



School Finance

Kansas State Department of Education
Landon State Office Building
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Topeka, Kansas 66612-1212

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(785) 296-6659 - fax
www.ksde.org

Date: April 22, 2019
To: Chief School Administrators
From: Dale M. Dennis, Deputy Commissioner
Craig Neuenswander, Director
School Finance

INTEREST RATE ON INVESTMENT Effective 4/22/19 through 4/28/19

TERM	CURRENT	PREVIOUS
1 to 89 Days	2.41%	2.41%
3 Months	2.33%	2.39%
6 Months	2.43%	2.41%
1 Year	2.40%	2.39%
18 Months	2.39%	2.38%
2 Years	2.34%	2.32%

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

Reminders

- April 29 – National Board Certified Teachers Incentive Program - deadline to submit application [Click here](#)
- April 30 – Special Education Catastrophic State Aid Application (current year), and NPE Contracts collection window closes (Contact: Mason Vosburg 785-296-4965) *Catastrophic threshold is \$56,020*
- May 1 – Mentor Teacher stipend (web application) “target date” to open May 1 – watch for announcement
- May 3 – Final date to submit online nominations for 2020 Kansas Teacher of the Year – [Nomination packet](#) (email 4/1/19 from Dale Dennis) Questions: sbukovatz@ksde.org or call (785) 296-2551
- May 10 – Special Education Transportation (Form 308) web app open Apr 22 - May 10 (**all LEAs** submit)
- May 20 – Deadline to request federal aid (via Form 240) for June payment nnorwood@ksde.org

Request federal funds to be spent in FY2019 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 2019 (by June 30). To open the spreadsheet, click on [Payment Information](#), look under the heading **FY19 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 FY19**, please request the funds ([login screen - web application Form 240](#)) no later than May 20 (payment deposits June 6). Requests submitted for federal funds *after the May 20 cutoff date* will result in your payment being received in July (start of FY2020).

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:

- 785-296-4925 [Nicole Clark](#) Title I Grants, Title II-A, Rural Low Income
- 785-296-2307 [Kathleen Mercer](#) Secondary Program Imp. & Perkins Reserve
- 785-291-3098 [Karen Maddox](#) Title VI-B Disc Special Project
- 785-296-1712 [Christy Weiler](#) Title VI-B Pass Thru & Early Childhood Flow Thru
- 785-296-3287 [Chris Macy](#) Title IV 21st Comm. Learning Centers
- 785-296-7779 [Kimberly Muff](#) Striving Readers-LINK Grants

Form 240 questions: Nicole Norwood nnorwood@ksde.org (785) 296-2020



Federal Aid Reminder: The Federal Cash Management Act requires that federal funds must be spent by the end of the month in which they are received. *LEAs cannot carry over federal funds to the following month.*

Form 308 (Sped Transportation Expenses) All LEAs – AVAILABLE

(repeat - listserv sent to Sups, Bdclerks, Sped Directors on April 22)

The following two claim forms should be submitted to KSDE in order to receive a **special education state aid payment on approximately June 3.**

- 1) Due May 10.....Special Education Transportation Expenses (Form 308)
- 2) Due April 30.....Special Education Catastrophic Aid & Non-Public Equivalency

1) Special Education Transportation Expenses (Form 308) (web app open April 22 - May 10)

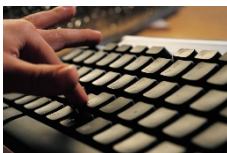
Instructions are posted on the [School Finance Guidelines and Manuals website](#). Select: **Form 308 Instructions**. We suggest you download/print the Form 308 instructions to collect the data needed before entering data on the online web application form.

- **ALL LEAs should submit Form 308 (Special Education Transportation Expenditures)** no later than **Friday, May 10.**
- **IMPORTANT:** If your LEA **does not claim** special education transportation costs, please **enter zeroes** the Form 308 (online web app) **and submit to KSDE by May 10.**
- **Form 308 - School Finance contacts:**
 - Rose Ireland rireland@ksde.org 785-296-4973
 - Christie Wycoff cwycoff@ksde.org 785-296-6321
 - Sara Barnes sbarnes@ksde.org 785-296-4972
 - Craig Neuenswander craign@ksde.org 785-296-3872

2) Special Education Catastrophic Aid & Non-Public Equivalency (due April 30)

In recognition of the fact that some exceptional students have unique or severe physical, mental, social emotional or educational characteristics that require expensive interventions, reimbursement may be granted in an amount equal to 75% of the **net** costs for special education services which **exceed \$56,020** for the **2018-19** school year, after deducting state and federal aid generated by the student.

- For non-public, this includes services provided by non-public institutions or agencies.
- Download instructions and Excel application from the Special Education Fiscal Resources homepage: <http://www.ksde.org/Agency/Division-of-Learning-Services/Early-Childhood-Special-Education-and-Title-Services/Special-Education/Special-Education-Fiscal-Resources/Categorical-Aid>



NOTE: Please provide completed forms to your local MIS clerk, who will submit the data electronically. For submission procedures, click on the following link: <https://www.ksde.org/Portals/0/SES/MIS/MIS-DD.pdf> Page 28-30.

Do not mail copies of the completed applications to KSDE. These forms are for internal use only.

Special Education Catastrophic Aid & Non-Public Equivalency

- Applications due April 30 (one application per child)
- Special Education state aid will deposit approximately **June 3**
- **Special Education Services contact:** Mason Vosburgh mvosburgh@ksde.org 785-296-4945

KSDE Data Central Reports – 2018-19 Updates

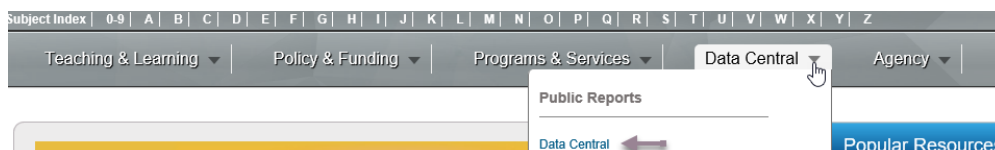
The following 2018-19 reports are now available on **KSDE Data Central** in the [School Finance Reports Warehouse](#):

- Budget documents (USD Budget, Form 150, Budget at a Glance, Profile, Summary)
- Headcount (unaudited) Public
- Headcount (unaudited) Non-Public
- Meal pricing data (breakfast/lunch)
- Mill Rates
- Personnel Reports: for Certified and Non-Certified personnel
- Salary Reports: Superintendents Salaries; Principals (Average Salaries); and Teachers (Average Salaries)
- Transportation Report – includes transportation costs; density and square miles; pupils transported over and under 2.5 miles; and non-resident pupils transported

How to go online to KSDE Data Central – Kansas Education Data Reporting System:

Open the main **KSDE website** www.ksde.org.

Next, from the gray menu bar – click on **Data Central** from the dropdown menu.



[Link to Tutorial](#) – Review standard reports, and learn how to create custom reports on **KSDE Data Central**.

Tip to search for data by subject:



Open the **Data Central Home** screen. Look in the navy blue header bar, and click on right side on the **Subject Index** button for an alphabetical list of reports by subject.

Click on any subject, and a new screen opens to request a standard report or create a customized one:



- Choose a report format: Excel, PDF, Word, HTML (defaults to Excel)
- Select a report from the drop down box and select the school year
- Then click on the blue button – Display Report

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