, consistent with the regular program recordkeeping requirements.

For questions related to Budget: Sara Barnes 785-296-4972 sbarnes@ksde.org

For questions related to SCA Payment: Pam Rosebaugh 795-296-2276

prosebaugh@ksde.org

OPEN: Supt's Organization Report (SO66) and Principal's Building Report (PBR)

ATTN: Superintendents, Board Clerks, Principals (High, Jr. High, Middle, Elementary) and Curriculum Leaders

The SO66 and PBR applications are scheduled to open on Monday, September 19. The person that enters the **KIDS** data at the building or district level can **upload ENRL** data into the **KIDS collection** beginning September 20, which automatically pre-populates enrollment numbers into your **Principal's Building Reports (PBR) and Superintendents Organizational Report (SO66)**.

To prepare your school or district's **ENRL** submission for approving the Principal's Building Report (PBR) and Superintendent's Organization Report (SO66), we encourage you to review the following resources:

1. [PBR User Guide](#) (School Finance – Guidelines and Manuals)
2. [SO66 User Guide](#) (School Finance – Guidelines and Manuals)
3. [Enrollment Handbook](#) (Fiscal Auditing – Audit Guides)
4. [KIDS Files Specifications and Submission Details Documents](#)

If data has not appeared in your reports after 9/20/22, check first with your **KIDS** staff, and ask these questions:

1. Were **ENRL** student records uploaded with zero (0) showing in Minutes Enrolled (D25)?
2. Was the **ASGT** record uploaded, but the **ENRL** record was not?
*A valid **ENRL** record is required to populate the reports.*
3. What time did the upload of **ENRL** records occur?
*The process runs every 30 minutes on the hour. However, if a process is still running, it will skip and pick up at the next scheduled time. It may take anywhere from 30 to 60 minutes for the data to appear in your reports. **Please note the scheduled process will run only Monday through Friday from 5:00 am to 5:00 pm.***

NEW: 2022 Senate Sub for House Bill 2567 provides funding for students who are 19 years of age or younger who enroll in a virtual school as a dropout diploma completion virtual student. Funding will be \$709 per credit earned (maximum of six credits per student earned between July 1 and June 30th). If applicable, the estimated credits should be entered on the Principal's Building Report or SO66 Central Office Headcount page. For more information on dropout diploma completion virtual students, please refer to Page 17 of the [Enrollment Handbook](#).

If you need assistance with **uploading** your **ENRL** data, contact:

KSDE Help Desk at (785) 296-7935

If you have questions **counting students** or **how to report any of the data**, contact:

[Rose Ireland](#) (785) 296-4973

[Sara Barnes](#) (785) 296-4972

[Christie Wyckoff](#) (785) 296-6321

[Dale Brungardt](#) (785) 296-3872

Council of Superintendents

All superintendents are welcome to visit Coffeyville for the Council of Superintendents meeting on Wednesday, September 21, at 10:30 AM. KSSA requires you register online for in-person events. To join the meeting virtually, you must [pre-register to receive a ZOOM link for the Sept 21 meeting](#).

To view the September agenda, resources, registration, and hotel information, go to the KSSA website: [Council of Superintendents | kssa \(kansassuperintendents.org\)](#)

Make plans to attend an upcoming Council meeting in your area. More information to register for upcoming meetings will be available on the KSSA website. KSSA phone: (785) 232-6566

<u>Council Meeting</u>	<u>Location</u>
September 21, 2022	Coffeyville
October 19, 2022	Wichita (KSDE Conference)
December 7, 2022	Hays

No meetings held in November and February

January 18, 2023	Topeka (Capital Plaza)
March 8, 2023	Salina
April 19, 2023	Leavenworth/Tonganoxie/KC

For Council meetings in September, December, March and April, an evening reception will be held on the evening BEFORE the meeting.

Meetings are open to all superintendents.

- To participate via ZOOM, you must pre-register on the KSSA website to receive the link.
- Every meeting, KSSA will change the ZOOM link. Remember to pre-register!

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