Kansas state department of Education

School Finance

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Date: February 24, 2014

To: Chief School Administrators

From: Dale M. Dennis, Deputy Commissioner
Craig Neuenswander, Director
School Finance

INTEREST RATE ON INVESTMENT
Effective 2/24/14 through 3/2/14

TERM	CURRENT	PREVIOUS
1 to 89 Days	**0.07%**	0.06%
3 Months	**0.04%**	0.04%
6 Months	**0.07%**	0.07%
1 Year	**0.13%**	0.13%
18 Months	**0.20%**	0.21%
2 Years	**0.32%**	0.32%

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

When are legal max letters sent?

1. **Unaudited Enrollment – Preliminary Data** (all districts)
   Mailed late October or early November.
   Preliminary data is based on:
   - September 20 enrollment (projected)
   - Adopted General Fund and Supplemental General Fund (LOB) budgets

2. **Audited Enrollment** (all districts)
   Budget Reduction (if applicable)
   Mailed after KSDE audit is completed.
   Audits are processed between November and April. After the auditor's findings have been reviewed by the School Finance office, an audit letter will be mailed. The "audited enrollment" legal max letter will be enclosed with the audit letter, instead of two separate mailings.
   - **Note:** If your audited enrollment is higher than projected, the Computed General Fund will be more than the Adopted General Fund. However, the Legal Maximum General Fund column will still show as the Adopted number until the budget is republished.

3. **Republished Budget** (if applicable)
   Mailed after our office receives documentation the General Fund (Code 06) budget was republished.
   - **Note:** Supplemental General Fund (LOB) *cannot* be republished.

4. **Final** (all districts)
   Mailed in mid-June. A final letter is sent after the following budget considerations are computed:
   - Audits, republications and budget reductions
   - updated transportation density factors
   - actual special education state aid
   - authorized transfers of cash balances from approved funds to the General Fund

Feel free to contact the School Finance office at (785) 296-3782 with budget questions.

Due Dates

March 10 ..... MILT Collection (Military Dependent and Virtual Education Students)
April 1 ..... Medicaid claims (MMIS billing portal)

Refer to the February 17 interest letter for instructions on both submissions.

Coming next week: March payment dates

Counting snow days under the 1,116 hours school year requirement

Weather-related school closings this winter have generated questions about meeting the school year requirement. Select: 1,116 hours School Year Requirement to review the guidelines on this statute. Listed below are excerpts concerning the snow day provision under K.S.A. 72-1106:

What is the time requirement for kindergarten students and seniors?

As outlined in K.S.A. 72-1106, kindergarten students must have a minimum of 465-hour school term. For pupils regularly enrolled in grade twelve, the school term must consist of at least 1,086 hours. Grades one through eleven must have at least 1,116 hours.

Please explain the inclement weather/ snow day provision in the law.

Each school district may designate inclement weather days. These days will be reported to KSDE through the **SO66** (Superintendents Organizational Report) in the fall. For example, if a school district designates three snow days, then the school district must first make up three snow days on the designated days before any forgiveness is allowed. In this example, the first three days must be made up and the next three days missed because of inclement weather would be forgiven. **Any days missed after six (6) days must be made up.**

The same holds true for districts designating the **1,116 hour policy**. A certain number of hours would be designated and those hours must be made up before any forgiveness is allowed. ***Five days is the maximum amount allowed by law.***

How do you count time when school is dismissed early due to hazardous driving conditions?

In order to count the school day, it must have started prior to calling school off.

Count as one of the following:

1) the number of hours scheduled that day if the district is under the 1,116 hour calendar; **or**
2) a full day if the district is under the 186 day, 6-hour calendar, providing a full day was scheduled.

The above-mentioned rule will also apply when you **delay the start of the school day by one or two hours** due to hazardous driving conditions.

Suggestions for Recording School Hours / Days

We recommend each attendance center maintain a log showing the length of each school day for the entire school year. These logs will be audited to ensure that at least 1,116 hours or (186) 6-hour days were maintained by the district. This should eliminate any problems that could arise at the end of the school year on the amount of time school was in session.

a. **No time** is included for **early starting or late closing times** such as early band practice or afternoon football practice **or the lunch hour** (open or closed).
b. **All time reserved for parent-teacher conferences** may be counted.
c. **One-half of the time scheduled for staff development and inservice training programs** may be counted. The training must be time reserved for staff development or inservice training programs for the purpose of improving staff skills, developing competency in new or highly specialized fields, improving instructional techniques, or curriculum planning and study.

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