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 www.ksde.org

*INTEREST RATE ON INVESTMENT
 Effective 5/01/23 through 5/07/23*

Date: May 1, 2023
To: Chief School Administrators
From: Craig Neuenswander
 Deputy Commissioner
 Dale Brungardt
 Director of School Finance

TERM	CURRENT	PREVIOUS
1 to 89 Days	4.83%	4.83%
3 Months	4.91%	4.95%
6 Months	4.85%	4.89%
1 Year	4.66%	4.77%
18 Months	4.27%	4.47%
2 Years	4.02%	4.19%

*Minimum investment rates banks must offer to secure public funds as prescribed by K.S.A. 75-4210
 Maximum length of investment term is two years*

Payment Dates

May 1 State Found. Aid, Bond & Interest (Capital Improvement),
 Mental Health (Liaisons)
 May 4 Federal Payments
 May 15.....National Board Certified Teacher
 May 26Kansas Pre-K Pilot (CIF)

State Aid paymentsRose Ireland (785) 296-4973 rireland@ksde.org
 Federal Aid (Form 240)Nicole Norwood (785) 296-2020 nnorwood@ksde.org
 Meal reimbursementJennifer Barger (785) 296-4965 jbarger@ksde.org

State and federal payment amounts for each LEA are available on the School Finance homepage:

[Payment Information](#). Also, on the payment screen, open and review the **FY23 State Aid Printouts** (summary reports) for your district each month:

- State Foundation, Supplemental & Capital Improvement State Aid Printout
- Special Education State Aid Printout (payments, coop split)

Report Due Dates

May 1 Mentor Programs – Application to re-validate mentors/mentees for payment (submit by May 1) [Leslie Bruton](mailto:Leslie.Bruton@ksde.org) (785) 296-8011
 May 1Special Education Categorical Aid Personnel Report - Final deadline to update [Evelyn Alden](mailto:Evelyn.Alden@ksde.org) (785) 296-3868 Special Education Personnel - check FTE Discrepancy Report - include homebound
 May 1-19Request June Federal Funds (Form 240) if funds available (open May 1-19) [Nicole Norwood](mailto:Nicole.Norwood@ksde.org) (785) 296-2020

- May 1-31 Foundations for School Success End of Year Survey for Preschool-Aged At-Risk and Kansas Preschool Pilot [Natalie McClane](#) (785) 296-5081
- May 1-Jun 2. IDEA Application for funds: Title VI-B Flow Through Part 1 - funds for 2023-24 school year (Open May 1-Jun 2) [Christy Weiler](#) (785) 296-1712
- May 8 KIDS Collection EOYA – End of Year Accountability (open May 8-June 30) [KSDE Helpdesk](#) (785) 296-7935
- May 10 Special Education Transportation Claim Form (Form 308) (submit by May 10) [Rose Ireland](#) (785) 296-4973
- May 13 Emergency Safety Intervention (ESI) (in KIAS) Incidents occurring on or between 12/1/21 and 5/31/22 (Open May 13-Jun 10) [Trish Backman](#) (785) 296-6937
- May 14 Kansas Can Star Recognition Program (open 12/19/2022 – 5/14/2023) kcanstars@ksde.org [Myron Melton](#) (785) 296-8110
- May 14 Discipline Data Collection (in KIAS) (open May 14-June 30) [Trish Backman](#) (785) 296-6937
- May 15 CTE Pathways Student Data Management (open May 15-August 15) [Pathways Helpdesk](#) (785) 296-4908
- May 15-26.. Juvenile Detention Center - Final expenditures (open approx. May 15 - submit by May 26) [Nicole Norwood](#) (785) 296-2020
- May 15-26.. Kansas Parent Education Program - Final expenditures claim form (open May 15-26) [Nicole Norwood](#) (785) 296-2020
- May 24 Professional Development – Final expenditures claim form (open May 24 – June 2) [Nicole Norwood](#) (785) 296-2020
- May 26 KIDS Collection TASC (Teacher and Student Connection) (open Sep 6, 2022-May 26, 2023) [KSDE Helpdesk](#) (785) 296-7935

Special Education Transportation (Form 308) due May 10

Reminder: All LEAs need to submit Form 308 and provide encumbered transportation costs through June 30. *If there are no expenses to report, go online to enter \$0 special education transportation costs and submit this report anyway.*

Our records indicate that 153 districts, interlocals and special education cooperatives have not started the Form 308 needed to calculate the June 1 special education state aid payment. We have received 67 completed reports, and 86 reports are in progress.

