



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

*INTEREST RATE ON INVESTMENT
 Effective 08/17/20 through 08/23/20*

Date: August 17, 2020
To: Chief School Administrators
From: Dale M. Dennis,
 Deputy Commissioner
 Craig Neuenswander,
 School Finance Director

TERM	CURRENT	PREVIOUS
1 to 89 Days	0.10%	0.10%
3 Months	0.05%	0.04%
6 Months	0.10%	0.08%
1 Year	0.12%	0.10%
18 Months	0.14%	0.11%
2 Years	0.14%	0.10%

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

Submit USD Budget by August 25

After the board has adopted the budget, submit as follows:

1. **KSDE** - Please **UPLOAD** your electronic budget files by August 25. Also, prepare a single-sided paper copy (see details below) to mail.
2. **County Clerk** – Certify the budget document by August 25. Contact the county clerk’s office to see if they prefer an electronic copy.

Steps to upload your budget files to KSDE:

Go online to the [KSDE web application](#) screen.

Enter: User ID and password

Select: **LEA Forms**

Select: **Upload USD Budget Files**

Create: **New report for 2021**

Enter: District contact information

Upload: 2 budget files into the 2021 report

- 1) Codes.xlsx (Excel document)
- 2) Profile Information.docx (Word document)

Select: **Submit Report** (electronically transmits budget files to KSDE).

Select: **Print Report** menu to print a confirmation all files were received by KSDE (to keep with your records).

NOTE: CPAs will not have access to the KSDE authentication screen. Therefore, CPAs can either 1) provide the electronic budget files to the district office to be uploaded by the USD, or 2) the CPA can email USD budget files directly to KSDE to: sroot@ksde.org. USDs are encouraged to **upload the budget document** as shown above.

Please upload the *electronic* budget files by August 25.

If you need assistance with the upload, contact Sara Barnes at (785) 296-4972.

In addition to submitting the budget files electronically, **please mail a signed paper copy of the budget to:**

Kansas leads the world in the success of each student.



Kansas State Dept of Education Attn: School Finance, Suite 356
 Landon State Office Building
 900 SW Jackson, Ste. 356
 Topeka KS 66612-1212

By statute, the budget is to be filed electronically with KSDE and the county by Tuesday, August 25. The budget may be approved and certified to the county and KSDE on the same day.

We recommend sending the budget using standard mail (lowest-priced method) when submitting the paper copy.

Instructions to prepare paper copy (one-sided) of the budget for KSDE (in this order):

1. **Code 01-99** (budget funds)
 - Please print and mail pages of funds being used (if not using a fund, don't print)
 - Print one-sided; do not staple budget pages
 - On Code 01 (upper right corner) print budget contact person name & phone #
 - **Are signatures of Board Clerk and Board President** on Code 01 and Code 99?
2. **Proof of publication** - Include copy of the affidavit of publication and Code 99 (Notice of Hearing) page published in your local paper
3. **USD Information** (Open page)
4. **Certify page** (signed by superintendent)
5. **Forms** (Form 110, 118,150, etc.) in numerical order. Mail only forms being used.
6. **Average Salaries page**
7. **Unencumbered cash balance** (by fund on July 1) (Codes file – Cash Balances tab)
8. **2nd Publication form** (*if applicable*) - This applies *if* Property Taxes Levied increased 1.8% or more from prior year. Open the 2nd Publication form in the **Codes.xlsx** budget file to verify if your district needs to publish. Publish any time after the board adopts budget, but before June 30, 2021).

Save postage: Do not mail BUDGET AT A GLANCE and PROFILE INFORMATION

It is not necessary to mail KSDE a paper copy of Budget at a Glance and Profile Information. Print these documents for your board members and patrons to provide summaries of your budget information.

Fact sheet to submit USD Budget: [Instructions to submit to KSDE and County](#)

2nd Publication Notice instructions

If your property taxes levied increased *more than 1.8%*(Consumer Price Index) for 2020-21, the district will need to publish the **2nd Publication** notice in the official district newspaper. *Please wait until after your hearing when the board adopts the budget to publish this notice.*

STATE OF KANSAS 2nd Publication					
USD 434 PUBLIC NOTICE OF VOTE					
2020-21 PROPERTY TAX RATES					
2-YEAR PROPERTY TAX REVIEW					
(Excluding General Fund, Bond and Interest, No-Fund Warrants, and Temporary Note)					
Fund	2019-20		2020-21		Percent Increase Over Prior Year
	Amount Levied	Rate	Amount Levied	Rate	
1. Supplemental General	1,178,281	20.977	1,004,956	17.456	-14.71%
2. Adult Education	0	0.000	0	0.000	0.00%
3. Capital Outlay	336,456	5.993	403,007	7.000	19.72%
4. Special Liability Expense	0	0.000	0	0.000	0.00%
5. Extraordinary Growth	0	0.000	0	0.000	0.00%
6. Cost of Living	0	0.000	0	0.000	0.00%
7. Special Assessment	0	0.000	0	0.000	0.00%
8. TOTAL	1,514,857	26.970	1,407,963	24.456	-7.06%

NOTE: Publication in the official county newspaper is required if Line 8 is over 1.8 percent increase over the prior year
 Required by KSA 79-2925b.

