Counting Kids 2018

Review for 2018-19

- **Enrollment** *funding* is still based on prior year(s)
- **Weightings** are always based on current year – no change

What we audit and when (no change):

- We audit current year (18-19) enrollment
- We audit last year's (17-18) expenses

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New for 2018-19

A few new things to highlight:
- Bilingual - KELPA2 – proficient 1 year – not 2 years
- Declining enrollment – gone
- Transportation weighting – different
- Sunset removed from Career Technical Education Weighting
- No TANF funding for 4 year old At-Risk – only state $
- Funding for 5 year old preschoolers (Kindergarten)

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Overview – What we will cover

Enrollment
- Attendance and Minutes enrolled
- Age
- Misc….Homebound, KAMS, JDC, Work Experience

Weightings
- At-risk, bilingual, CTE, School Facilities, etc…

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Count Day – Thursday Sept 20

Counting two things:

- <u>Attendance</u> (confirming whether student was present)
- <u>Minutes</u> enrolled (confirming # of minutes enrolled)
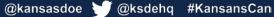
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Attendance

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Attendance Rules – 2018-19

Rules differ depending on whether…

- **Traditional** Schools

- **Alternative** and **Virtual** Schools

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First…Definitions

- **Traditional student** – onsite attendance – brick and mortar
    - **most common -** attendance is face to face
    - **sometimes** - online classes (<u>not</u> the same as virtual)
    - online – student attends class within the school day

- **Alternative student** – attends onsite in an alternative school or program

Definitions - continued

- **Virtual student** – attends a KSDE-approved virtual school or program

      - is asynchronous (can take classes anytime, anywhere)
      - <u>not</u> the same as online

Attendance Rules - <u>Traditional</u>

- Enrolled and Attending on September 20th (Count Day)
- **If absent** on Count Day, then....
  must attend one day before Count Day and
  one day after – but on or before October 4th
- **If your school is closed** on September 20th, then
  Count Day is the next day your school is in session

Attendance – <u>Alternative</u> and <u>Virtual Schools</u>, 18 and Under

Must be in attendance two days:
- Day 1 is on or before September 19
- Day 2 is on or after September 20 but on or before October 4

The timeframes do <u>not</u> over lap (Sept 20 is in the second timeframe)

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Documenting Attendance
Virtual Schools, 18 and Under

Connected time – Electronic system shows when student was connected to the virtual curriculum

Off-line – Academic Activity Log, must be signed by parent if student is under 18, must be signed by November 1

On-site – use sign in / sign out lists showing when the student attended

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Attendance – <u>Virtual</u>, 19 +

- No change from last year…

- Funding is <u>not</u> based on attendance or enrollment
- <u>IS</u> based on credits earned - July 1, 2018 to June 30, 2019

- **Up to six credits per year** will be funded
- Funding is $709 per credit hour – no change
- September 20 is the <u>age</u> determination date for virtual

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Attendance – <u>**Virtual**</u>, 19 +

In KIDS - enter either an ENRL or ASGT record
- ENRL – if there during Count window
- ASGT – if there *after* the Count window
- Regardless, will always be for 360 minutes

For audit:
- Provide transcripts and proof the student passed the credits
- Working toward a program of study
- During 18-19, we will audit credits earned in 17-18

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Attendance – <u>Alternative</u> Schools

- Enrollment form
- Transcript analysis
- Graduation plan
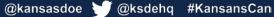- Courses enrolled in
- Log to show time on site

Minutes Enrolled

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Minutes Enrolled

Keep in mind:
- Calculating FTE: Minutes enrolled / 360 min = FTE
- FTE is rounded to 1 decimal place (normal rounding rules)
- FTE cannot be more than 1.0
- If student attends less than 18 minutes, then <u>not</u> counted
- Student receiving special education – always 1.0 *unless virtual*
- If concurrently enrolled, then FTE is 300 min not 360 min

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Minutes Enrolled

How minutes are calculated depends on the type of attendance:

- **Traditional**
- **Virtual 18** and under and **alternative** attendance – same way
- **Special education** <u>and</u> **virtual** – what if both?
- **Concurrently** enrolled students

Minutes Enrolled – Traditional

Do Count:
- Time in class (regardless if full time or part time)
- Passing periods, not more than 10 minutes, between classes
- All Parent-teacher conferences - 1/2 of Prof Development

