



School Finance

Kansas State Department of Education
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Date: August 13, 2018
To: Chief School Administrators
From: Dale M. Dennis, Deputy Commissioner
Craig Neuenswander, Director
School Finance

INTEREST RATE ON INVESTMENT Effective 8/13/18 through 8/19/18

TERM	CURRENT	PREVIOUS
1 to 89 Days	1.91%	1.91%
3 Months	2.07%	2.05%
6 Months	2.24%	2.24%
1 Year	2.48%	2.47%
18 Months	2.59%	2.60%
2 Years	2.66%	2.67%

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

Due dates and reminders

August 15 – Directory Updates - Attn: USDs, Interlocals, Service Centers, Coops ([web application](#)) See page 2 to verify whether this is submitted. Contacts: Rose Ireland (785) 296-4973 rireland@ksde.org or Sara Barnes (785) 296-4972

August 17 – Request September General State Aid – All USDs ([web application](#) open Aug 13–17)
Contact: Rose Ireland (785) 296-4973 rireland@ksde.org

August 20 – Request September Federal funds (Form 240) - Attn: USDs, Interlocals, Service Centers, Coops ([web application](#)) Contact: Nicole Norwood (785) 296-2020 nnorwood@ksde.org

August 25 – Submit 2018-19 USD Budget – Instructions Contact: Sara Barnes (785) 296-4972 sbarnes@ksde.org

August 25 – Submit 2018-19 Interlocal Budget – Instructions Contact: Sara Barnes (785) 296-4972

August 31 - 18E Annual Statistical Report ([web application](#) open Aug 6 - 31) See August 6 interest letter for instructions. Contacts: Rose Ireland (785) 296-4973 rireland@ksde.org or Sara Barnes (785) 296-4972 sbarnes@ksde.org

August 31 – Driver’s Education reimbursement claim ([web app](#) closes 8/31) For programs offered between Sept 1, 2017, through August 31, 2018. [Instruction manual](#) Contact: Robyn Meinholdt (785) 296-8012 rmeinholdt@ksde.org

September 11 - Kansas School Safety Hotline: update contact list (instructions sent in August 2 email from Dale Dennis)
Contact: Tamara Milligan (785) 296-3871 or tmilligan@ksde.org ([web app](#) open year round to revise as needed)

Aug 29 – Sept 13 – Counting Kids Workshops Link: [workshop announcement](#) to register (see July 23rd interest letter)

September 1 – Fall Vacancy Report Link: [Instructions](#) Contact: EDCS help desk (785) 296-8011 between 10:00 – 2:00 (notice sent in August 13 email from Dale Dennis)

Request September General State Aid (repeat listserv sent 8/13/18)

All districts shall submit the 2018-19 *State Aid Request for September by Friday, August 17.*

The web application is open August 13-17 on the [KSDE Authentication portal](#). On the login screen, enter your **user name** and **password**.

- Click on **LEA Forms**
- Click on **State Aid Request for September**
- Click on **Create New Report for 2019**

For assistance, call Rose Ireland at (785) 296-4973 or email rireland@ksde.org.

Have you submitted Directory Updates? Attn: USDs, Interlocals, Service Centers, Coops, Private Accredited Schools

Open the July 23rd interest letter for instructions to review Directory Updates - submit by Wednesday, August 15. It is crucial the **Directory Updates** application is updated and submitted to KSDE, as the data is used for various state and federal reporting purposes. The **2018-2019 School Term Notification** (either 1,116 hours, or 186, 6 hour days) is also submitted to KSDE through this web app.

Has your organization submitted the Directory Updates report? Here is how to check:

KSDE will not receive your changes until you press the **“Submit”** button located on the last screen, after all of the school building pages. To check whether your directory information was updated and submitted, click here:

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

- Enter: **User ID/Password**
- Select: **Directory Updates**
- Hover cursor over **Report** (upper left corner)
- From drop down menu, select **Submit**
- It will state that district is complete – or provide a report of incompleteness.

Questions on User ID and/or password, call the KSDE I.T. Help Desk at (785) 296-7935.

Questions on entering data in the Directory Updates web application, contact:

Rose Ireland at (785) 296-4973 or rireland@ksde.org

Sara Barnes at (785) 296-4972 or sbarnes@ksde.org

Christie Wyckoff at (785) 296-6321 or cwyckoff@ksde.org

Transporting Students - FAQs

With the school year starting, it’s a good time to review the rules and regs on pupil transportation. On the School Bus Safety website, **Frequently Asked Questions** answers over 80 questions on the transportation of students, including bus driver requirements, when school district policy is necessary, and regulations governing the safe operation of a school bus.

