

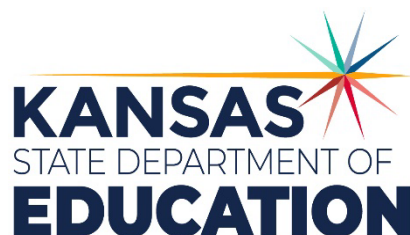
Professional Development Final Expenditure Claim



2022-2023 User Guide

LEA Forms Web Application

Submit by: June 2, 2023



Kansas leads the world in the success of each student.



2022-2023 PROFESSIONAL DEVELOPMENT USER GUIDE

MISSION

To prepare Kansas students for lifelong success through rigorous, quality academic instruction, career training and character development according to each student's gifts and talents.

VISION

Kansas leads the world in the success of each student.

MOTTO

Kansans Can

SUCCESS DEFINED

A successful Kansas high school graduate has the

- Academic preparation,
- Cognitive preparation,
- Technical skills,
- Employability skills and
- Civic engagement

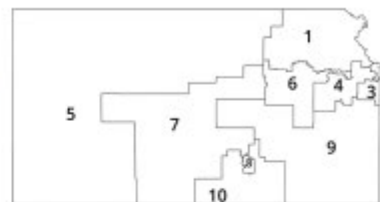
to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.



OUTCOMES

- Social-emotional growth
- Kindergarten readiness
- Individual Plan of Study
- Civic engagement
- Academically prepared for postsecondary
- High school graduation
- Postsecondary success



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The Kansas State Department of Education does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201

Kansas leads the world in the success of each student.



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Access

IMPORTANT:

All school districts and Interlocal/Service Centers must submit the form, even if you are you are not requesting a Professional Development state aid payment or have zero expenditures to report. Districts must have a 5-year plan approved by the State Board to receive a state aid payment.

CURRENT USERS:

If you already have access to KSDE Web Applications, login in and make sure you have “LEA Forms” in your list of Web Applications. **Please submit No Later than June 2, 2023.**

1. Log on to the Kansas Department of Education Web Application:
<https://apps.ksde.org/authentication/login.aspx>
2. Enter user ID and password. Click on “Forget Password?” if you need to reset your password.
3. From the Application Screen choose: **LEA Forms**

Note: If you do not see LEA Forms listed here, your account does not have district level access. Please see the New Users section to register a new account with district level access.

4. From the “LEA Forms” Screen Select: **Professional Development Aid – May Final**
5. **Create A New Report for 2023** To begin, click on the box called “Create New Report for 2023”

You may create your 2023 report by clicking on (Create New Report for 2023) below.

You may edit your current report or view prior reports by clicking Select next to the fiscal year.
If no reports are listed then the reporting period may not be open or you have no prior reports.

	Fiscal Year	Status	Due Date	KSDE Use
Select	2021	SUBMITTED	6/4/2021	LOCKED
Select	2020	SUBMITTED	6/5/2020	LOCKED
Select	2019	SUBMITTED	6/13/2019	LOCKED
Select	2018	SUBMITTED	6/8/2018	LOCKED
Select	2009	SUBMITTED	5/29/2009	LOCKED

Create New Report for 2023



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6. **Administrative Data Screen:** The person completing the Professional Development Aid-May Final report should enter their contact name, position and phone number where they can be reached.

Administrative Data

USD information is populated from the Directory Updates application.
Any incorrect information must be corrected in Directory Updates.

USD #	D0107
Name	Rock Hills
Address	107 E. Main St.
City	Mankato
State	KS
Zip	66956
Superintendent	Mr. Rex Boley

Enter/Change the contact information and click the save button.

Contact Name	<input type="text"/>
Contact Position	<input type="text"/>
Contact Email	<input type="text"/>
Phone Number ###-###-####	<input type="text"/>

7. **Professional Development Form Screen:** Enter your eligible expenditures that were paid from the Professional Development fund on this screen.

Only districts with a 5-year plan approved by the State Board are eligible to receive Professional Development aid. If you do not have an approved 5-year plan or have no eligible expenses, please enter all zeros on this screen.

If you have any questions whether expenditures are eligible or not eligible, click on the **Help** link in the menu located on the left side of your screen. Once you are done entering total expenditures, please <Save> your entries.