Do not Count:
- Lunchtime and one passing period before or after lunch
- Recess if right before or after lunch
- Breaks

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Minutes Enrolled – Traditional

New

- if recess is 15 minutes or longer...
- Can count 15 minutes, but not more

Resources:

- Audit Guides on KSDE Fiscal Auditing's website
- School Term Audit Guide FY19

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Minutes Enrolled – Virtual, 18 and under and Alternative

Calculating allowable minutes:
- take longest day attended on or before Sept 19 (360 min or less)
- take longest day attended on or after Sept 20, but before Oct 4
  (again, 360 min or less)

- Average the 2 days: add them together and divide by 2
  = allowable minutes

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Example – <u>Minutes</u> Enrolled Virtual, 18 and under and Alt

<u>Full time</u> student

- If longest day in 1st count window = 360 min
- If longest day in 2nd count window = 360 min

Then 360 + 360 / 2 = 360 minutes

And 360 min / 360 min = 1.0 full time equivalent (FTE) student

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Example – <u>Minutes</u> Enrolled Virtual, 18 and under and Alt

<u>Part time</u> student
- Longest day in 1st count window = 280 min
- Longest day in 2nd count window = 360 min

Then 280 + 360 / 2 = 320
And 320 / 360 = .888 and round to .9 FTE

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Minutes Enrolled - When both Special Education and Virtual

For the district providing special education services:
- FTE is calculated based on <u>actual</u> special education minutes
- <u>Not</u> an automatic 1.0 FTE

For the district providing virtual services:
- *What you should do:* enroll for the # of virtual min provided
- Student FTE is limited to the minutes remaining after SPED
- Auditor will adjust the overall FTE during audit

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Minutes Enrolled – Concurrently Enrolled Students

- High School students attending a post secondary program offered by a Tech School, Community College, or State College as of Sept 20

- **Includes** classes taught by the college at the high school
- **FTE calculation is different** (not 360): is 300 minutes

- For audit: must provide documentation of attendance

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Minutes – Concurrently Enrolled

KIDS Data field D24 – what to enter if concurrently enrolled
- Enter total minutes attended, including the concurrent class(es)
- Remember that 1.0 FTE = total min enrolled / 300 (not 360)

Do not confuse with KIDS Data field D42 – <u>CTE</u> Contact Minutes
- Enter time in D42 only for *approved for funding* CTE courses offered <u>*at*</u> the high school
- If offered anywhere else (tech college, etc…) no minutes in D42

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Minutes – Concurrently Enrolled

KIDS Data field D25, what to enter if course is:

1 – offered <u>at</u> a tech college or community college

2 – community college

3 – state university (including KAMS)

4 – private college

5 – offered by the high school, but outside of main campus

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Age Requirements

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Age Requirements

Preschool **Special Education 3 year old –** 3 on or before Aug 31

Preschool 4 year olds – 4 on or before Aug 31

4 year old At-Risk – 4 years old on or before Aug 31 (not 3 or 5)

Kindergarten 5 years old on or before Aug 31

First Grade – 6 years old on or before Aug 31

Preschool 5 year olds – enroll as a Kindergartner for funding, but academically place where appropriate

Age - Adult Students – Grades

Adult student defined:
- a student who is over the age of 18 AND whose 5th year cohort has graduated or
- any student over the age of 21.
- in KIDS – code as Not Graded (NG) for Data Field D10

- "Adult" definition has nothing to do with funding; but *does* define grade

<u>Age</u> – Adults Students - Funding

Minutes enrolled (<u>not</u> age) – drives funding for:

- Traditional
- Alternative

<u>Age</u> – IS considered when funding for **Virtual**

- 18 and under virtual – fund based on minutes enrolled
- 19 and older – funded based on credits earned

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Misc Information - Enrollment

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Homebound Students

- <u>Licensed</u> teacher must provide the service
- Document the date and subjects provided to the student
- Minutes enrolled – are computed as if in school, based on schedule
- *Template for documenting instruction* – suggested form is on KSDE Fiscal Auditing website (see forms and docs)
- If receiving special education services, then need only to document those services

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Kansas Academy of Math and Science - <u>KAMS</u>

How to enter a KAMS student in KIDS:

- D2 – Accountability School – High School

- D15 – Funding School – District Office

- D16 – Attendance School = 9100 (Fort Hays State)

- D24 – Minutes Enrolled = 300

- D25 – Concurrent Enrollment = 3 (State University)