Instructions to complete the Special Education Transportation (Form 308) are available on the School Finance website – [link here](#). Under the Manuals heading, select **Form 308 Instructions**.

If you need assistance, please contact:

- Rose Ireland rireland@ksde.org (785) 296-4973
- Sara McCullah smccullah@ksde.org (785) 296-4972

Submit AMEND form by May 15 if republishing general fund *(reminder)*

IMPORTANT: If you plan to amend the general fund and the hearing will be held later than May 15, please notify KSDE of your intent to republish. Email a pdf copy of the Amend form (notice of hearing) to kalbright@ksde.org before May 15.

This will assist our office in determining final general state aid entitlements. Please contact Sara McCullah smccullah@ksde.org if you have questions.

Guidance to republish General Fund and the factors that impact the calculation of your final “computed” general fund budget are in the April 17 interest letter.

Download instructions - **Requirements to Republish USD Budget:**

https://www.ksde.org/Portals/0/School%20Finance/budget/Budget_Workshop/repub_instructions.pdf?ver=2021-04-13-151857-907

2022-23 Budget Republication forms should be received by KSDE before:

- June 1, 2023 - General Fund only (in order to calculate final state aid)
- June 30, 2023 - All funds republished except General

Immediately following board approval, please electronically submit all amended budget worksheets. (A paper copy does not need to be mailed).

Official Budget Publication and Re-Publication Forms

Please note that K.S.A. 79-2929 requires newspaper publication notices to be on a special publication form prescribed by the director of accounts and reports. Districts are urged to publish the forms maintained by the KSDE and outlined in the district’s budget document. **Do not modify the AMEND form found within the USD Budget software, and do not allow the local paper to modify for republishing purposes.**

Request federal funds to be spent in FY2023 by May 19 *(repeat April 17 interest letter)*

Please review your federal aid balances now to determine if there are remaining funds which still need to be drawn down during FY 2023 (by June 30). To open the spreadsheet, click on [Payment Information](#), look under the heading FY23 Payments, then select Federal Payment deposited. Another option is to open the Form 240 web application to review current ending balances for each federal grant.

If you have federal aid balances that need to be drawn down in FY23, please request the funds ([login screen - web application Form 240](#)) no later than May 19 (payment deposits June 8). Requests submitted for federal funds after the May 19 cutoff date will result in your payment being received in July (start of FY2023).

Refer to your federal grant award notification letter for the date when the award expires or contact the KSDE program consultant listed below for assistance. Some grants may allow more than one year to spend down.

If you have questions about how to spend federal funds, contact the KSDE program consultant listed below by email:

[Nicole Clark](#).....Title I Grants, Title II-A, Rural Low Income
[Kathleen Mercer](#)Secondary Program Imp. & Perkins Reserve
[Nathan Morrissey](#)Title VI-B Disc Special Project
[Christy Weiler](#).....Title VI-B Pass Thru & Early Childhood Flow Thru
[Chris Macy](#).....Title IV 21st Comm. Learning Centers
[ESSER](#)ESSER & ESSER-SPED Grants
[Nicole Norwood](#)Questions on Form 240- requesting payment

Crisis Management Plans

Spring has sprung and with that also has the threat of severe weather..... **are you prepared?**

This is a good time to revisit your schools [Crisis Management Plans](#). You may log onto [Safe and Secure Schools](#) to access the Optional Crisis Plan Template.

Below are some questions to help you start your review:

- Have you Identified your Risks and Hazards?
- Do you have a Crisis Management Team?
- Do you have a Crisis Response Team?
- Are these Teams Identified in your plan?
- Have you reviewed your plan in the past six months?
- Are all contacts up to date?
- Have you exercised and shared your plan with administration, staff, students and outside agencies? (Fire, Police, Sheriff, Emergency Manager)



Please feel free to contact: [Jim Green](#) (785) 296-4946

He will be more than happy to sit down with you and your staff to help you build an All Hazard Plan, and even set up a table top discussion that counts as one of your 3 Crisis drills.