You will notice the web application will calculate projected state aid (50% of your total Professional Development expenditures, or half of 1% of the final legal maximum general fund *(Note: This state aid will likely be prorated based on funding)*).

The amount in line 10 of this screen is not your final Professional Development aid payment. The final Professional Development payment amount will not be calculated until KSDE has the final legal maximum general fund budget for each district.



Professional Development Form - Final

Save successful.

Previous Screen Next Screen

Eligible/Noneligible Expenditures: See Help for further explanation.

All expenditures must be paid from the professional development fund to receive state aid.

Only districts with a 5-year plan approved by the State Board are eligible to receive Professional Development aid.

Include projected expenditures through June 30	Final 2022-2023 Expenditures (Rounded to the nearest dollar)
1. Consultant fees and honorariums	1,014
2. Travel expenses for consultants	5
3. Cost of materials used in training	155
4. Number of certified staff members included on the Individual Development Plan (IDP)'s on file June 30, 2023. Note: IDP's must be on file for a district to be eligible to claim expenditures for lines 5,6,7 and 8.	43
5. Salaries of substitute teachers for certified staff who have filed an IDP (not to exceed 25% of total professional development education expenditures - see Help for explanation of how 25% of total professional development education expenditures is calculated)	914
6. Registration fees and travel expenses for in-district, in-state, and out-of-state travel for persons with an IDP on file attending professional development workshops	1,204
7. Salaries of secretarial personnel time, but such salaries shall not exceed 1 hour per IDP on file at the end of the school year.	405
8. Salaries paid to certified staff, during noncontractual times, for participation in district-level or building-level training or other staff development activities.	0
9. TOTAL (add lines 1-3, 5-8)	3,697
10. Projected state aid(line 9 times 50%)	1,849

Please note the amount in line 10 of this screen is not your final Professional Development aid payment. The final Professional Development payment amount will not be calculated until KSDE has the final legal maximum general fund budget for each district. Professional Development state aid entitlement is calculated at 50% of total Professional Development expenditures or 1/2 of 1% of the district's final legal max general fund budget, whichever is less. This payment will likely be prorated based on funding.

Save

- 8. **Submit Report Screen:** Once you have saved your expense on the Professional Development Form, click on Next Screen to take you to the "Submit Report" screen. If no errors show on the error list, you may click on the "Submit Report" button to submit your report. If there are errors listed on this screen, please go back and fix the errors before you submit.

UNLOCK REPORT: If you need to make a change after you have submitted your report call Sara McCullah at 785-296-4972 or email smccullah@ksde.org to unlock your Professional Development Final-May Report.



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Results of Completeness Check

[Back to Admin Page](#)

Click on error description to go to the data entry screen.

ERROR LIST	Stop-must be corrected Warning- can submit without correction STATUS
All forms complete.	

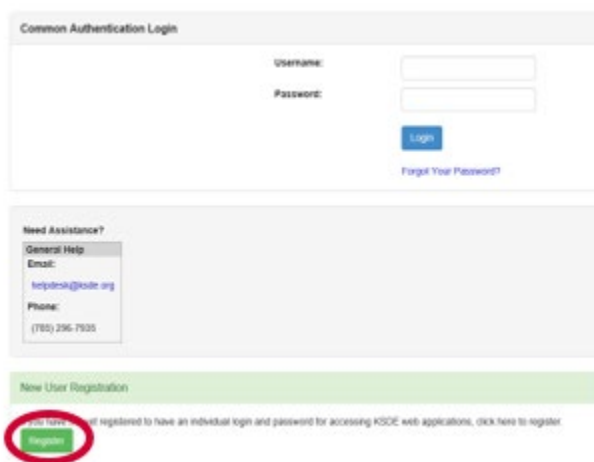
You may submit this report now.
Once submitted, you cannot go back and edit anything on the report.

[Submit Report](#)

NEW USERS:

Individuals who do not have access to KSDE web applications will need to register for access.

1. Go to the KSDE Web Applications site: <https://apps.ksde.org/authentication/login.aspx>
2. Click [Register](#).



3. Enter in the required information.
 - a. Make sure to select your district from the "Organization" drop down list.
 - b. Make sure to select **All Buildings** in the "Building" drop down list. This will then populate a list of applications to register for below.

Note: If you select a specific building instead of "All Buildings", the LEA Forms application will NOT populate in the list of applications.