KAMS Students do not generate any weightings

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Juvenile Detention Centers (JDC) Psychiatric Residential Treatment

- If student is attending a JDC or PRTF on Count Day, then **not counted in home district** for enrollment

- JDCs and PRTFs have 3 Count Days, student is funded on the highest of the three (Sept 20, Nov 20 or April 20)

- Funded at twice the base aid ($4,165 x 2)

- If student is at a PRTF, then have the option to count the student in regular enrollment on Count Day (rather than under JDC rules)

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Military – Second Count Day February 20th

Military Dependents, **not included on September 20th**, but enrolled and attending February 20th

- District must have 25 FTE or 1% of September 20th enrollment

- Submit to KIDS during MILT Collection (Feb 20 to March 10)

- Attendance window is February 1 to March 4

- All weightings apply. (But no virtual funding)

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4 Year old At-Risk

Must be 4 years old on or before August 31. Not 3 or 5.

Must meet one qualifying criteria:

*   Poverty (<u>Free</u> Lunch only)   * Single Parent

*   DCF referral   * Teen parent

*   Parent – No Diploma / No GED   * Migrant

*   English Learner – must qualify and service must be provided

*   Developmentally or academically delayed (**but no IEP**)

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More – 4 Year old At-Risk

- Only **one funding stream** in 2018-19 (State funding) no TANF
- **Slots** awarded will be reviewed and **adjusted in September**

- 3 year old At-Risk students – <u>can</u> be included – **but not funded**
  - must meet one of the At-Risk criteria
  - can include in KIDS Data Field D10 as grade level "04"
  - will not be funded – so auditor will enter an exception

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4 Year old At-Risk vs. KPP

4 Year old At-Risk - Must be 4 years old by Aug 31

- Each child must meet at least one at-risk criteria – to generate $
- Poverty criteria is: Free Lunch *only*

Kansas Preschool Pilot - Age 3 (by Aug 31) to 5, but not K eligible

- at least 50% of the children must meet one of the at-risk criteria
- Poverty criteria is Free *and Reduced* Lunch

Can receive both, but KPP cannot supplant 4 year old at-risk $

Parents as Teachers

- Family must have child that is prenatal to 72 months (6)
- <u>No</u> At-Risk criteria.
- For 2017-18 match is 65%.
- For 2018-19, match is 50%.

- Can be same families that are enrolled for 4 year old At-Risk and Kansas Preschool Pilot.

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KSDE Early Learning

<u>New</u> contact for KSDE Early Learning:

Amanda Petersen, Director

KSDE Early Childhood Team

apetersen@ksde.org

785-296-6602

Becky Strohm – Admin Specialist: bstrohm@ksde.org

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Enrollment – Odds and Ends

Non-resident (Out-of-State) Students –
- <u>Not</u> counted for Virtual, but…
- <u>Counted</u> if enrolled in traditional or alternative school

Foreign Exchange Students
- Must attend one semester / two quarters
- Must provide 558 hours of instruction
- *Must not have already graduated from high school*

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Weightings

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Weightings – what we will cover

- At-Risk and High-Density At-Risk
- School Facilities
- Bilingual
- Career Technical Education
- Transportation
- Low/High Enrollment
- Misc weightings (Ancillary, Cost of Living)

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At-Risk Student Weighting

- Students who qualify for free lunch
- Weighting factor: **0.484** (no change)
- To calculate the weighting:
     free lunch headcount x 0.484
- **Excludes:** Virtual, part-time students, 20 years or older and
          non-funded preschool students

Also, no 10% floor – removed during 2018 Legislative Session

At-Risk Verification

Auditors will check whether:

- 3% of income eligibility forms have been verified by Nov 15
- that 3% of applications for alternative programs have been verified (no lunch service, but State application is used to identify at-risk students)

If not verified, then 3% reduction in at-risk count

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High-Density At-Risk Weighting

Will be calculated at both the underlined district and underlined building level and will be the higher of:

- If free lunch % is 35% or more but less than 50%, then take the number of free lunch students times (free lunch % minus 35%), then times 0.7
- If free lunch % is 50% or more, then take free lunch times 0.105
- School building HD At-Risk is scheduled to expire July 1, 2020 (was 2019)

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School Facilities Weighting

Facilities weighting (can also be for new additions). Must have:

