



900 S.W. Jackson Street, Suite 102
 Topeka, Kansas 66612-1212
 (785) 296-3201
 www.ksde.org

*INTEREST RATE ON INVESTMENT
 Effective 4/29/24 through 5/05/24*

Date: April 29, 2024
To: Chief School Administrators
From: Frank Harwood
 Deputy Commissioner
 Dale Brungardt
 Director of School Finance

TERM	CURRENT	PREVIOUS
1 to 89 Days	5.33%	5.33%
3 Months	5.32%	5.31%
6 Months	5.29%	5.29%
1 Year	5.16%	5.14%
18 Months	5.07%	5.07%
2 Years	4.95%	4.94%

*Minimum investment rates banks must offer to secure public funds as prescribed by [K.S.A. 75-4210](#)
 Maximum length of investment term is two years.*

Payments

- May 1.....State Foundation Aid, Bond & Interest (Capital Improvement),
- May 9.....Selected Federal Payments
- May 10.....SNP & CACFP
- May 15.....National Board Certified Teacher, Mental Health (CMHC)
- May 17.....SNP, CACFP & FFVP
- May 24.....Kansas Pre-K Pilot (CIF), SNP & CACFP
- May 31.....CACFP

Payment amounts for each district/LEA will be posted near the date of deposit:
[Payment Information](#)

State Aid Payments: [Rose Ireland](#) (785) 296-4973

Federal Aid Payments/Form 240: [Amanda Williams](#) (785) 296-2020

Refer to **Form 240** (Federal Aid Payment request form) for a list of federal program funds. To receive a May federal aid payment, submit Form 240 no later than April 19. The Federal Cash Management Act requires that these 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.

Child Nutrition Program (CNP) Payments: [Dessa Gifford](#) (785) 296-4965

- SNP = School Nutrition Programs
- CACFP = Child & Adult Care Food Program
- FFVP = Fresh Fruit & Vegetable Program
- SFSP = Summer Food Service Program

Supply Chain Assistance (SCA) Payment Deposits April 26

On Friday, April 26 districts and sponsors received a direct deposit SCA Funds to assist with food supply disruptions. This payment must be deposited in the food service fund (Code 24); however, it is not required to account for these funds separately within the non-profit school food service account.

Deposit in Code 24 Food Service (USD budget):
Line 4590 - Other Federal Aid (CFDA #10.555)

Record in KN-CLAIM on the Monthly/Annual Financial Report:
Line 8 - Federal Grants 3

School Food Authorities (SFA) are required to maintain documentation supporting food purchases that are allowable SCA purchases and equal in amount received, consistent with the regular program recordkeeping requirements.

For questions related to Budget: Sara McCullah 785-296-4972 smccullah@ksde.org
For questions related to SCA Payment: Pam Rosebaugh 795-296-2276
prosebaugh@ksde.org

Report Due Dates

- April 30 National Board Certified Teacher Incentive – reimbursement claim
(open April 1-30) [Rose Ireland](mailto:Rose.Ireland@ksde.org) (785) 296-4973
- April 30 Special Education Catastrophic State Aid Application (current year) and NPE
Contracts data is finalized [Mason Vosburgh](mailto:Mason.Vosburgh@ksde.org) (785) 296-4945
- April 30 December 1 MIS Child Count – MIS Collection data is finalized
[Mason Vosburgh](mailto:Mason.Vosburgh@ksde.org) (785) 296-4945
- May 1 Mentor Programs – Submit Mentors/Mentees/Assignments for stipend request
(submit by May 1) [Leslie Bruton](mailto:Leslie.Bruton@ksde.org) (785) 296-8011
- May 1 Special Education Categorical Aid Personnel Report - Final deadline to update
[Evelyn Alden](mailto:Evelyn.Alden@ksde.org) (785) 296-3868 Special Education Personnel - check FTE
Discrepancy Report - include homebound
- May 1-20 Request June Federal Funds (Form 240) if funds available (open May 1-20)
[Amanda Williams](mailto:Amanda.Williams@ksde.org) (785) 296-2020
- May 1-31 Foundations for School Success End of Year Survey for Kansas Preschool Pilot
[Natalie McClane](mailto:Natalie.McClane@ksde.org) (785) 296-5081
- May 1-Jun 7 IDEA Application for funds: Title VI-B Flow Through Part 1 - funds for 2024-25
school year [Christy Weiler](mailto:Christy.Weiler@ksde.org) (785) 296-1712
- May 3 Kansans Can Star Recognition Program (open 12/19/2023 – 5/3/2024)
kcanstars@ksde.org [Myron Melton](mailto:Myron.Melton@ksde.org) (785) 296-8110
- May 6 KIDS Collection EOYA – End of Year Accountability (open May 6-June 30)
[KSDE Helpdesk](mailto:KSDE.Helpdesk@ksde.org) (785) 296-7935
- May 10 Special Education Transportation Claim Form (Form 308) (submit by May 10)
[Rose Ireland](mailto:Rose.Ireland@ksde.org) (785) 296-4973
- May 15 CTE Pathways Student Data Management (open May 15-August 15)
[Pathways Helpdesk](mailto:Pathways.Helpdesk@ksde.org) (785) 296-4908

Kansas leads the world in the success of each student.