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KSDE User Registration Form

[Back to Login Page](#)

* Indicates required field.

Please enter your contact information:

First Name:*

Last Name:*

Phone #:*

Email Address:*

Please select the organization and building that you belong to:*

Organization: Building:

Please enter a Username and password.

Username:*

Password:*

**** Please select a building ****

All Buildings

- # 0106 - USD 101 - Public Off-Site Preschools
- # 0109 - USD 101 - Community-Based Preschool
- # 0110 - USD 101 - K Time Program W/O SPED
- # 0111 - Erie Elementary
- # 0112 - Galesburg Middle School
- # 0113 - Erie High School

Tip: Do not use spaces when entering in your username.

When creating your password keep in mind the password requirements shown on the screen.

You will need to remember the username, password, security question/answer, and birth date that you entered. KSDE does not store this information for you.

- c. Scroll down to check the box next to “LEA Forms” and select **District Administrator** as the user level.

Lea Forms

- d. To register for any other applications, please go through and check those as well as selecting the requested user level for each one.
- e. Click **Submit**. Once this happens, our IT department will email the contact denoted as “Superintendent” in the Directory Updates application for approval.
4. Once the Superintendent approves the request, our IT department will add the requested application to your account. When complete, they will email you to let you know that you can now access the new application as requested.
5. You will then go to the [KSDE Web Applications](#) site and sign in with your new username. You should then see all web applications you requested access to.

Tip: If you forget your KSDE web applications password, click [Forgot Your Password?](#) A link will be emailed to you. Click on the link in the email and then enter in your new password to update.



Once you have access to the LEA Forms web application, you should see it in your “My KSDE Web Applications” list after you logging into the [KSDE Web Applications](#) site (may be a different number than it is in the screenshot below). Click [LEA Forms](#).

Help Screen:

If you need help or have a question, click on the Help link in the menu located on the left side of your screen. Once you are done viewing the Help screen, close the screen to get back to the Professional Development Application.

Also see the frequently asked questions section on pages 8-10 of this User Guide.

Print Instructions:

- Select the Print Report link on the menu on the left side of your screen.
- Click on “Print Section” to generate a PDF to save to your local computer or print.

Contact:

Sara McCullah at (785) 296-4972 or smccullah@ksde.org

IMPORTANT: All districts and Interlocals/Service Centers must submit the form, even if you are you are not requesting a Professional Development state aid payment or have zero expenditures to report.



FREQUENTLY ASKED QUESTIONS

1. Q. Does the district have to have a separate fund in the budget for Professional Development activities?
A. Yes, there should be a separate fund for eligible professional development expenses. Approved professional development activities **must** be paid from this fund. Other noneligible expenses should be paid from a different fund, such as the general fund.
2. Q. If a district failed to budget enough for all of the professional development expenditures, should the claim be limited to the amount budgeted in the professional development fund?
A. The actual amount spent on professional development should be included on the claim form. If it appears that the district will spend more than has been budgeted for the professional development education fund, the district should republish its budget or the district will receive a budget violation during the annual CPA audit.
3. Q. How are expenditures which occur after the final report due date handled?
A. Expenditures which occur after the reporting date should be estimated as close as possible through June 30 and included on the expense report. Any differences in the estimate and the actual expenditures should be brought to the attention of the state auditor.
4. Q. If federal funds are used for the Professional Development program, can those expenditures be claimed for reimbursement?
A. No, however, expenditures which are not reimbursed by federal funds may be claimed for reimbursement.
5. Q. If a school district pays an Interlocal to provide part of its professional development and the district provides other professional development on its own, what percentage of the Interlocal's charge can be claimed on the professional development form?
A. The district should get an itemized bill from the Interlocal, with the charges broken down into categories, i.e., consultant fees, materials used in training, administration, etc. The district may claim all the expenses billed by the Interlocal that are eligible expenses on the professional development claim. The district must have enough IDPs on file to support the three categories that require IDPs.
6. Q. Three districts go together to hold a professional development activity. One district pays for the entire activity and then bills the other two districts for their portion. Can the two districts claim their share of the costs on the professional development claim?
A. Yes, providing it is an eligible expenditure.
7. Q. If an administrator has an IDP, can the costs for his/her participation in the program be included on the professional development claim?
A. Yes.
8. Q. Can the cost of fringe benefits be included in the secretarial salary amounts?
A. Yes.