- At least 25% in Local Option Budget

- Be paying for new facility using bonds authorized on/before *July 1, 2015.*

- Weighting is available for two years (the year operations begin and then the next year)

- Reported on the SO66

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Bilingual Weighting

Must meet two requirements for bilingual weighting:

- Student must qualify for service

- Teacher must be qualified (have the proper license)

- *(No change -These are the same requirements as before)*

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Bilingual Weighting

Bilingual Weighting will be based on whichever is greater:

- FTE enrollment (based on contact minutes) x 0.395 **or**

- English Learner headcount x 0.185

- Not an option for district to choose – KSDE will calculate both

- Therefore, districts still <u>must</u> report bilingual contact minutes

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Bilingual Weighting

Use care in reporting Bilingual contact minutes:

- Report minutes for regularly-attended English Learner
- If pull-out services, total minutes for 5 days and divide by 5
- If block schedule – use *average* minutes per day
- Students in grades 1 to 12 – limited to 360 minutes
- Preschool students are limited to 180 minutes
- *Kindergarten – up to 360 minutes*

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Calculator – Bilingual Minutes

- https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/Fiscal-Auditing

- Optional, but use if it helps you

Bilingual – exiting

Still 3 ways to exit English Learners program:

- **Proficient/Fluent on KELPA2.** Exit if score proficient ONE year.
  - monitored status – no services – no bilingual weighting OR
  - *Optional* transition year – but must provide services
- **Recommended exit** by Bldg Leadership or Student Improve Team
- **Withdrawal -** Parent withdraws student

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Redesign – Bilingual

- Same calculation methods can be used
- Send your master schedule and example student schedules

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Career Technical Ed - Weighting

- Weighting is 0.5 x FTE based on minutes in approved classes

  More about calculating minutes (see next slides)

- Classes eligible must be *approved for funding* through the Pathways Process

- Maintain a September 20 roster for <u>each</u> class approved

- Course code must be *exact* match

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Career Technical Ed - Weighting

- Minutes are rounded to whole

  For example: 42.2 = 42, 42.5 = 43, 42.8 = 43

- Can use the CTE Calculator – see Fiscal Auditing Website

- Minutes are entered into KIDS Data Field D42

- Do not include seminar minutes – enter those on the PBR

CTE – Weighting – Minutes

Calculating Minutes – Depends on the type of schedule

- **Same schedule** every day
- **Block** schedule, every other day
- **Modified** block
- **Redesign** – what to do

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<u>Career Technical Ed</u> - Weighting

Examples – Calculating Minutes – <u>Same Schedule</u> Every Day

- One class, meets every day for 52 minutes = 52 CTE minutes

- Two different CTE classes:
  - 52 minutes
  - 51 minutes
  - 52 + 51 = 103 CTE minutes – enter this into Data Field D42

Key: No need to calculate an average

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Career Technical Ed - Weighting

Example – Calc Minutes – **Block** Schedule - Every Other Day

- One class, meets every other day for 90 minutes

    90 / 2 days = 45 CTE minutes

- Two different CTE classes, each 90 minutes

    90 + 90 = 180 / 2 = 90 min – enter this into Data Field D42

Key: Use average minutes per day… (divisor is 2 b/c every other)

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Career Technical Ed - Weighting

Example – Calc Minutes – <u>Modified Block</u> Schedule –

- One class, meets 4 days per week, varying length each day

    50 + 50 + 90 + 50 / 5 days = 48 CTE minutes

- If Two different CTE classes, average each and then add

    avg class 1 + avg class 2 = total CTE minutes for D42

Key: Still Use average minutes per day…

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Calculators - CTE

- https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/Fiscal-Auditing

- Complete the bell schedule first
- Then the CTE minutes calculator

- Optional, but use if they help you

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Redesign – CTE Weighting

- Same calculation methods can be used
- For example, average # of "mods" in the week
- Send your master schedule and example student schedules

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Career Technical Ed - Misc

- If you have a 4 day school week, still divide by 5
- Seminar calculation = avg # min for seminar / student class periods
- Example: 52 min seminar / 6 periods = 9 min

    9 min per student x 15 students in class = 135 minutes (in PBR)

- 2018-19 will be last year project management (a CTE funded course) will be allowed to be paired up with non-pathways course
- Sunset provision removed – CTE was set to expire July 1, 2019

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Transportation - Weighting

Current law continues to include a hold harmless provision:

