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*INTEREST RATE ON INVESTMENT
 Effective 04/20/20 through 04/26/20*

Date: April 20, 2020
To: Chief School Administrators
From: Dale M. Dennis,
 Deputy Commissioner
 Craig Neuenswander,
 School Finance Director

TERM	CURRENT	PREVIOUS
1 to 89 Days	0.05%	0.05%
3 Months	0.06%	0.13%
6 Months	0.11%	0.15%
1 Year	0.12%	0.16%
18 Months	0.18%	0.23%
2 Years	0.20%	0.25%

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

*The interest letter will be emailed every Monday via listserv (Sups/Bdclerks).
 Payments to schools and LEAs will continue to be processed as scheduled.
 If you have questions, School Finance staff will monitor and answer emails from home while KSDE offices remain closed. Thank you.*

Request federal funds to be spent in FY2020 by May 20

Please review your federal aid balances now to determine if there are remaining funds which still need to be drawn down during FY 2020 (by June 30). To open the spreadsheet, click on [Payment Information](#), look under the heading **FY20Payments**, 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 FY20**, please request the funds ([login screen - web application Form 240](#)) no later than May 20 (payment deposits June 4). Requests submitted for federal funds *after the May 20 cutoff date* will result in your payment being received in July (start of FY2021).

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
- [Karen Maddox](#) 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
- [Kimberly Muff](#)..... Striving Readers-LINK Grants
- [Nicole Norwood](#) questions on Form 240- requesting payment

Please submit the reports below by the deadline noted. If extensions need to be granted, you will be notified via listserv.

Report due dates

- April 20 Request May federal funds (Form 240) **if funds available (open April 1-20)**
Contact: [Nicole Norwood](mailto:nicole.norwood@ksde.org)
- April 30 [National Board Certified Teachers](#) incentive bonus - Submit application for May 15 payment: - Program questions: Susan Helbert shelbert@ksde.org – Application to: Rose Ireland rireland@ksde.org
Listserv message sent 4/7/20 with instructions
- April 30 Special Education Catastrophic Aid & Non-Public Equivalency
Contact: Mason Vosburg mvosburg@ksde.org
- May 1 Mentor Programs Spring Submission. Guidance: [Click Here: Mentoring and State Funded Stipends](#) See message sent 4/14/20 from Dale Dennis. Questions on application and stipend: Susan Helbert shelbert@ksde.org, Shane Carter scarter@ksde.org, Approved mentor questions - Lynn Bechtel lbechtel@ksde.org
- May 8 Special Education Transportation Expenses (Form 308) – All USDs submit – See message sent 4/20/20 [Instruction manual](#)
- May 18 2021 Kansas Teacher of the Year [nomination packet](#) due. Questions: sbukovatz@ksde.org (785) 296-2551 See message from Dale Dennis 4/16/20 with instructions.
- June 12 Emergency Safety Intervention Data Collection (KIAS) See message sent 4/14/20 from Dale Dennis. [Website user manual](#) Contacts: Melissa Valenza mvalenza@ksde.org, Laura Jurgensen ljurgensen@ksde.org, or KIAS Help Desk (877) 456-8777.
- June 15 5th cohort of Kansans Can Redesign [application](#) for Apollo II Contact: redesign@ksde.org See message from Dale Dennis 1/27/20; *Update 3/24/20 message from Brad Neuenswander Subj: School Redesign – deadline to apply has been extended to June 15, 2020.*
- June 30 Discipline Data Collection (KIAS) [Instructions](#) 4/13/20 See message with instructions from Brad Neuenswander. Questions: Rachel Beech rbeech@ksde.org or Laura Jurgensen ljurgensen@ksde.org

Form 308, Special Education Transportation -- report open

(Listserv sent to Sups, Bdclerks, Special Ed Directors on Monday, April 20)

For those new to the report, or those who would like a more interactive training session, we will host a ZOOM training on Wednesday afternoon (April 22) at 2:00 p.m. We will review the form, its purpose and instructions. Please refer to the listserv message from Craig Neuenswander sent Monday, 4/20/20 for instructions to participate via ZOOM.

Special Education Transportation Expenses (Form 308) (open April 20 – due May 8)

Form 308 report is now open. Login to KSDE's Authenticated Web Apps site:

<https://apps.ksde.org/authentication/login.aspx>.

The Form 308 Guidelines Manual will walk you through opening and submitting the report. This is posted on the [School Finance Guidelines and Manuals website](#). Select: **Form 308 Instructions**. We suggest you download/print the Form 308 instructions to collect the data needed before entering data on the online web application form.

ALL LEAs should submit Form 308 (Special Education Transportation Expenditures Report) by **Friday, May 8**.

- o *If your LEA **does not claim** special education transportation costs, **please enter zeroes and submit** the Form 308 (online web app).*

Form 308 - School Finance contacts:

- o Rose Ireland rireland@ksde.org 785-296-4973
- o Christie Wyckoff cwyckoff@ksde.org 785-296-6321
- o Sara Barnes sbarnes@ksde.org 785-296-4972
- o Craig Neuenswander craign@ksde.org 785-296-3872

Please note: Because we are working from home, email is the most effective way to contact KSDE employees.