- May 15-24..Juvenile Detention Center - Final expenditures
(open approx. May 15 - submit by May 24) [Amanda Williams](#) (785) 296-2020
- May 15-24..Kansas Parent Education Program - Final expenditures claim form
(open May 15-24) [Amanda Williams](#) (785) 296-2020
- May 20-June 3 Professional Development – Final expenditures claim form
(open May 20 – June 3) [Amanda Williams](#) (785) 296-2020
- May 24KIDS Collection TASC (Teacher and Student Connection)
(open Sep 5, 2023-May 24, 2024) [KSDE Helpdesk](#) (785) 296-7935
- May 31Early Childhood Foundations for School Success End of Year Survey due
[Natalie McClane](#) (785)-296-5081

Special Education Transportation (Form 308) due May 10

Reminder: All LEAs need to submit Form 308 and provide encumbered transportation costs through June 30. *If there are no expenses to report, go online to enter \$0 special education transportation costs and submit this report anyway.*

Our records indicate that 153 districts, interlocals and special education cooperatives have not started the Form 308 needed to calculate the June 1 special education state aid payment. We have received 67 completed reports, and 86 reports are in progress.

Instructions to complete the Special Education Transportation (Form 308) are available on the School Finance website – [link here](#). Under the Manuals heading, select **Form 308 Instructions**.

If you need assistance, please contact:

- Rose Ireland rireland@ksde.org (785) 296-4973
- Sara McCullah smccullah@ksde.org (785) 296-4972

Submit AMEND form by May 15 if republishing general fund (reminder)

IMPORTANT: If you plan to 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 kalbright@ksde.org before May 15.

Fund	Adopted Budget 2023-24		Proposed Amendment 2023-24 Budget	
	Actual Tax Rate	Amount of Tax to be Levied	Expenditures & Transfers	Expenditures & Transfers

This will assist our office in determining final general state aid entitlements. Please contact Sara McCullah smccullah@ksde.org if you have questions.

Guidance to republish General Fund and the factors that impact the calculation of your final “computed” general fund budget are in the [April 22 interest letter](#).

Download instructions - **Requirements to Republish USD Budget:**

https://www.ksde.org/Portals/0/School%20Finance/budget/Budget_Workshop/repub_instructions.pdf?ver=2021-04-13-151857-907

2023-24 Budget Republication forms should be received by KSDE before:

- o June 1, 2024 - General Fund only (in order to calculate final state aid)
- o June 30, 2024 - All funds republished except General

Immediately following board approval, please electronically submit all amended budget worksheets. (A paper copy does not need to be mailed).

Republishing Virtual Teams Training

Attn: Staff responsible for Republishing Budget - **please share with those personnel in district that are not on the Board Clerks or Superintendents Listservs**

From: Dale Brungardt, School Finance Director

Time: **Tuesday, April 30 at 1:00 PM & Wednesday, May 1 at 9:00 AM**

Location: Teams Virtual Meeting

Staff responsible for republishing the district's budget are invited to join a Teams meeting being presented by KSDE School Finance staff Tuesday and Wednesday of this week, Tuesday April 30 at 1:00 PM and Wednesday May 1 at 9:00 AM. We will provide an overview and discuss the main points required for republishing. In addition, we will answer your questions about these web reports and requirements.

For additional details concerning these learning opportunities, please refer to the listserv messages sent on Monday, April 29, 2024.

If you have questions or need the Teams link, contact Katie in School Finance at (785) 296-3872.

IMPORTANT: Publication and Re-Publication Forms

Please note that K.S.A. 79-2929 requires newspaper publication notices to be on a **special publication form** prescribed by the Director of Accounts and Reports. Districts are urged to publish the forms maintained by the KSDE in the district's budget document (Codes.xlsx). **Do not modify the AMEND form found in the USD Budget software. When the Notice of Hearing to amend the budget is ready to be published, emphasize to the local paper the original form cannot be modified or edited per state statute.**

Request federal funds to be spent in FY2024 by May 20 (*repeat April 15 interest letter*)

Please review your federal aid balances now to determine if there are remaining funds which still need to be drawn down during FY 2024 (by June 30). To open the spreadsheet, click on [Payment Information](#), look under the heading FY24 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 FY24, 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 FY2025).

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
- [Helen Swanson](#) Secondary Program Imp. & Perkins Reserve
- [Sami Reed](#) 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
- [ESSER](#)ESSER & ESSER-SPED Grants
- [Amanda Williams](#)Questions on Form 240- requesting payment

Crisis Management Plans

Spring has sprung and with that also has the threat of severe weather..... **are you prepared?** This is a good time to revisit your schools [Crisis Management Plans](#). You may log onto [Safe and Secure Schools](#) to access the Optional Crisis Plan Template.



Below are some questions to help you start your review:

- Have you Identified your Risks and Hazards?
- Do you have a Crisis Management Team?
- Do you have a Crisis Response Team?
- Are these Teams Identified in your plan?
- Have you reviewed your plan in the past six months?
- Are all contacts up to date?
- Have you exercised and shared your plan with administration, staff, students and outside agencies? (Fire, Police, Sheriff, Emergency Manager)

Please feel free to contact: [Jim Green](#) (785) 296-4946 [John Calvert](#) (785) 296-7056

They will be more than happy to sit down with you and your staff to help you build an All Hazard Plan, and even set up a tabletop discussion that counts as one of your 3 Crisis drills.

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