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9. **Q. If a teacher has worked at home performing clerical work on the professional development program, can his/her time be counted?**
- A. Since the district did not pay the teacher for the clerical work, the district cannot claim the teacher's time on the claim under secretarial time.
10. **Q. If a district has ten teachers with IDPs, can it charge ten hours of secretarial time to the professional development program?**
- A. A time card or some similar procedure should be used to justify the expenditure for secretarial time. The time should be actual time spent on the professional development program. Allowable secretarial time will be limited by the number of IDPs on file at the end of the year. So, the district could claim actual secretarial time, but no more than ten hours because of the number of IDPs the district has.
11. **Q. May a school district pay its own teacher as a consultant for conducting a professional development workshop?**
- A. Yes, a teacher may be paid consultant fees for a professional development activity so long as the function was performed outside of the teacher's contract day.
12. **Q. Do expenses such as salaries of secretarial time have to be included in the professional development fund or can they be paid out of general fund?**
- A. All professional development expenses must be included in the professional development fund to be claimed for reimbursement. The portion of the secretaries' salaries being charged as a professional development expenditure should be recoded and charged to the professional development fund. A less desirable alternative would be to reimburse the general fund from the professional development fund.
13. **Q. If a district pays the salary of a consultant to come into the district and provide workshops and individual training for teachers on computers, can the salary be claimed as a professional development expenditure?**
- A. If the computer training is included as part of the district's professional development plan, then the expenses can be claimed.
14. **Q. Are materials that are prepared for a consultant conducting a professional development program eligible expenditure?**
- A. Yes, purchasing materials such as tapes or packets that will be used for professional development training are eligible.
15. **Q. Can a district include in its plan substitute teachers and receive reimbursement?**
- A. If the district includes substitutes in their plan, and those substitutes have an IDP on file with the district, then the district may claim expenditures attributable to those substitutes.
16. **Q. Can a district include substitute salaries when the teacher is involved in preparing for a KESA visit and/or the actual KESA visit?**
- A. Yes, if the KESA activity is defined in the local five-year professional development plan as an option for receiving professional development points and additionally if it is included in the person's IDP (Individual Development Plan).



17. Q. If workshops are held in July, do I count the registration fees on this year's or next year's claim form?
- A. If there is a requirement that the workshop be paid by a date before July 1, then those expenditures would be included on the current year's claim for. If there is not a requirement to prepay in June, then they would be an expenditure on next year's claim form.
18. Q. Are food costs an eligible professional development expense?
- A. Food and drink are allowable professional development expenses if the costs are part of the planned professional development program.
19. Q. If a district has Coop employees (not employed by the district) with IDPs, can they claim the expense of sending them to meetings?
- A. No, the Coop should be paying those expenses.
20. Q. Can the cost of software and the annual fee for software updates be counted as an eligible expense?
- A. The software must be used to train teachers under the professional development plan and must be addressed in the IDP.
21. Q. Can salaries paid to staff, during non-contractual times, for participation in district-level or building-level training or other staff development activities be claimed?
- A. Yes, beginning with fiscal year 2000-2001, salaries paid to staff during non-contractual times became eligible reimbursement.
22. Q. May a school district employ a person to provide Staff Development training rather than employing an outside consultant and receive reimbursement?
- A. Yes, in some of the larger districts it is more efficient to employ a part-time person to provide Staff Development training rather than employing an outside consultant. Preparation time **may** be included in the calculations, but administrative duties **may not** be included.
23. Q. Can school psychologists, nurses, physical therapists or occupational therapists who hold licenses, but are not licensed as teachers, be claimed for professional development?
- A. Only licensed personnel can be claimed on the professional development claim. Licensed personnel means all employees of a school district or an authorized educational agency required to be certificated/licensed by the State Board of Education.
24. Q. Can college credit classes be included as a professional development expense?
- A. College credit classes CANNOT be included in the expenditures if the student is receiving college credit. Otherwise, if the expense is paid by the district and covers the cost for the seminar (not the cost for the college credit), then the expense is eligible.

Contacts

Professional Development online claim form: Sara McCullah at (785) 296-4972 or smccullah@ksde.org

Professional Development Program questions: Ed Kalas at (785) 296-2198 or ekalas@ksde.org

User Name and Password: KSDE Help Desk (785) 296-7935 HelpDesk@ksde.org