2019-2020 Republishing General Fund

Are you concerned about republishing your General Fund? Keep in mind the following factors will impact the calculation of your final "computed" general fund budget:

1. **Audits** – KSDE is still processing audits. We anticipate having all audits completed by mid-May. If there are audit exceptions to any current year weightings, this will result in an increase or decrease of your computed general fund budget.
2. **Special Education State Aid** – The final special education aid payment will deposit on June 1. Once we finalize this payment, we will re-compute your general fund budget based on **actual** special education aid. If your actual special education aid increases or decreases in comparison to the special education aid budgeted on Form 118, your general fund budget will increase or decrease respectively.

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3. **Virtual Credits** – We are currently computing your general fund budget based on **estimated** Virtual Credits submitted on the Superintendent’s Organization Report. The **actual** Virtual Credits earned for students 20+ years will be submitted on the Local Effort web form due June 8. Immediately thereafter, we will re-compute your general fund budget based upon actual Virtual Credits. If the actual virtual credits increase or decrease in comparison to the Virtual Credits estimated, your general fund budget will increase or decrease respectively.

To download the **complete 2020 Legal Max spreadsheet**, please go to this website: <https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Legal-Max-General-Fund-School-Finance-Studies>.

Note: The spreadsheet ‘effective date’ **4/16/2020** appears in Column B (top left side of screen). As audits are processed, we re-compute and repost the spreadsheet with a new effective date.

We anticipate mailing each district a Final legal max letter by mid-June.

Don't hesitate to contact our office if you have any questions pertaining to republishing the General Fund or any other fund within the USD budget program.

Contact for questions concerning republishing:
Sara Barnes, School Finance sbarnes@ksde.org

Note:
It is not necessary to mail an amended paper copy if you have submitted electronically.

If your district needs to republish general fund, step by step instructions are provided online to make these updates in your Excel budget program.

Requirements to Republish USD Budget:

https://www.ksde.org/Portals/0/School%20Finance/budget/repub_instructions.pdf

NOTE: Your Amend form may show the year 2018-19 rather than 2019-20. If that is the case, use the link below to access the Issues Report, scroll down to the issue dated July 24, 2019, and follow the instructions to update the Amend form.

https://www.ksde.org/Portals/0/School%20Finance/budget/Budget_Software/Issues%20Report2020.pdf

2019-20 Budget Republication forms should be received by KSDE before:

- o May 15, 2020 - General Fund only (in order to calculate final state aid)
- o June 30, 2020 - All funds republished except General

IMPORTANT: If you 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 sroot@ksde.org.

Immediately following board approval, please electronically submit all amended budget worksheets.

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Number of Class Days (2019-2020 Directory Updates Web Application)
(repeat from March 30, 2020, interest letter)

Due to the COVID-19 pandemic and the closure of school facilities, Kansas public and private accredited districts, as well as State Schools for Deaf and Blind will **report cumulative days in attendance and days in membership on KIDS EOYA records from the first day of membership through Friday, March 13, 2020**, for the 2019-2020 school year. Those records, along with Total Class Days submitted on the Directory Updates application, are used for computing average daily attendance (ADA) and average daily membership (ADM). Therefore, Total Class Days will need to be updated to only include the number of class days through March 13, 2020, for which attendance was taken.

Below are examples as to how KSDE will use number of Class Days for computing average daily attendance, and the importance for accuracy when updating:

Example with Directory number of class days updated
(assuming 130 days thru March 13):

Student A: 130 cumulative days attendance (EOYA) divided by 130 total class days = 1.00 average daily attendance (tells us this student did not miss any school days)

Student B: 120 cumulative days attendance divided by 130 total class days = .9231 average daily attendance rate (tells us student attended 92 percent of total days)

Example with Directory total class days *not* updated
(assuming was 170 days thru May):

Student A: 130 cumulative days attendance (EOYA) divided by 170 = .7647 average daily attendance rate (appears to be low when in reality they did not miss any days thru March 13)

Student B: 120 cumulative days attendance (EOYA) divided by 170 = .7059 average daily attendance rate (appears to be low when student was really in attendance 92% of the school year thru March 13)

Instructions to update Total Class Days within the Directory Updates application:

1. Login to KSDE's Authenticated Web Apps site:
<https://apps.ksde.org/Authentication/login.aspx>
2. Click on **Directory Updates 2020**
3. Click on **Building Data** on the menu to the left.
4. Click on a building* from the list and then click **Select**.

**See footnote below on what buildings need to be updated.*

5. Scroll down to the "Schedule" section to update the number of days class will be in session.

Schedule

All High Schools will need to have a copy of your class schedule and bell schedule available at the time of the KSDE audit.

Number of days class will be in session during the current school year:

164

6. Click **Save**.
7. Click **OK** on the "Record Saved" pop up.
8. Repeat for each applicable building*.

*Note: **Program Buildings** (building levels that start with "Special Ed Program" or "Early Childhood Program") do NOT need to be updated.

Graduation credits **does not** need updated if the local Board has amended due to COVID-19.

Last day of school (Central Office Building Data screen) **does not** need updated and should reflect the original last day of school reported as May

For assistance with the Directory Updates web application, please reference the [user's guide](#) or email one of the following staff:

Christie Wyckoff
cwyckoff@ksde.org

Sara Barnes
sbarnes@ksde.org

Rose Ireland
rireland@ksde.org

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