- Transportation weighting will be based on a calculation that considers actual student transportation costs x 5.0 **or**

- If greater, district will receive the funding it received during the 2016-17 school year (no change – minimum expires 2021)

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Transportation - Weighting

When reporting students **actually transported (at district's expense)** be sure to report:

- **Transportation miles:** Front door of home to front door of school and do not round up (2.46 is 2.4, not 2.5)

- **Transportation FTE:** Round trip is 1.0 FTE. One way is 0.5 FTE (for example regular route bus in AM, but Special Education bus in PM)

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Transportation - Weighting

If a student is transported 2.5 miles or more, also report this information in KIDS:

- Address where the student lives (no P0 Boxes)
- City
- Zip

Transitional - Weighting

Other things to note about transportation weighting:

- No funding provided for transporting out-of-district students

- Auditors will check for double-funding (Special Education)

    If not needed (if not on IEP), do not claim for SPED Transp

- For a part-time private school student, transportation FTE should be equal to or less than their enrollment FTE

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Transportation - Weighting

- First: Thank you for patience last year

- We were using a new process for calculating route distances

- Very much appreciate your patience

<u>Transportation</u> – Route Distances

Our process for auditing transportation route distances:

- We use the data that you submit to KIDS
  - Miles transported and student address
  - Important to report these accurately (again, no PO boxes)
- Calculate route distances for each student, using…
- Google Services and ESRI (ArcGIS) – mapping

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Transportation

When Auditing students reported as transported 2.5 miles +

- We check the one-way route distance reported

- We check whether they are in or out of district

- **Auditor will provide a list of students:**
    - Claimed as more than 2.5 miles but that appear to be less
    - Claimed as <u>in</u> district, but appear to be <u>out</u> of district
    - Let auditor know if you disagree

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Transportation – District Maps

- Mapping tool available on School Bus Safety website:
- https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/School-Bus-Safety/Kansas-School-District-Maps
- Can use to determine district boundaries
- Please do not use to determine route distances - we do not use it to determine transportation weighting

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Low / High Enrollment - Weighting

Weighting is assigned to districts based on enrollment:

- Districts with less than 1,622.0 FTE

- Districts with more than 1,622.0 FTE

- Weighting is automatically calculated on the SO66

- Based on total adjusted enrollment

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<u>Virtual</u> – Funding (not weighting)

Virtual Students 18 and under are funded based on <u>minutes enrolled</u>

- Full-time students are funded at $5,000 per student (360 min is FT)
- Part-time students are funded at $1,700 x FTE (less than 360 min)

Virtual Students 19 and over are funded <u>per credit earned</u>

- $709 per credit earned July 1, 2018 to June 30, 2019
- Maximum of six credits

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Other weightings

- Ancillary Facilities Weighting
- ~~Declining Enrollment Weighting~~
- Cost of Living Weighting

At-Risk – Best Practices

- By July 1, 2018 the State Board had to identify and approve evidence-based best practices for at-risk programs and instruction

- Beginning 2018-19 school year, districts receiving at-risk and high-density at-risk funding must spend those funds on the at-risk best practices developed by the state board

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At-Risk – Best Practices

- Those can be found here:

- https://www.ksde.org/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/Announcements-Early-Childhood-Special-Education-Title-Services/Best-Practices

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At-Risk – Best Practices

- Civic Engagement
- Early Childhood – Early Learning
- Science and Math
- Social Emotional Development
- Social Studies
- Reading/Literacy
- Trauma Informed Care

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Wrapup

KIDS Submission - Window

Submission window:

September 20, 2018 (Count Day) to October 11, 2018

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Additional Information

Fiscal Auditing's website:
http://www.ksde.org/Agency/Fiscal-and-Administrative-Services/Fiscal-Auditing

Website includes:

- Audit Guides (the **Enrollment Handbook for 2018-19**, etc…)
- Calculators (1116 hour building calculator, bell schedule and CTE minutes calc)
- Forms and Documents (to help support claims)

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Calculator – 1116 Hour Bldg Log

- https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/Fiscal-Auditing

- Optional, but use if it helps you

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Auditor File Exchange

- **Optional**, but encourage you to try it, if not already using it
- **Secure** way to provide student records
- Can upload documents ahead of the audit
- Auditor File Exchange User guide – See Fiscal Auditing Website

- **Do not email** personally identifiable student information

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