Please follow this link to the School Bus Safety website:

<http://www.ksde.org/Portals/0/School%20Bus/FAQs%20WEB/FAQ%20Configuration%20auto.pdf>

This interesting question had more than one answer:

Question: A person is being hired to drive a van to transport a student to and from appointments at another facility. Does this new driver need a DOT physical?

Answer: Yes, if this individual was hired primarily to transport students, this driver would be required by Kansas regulations to have (1) a DOT physical, (2) to complete 10 safety meetings a year, (3) complete and maintain a current CPR / First Aid course, and (4) complete and maintain a current Defensive Driver course.

However, a person on your staff whose primary job is other than driving is allowed to *occasionally* transport student(s) in a van or car as part of their duties, and is only required to have a valid driver’s license.

Call the KSDE School Bus Safety Unit for assistance on pupil transportation:

- Keith Dreiling kdreiling@ksde.org (785) 296-4567
- Dennis Tate dtate@ksde.org (785) 296-4545
- Melissa Ostermeyer MOstermeyer@ksde.org (785) 296-5659



School’s in.

Look out.

Budget wrap up - FAQs

We would like to commend all districts for diligently working on the USD Budget to try to meet the August 25 deadline or soon thereafter. As districts are wrapping up, below are common questions to review. We hope this will assist as you wrap up your budget for 2018-19.

Q: Can we conduct the budget hearing on the 10th day after publication, or does it have to be the 11th day or later?

A: There must be “at least” ten calendar days between the publication and budget hearing. The budget hearing can be scheduled on the 10th day. For example, if the Notice of Hearing is published on Tuesday, August 14, day one will be August 15. Counting down ten days, the hearing can be on August 24 or later.

Q: After the newspaper published our Notice of Hearing, my clerk discovered the paper entered a wrong dollar amount on the budget table. Is it necessary to start over and publish a corrected Notice of Hearing?

A: Unfortunately, yes. The Code 99 Notice of Hearing published in the paper must be exactly what the board will adopt. If any number is incorrect, you must publish it again for 10 days, establishing a new hearing date.

Q: I’m trying to use the “Print Selected Forms” or “Print All Forms” from the Tools.xlsx file, but I keep getting a script error. How do I print the Forms used to complete the USD Budget?

A: If the functionality button does not work, you can manually print each Form. Select the worksheet you desire to print, click on “**File**” Excel menu, then select “**Print**”.

Q: When do I need to publish the “2nd Publication”?

A: There is no timeline in the statute for the “2nd Publication”. It should include the Board vote to adopt the budget (approved and disapproved), and may be published any time after the budget hearing. We recommend to publish it sooner rather than later so as not to overlook this requirement.

Note: *Where is the 2nd Publication form?* Open the Codes.xlsx budget file and select 2nd Publication from the tabs below. Your mill levies automatically pre-populate from your budget and there will be a **note in red** indicating whether you should publish this notice. If your mill levy increase is over 2.1%, the 2nd publication notice should appear in the newspaper.

Q: I’m on a Mac and using Excel 2016. I cannot create a copy of the Notice of Hearing or 2nd Publication. Is there an option to create an Excel copy so the funds that are not used can easily be deleted?

A: Please go to this webpage to download “**Excel 2016 for Mac**” found under the heading:

Help With the Spreadsheets: <https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Budget-Information/USD-Budget-Software>

Q: After the Board approves the budget, how do I submit my budget to KSDE and to the County?

A: Instructions to submit the USD Budget are posted on the School Finance website:
https://www.ksde.org/Portals/0/School%20Finance/budget/Submit_Budget.pdf

Important Reminders:

- **Prior to certifying the budget to the County Clerk, all USDs will need to open the [Bug Report](#) and follow instructions to correct statute numbers (lines 25-38) on the C01 worksheet.** The statute numbers are not lining up with the appropriate fund. If the USD Budget software was downloaded after 8:45 AM on July 30, the updates are reflected.
- In addition, the **NOTE** on the **USD Public Notice of Vote (2nd Publication)** has a reference to **Line 8**, which should be **Line 9**. If your district is required to publish the **USD Public Notice of Vote**, please reference the [Bug Report](#) for instructions to update the 2nd Publication.

Don’t hesitate to contact our office if you have budget questions. Call School Finance at (785) 296-3872 and speak with Sara Barnes sbarnes@ksde.org, Craig Neuenswander craign@ksde.org or Dale Dennis ddennis@ksde.org.