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Open the **Codes.xlsx** budget file and select the index tab **2nd Publication**. Mill levies automatically pre-populate from your budget, and there will be a **note in red** indicating whether you should publish this notice.

Instructions to publish:

- o Under **Board of Education Vote**, enter number of votes cast for and against the adoption of the budget;
- o Clerk of the Board **signs**; and
- o **Publish once** in the county's official newspaper. No deadline, as long as publication is before June 30, 2020. The 2nd publication was approved when your board adopted the budget. A special board meeting is not necessary.
- o After publication, please electronically submit a copy of the 2nd publication notice (along with proof of publication) to the county clerk and KSDE, School Finance. Convert into a pdf document and attach to an email to sroot@ksde.org and the county clerk.

Note:

If Line 8 is less than 1.8%, 2nd publication is not necessary.

More information: [Resolution to Adopt Budget \(if 2nd Publication needed\) property tax review](#)

Submit Interlocal Budget by August 25

Submit D0600s Budget

Interlocals should submit their budget to KSDE by August 25. Upload the electronic files by following the same process as shown above for USDs, but select: **Upload Interlocal Budget Files**. Refer to: [Instruction Manual](#) (pg 13).

A single-sided paper copy of the interlocal budget document should also be mailed to KSDE Attn: School Finance (KDSE mailing address in next article).

Council of Superintendents meeting dates

2020-2021 meeting dates for the Council of Superintendents have been set. The first meeting will be held Wednesday, September 16, at 2:00 pm, and be conducted *via ZOOM only*. Superintendents will receive instructions from KSSA to join the meeting. For more information, contact the Kansas School Superintendents Association (KSSA) at (785) 232-6566, or visit the [KSSA website](#). The Council of Superintendents is a collaborative effort between KSSA and KSDE.

Council Chair: Fred Dierksen • Supt USD 443 Dodge City dierksen.fred@usd443.org

Council of Superintendents 2020-2021 Meeting Dates

2:00 pm.Sep 16, 2020..... ZOOM only
2:00 pm.Oct 15, 2020..... Dodge City*
TBA Jan 20, 2021 Topeka Capital Plaza*
3:00 pm. Feb 10, 2021 Topeka KASB*
3:00 pm. April 14, 2021 Topeka KASB*

*Meeting format to be determined closer to the meeting date.

*Council of
Superintendents
2020-2021*

Have you submitted Directory Updates? (due Friday, August 21)

Attn: USDs, Interlocals, Service Centers, Special Education Coops, and Private Accredited Schools are required to submit the Directory Updates application. Please logon to review existing data and update schedules and data that KSDE does NOT rollover from the previous year.

Refer to the listserv message sent July 15 for complete instructions (sent to superintendents and board clerks listservs): [Subj: 2020-2021 Directory Updates Now Open!](#)

Note: There are several new required Administrative Contacts on the Building Data and/or Central Office page. We understand you may not have all required personnel assignments by Aug 21st in order to submit. If this is the case, enter a temporary contact (i.e. main administrator at the building) to submit by Aug 21st. Please be sure to set a reminder to update the Administrative Contacts section once personnel has been confirmed. Since the Directory Updates application is open year-round for updates, you will not need to have your report un-submitted to make these updates. Upon saving the updated pages, you will receive a "Record Saved" pop-up, which confirms the data saved to KSDE.

All personnel changes and other updates can be entered and saved in **Directory Updates** as they occur during the year.

Thanks for helping us keep our database records current.

Download the [Directory Updates Instruction Manual](#) for assistance.

Was your Directory Updates report SUBMITTED to KSDE? *Here is how to check:*

KSDE will not receive your changes until you click the "SUBMIT" button located on the submit screen. To verify whether your directory information was updated and submitted, click here: <https://apps.ksde.org/authentication/login.aspx>.

- Enter: **User ID/Password**
- Select: **Directory Updates 2020**
- Select: **Submit** from left hand menu
- 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:

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

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

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

Due Date Reminders

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

Aug 21.....2020-2021 **Directory Updates** Attn: All USDs, Interlocals, Coops, Service Centers – (see above) Link: Directory Updates [User Guide](#)

Aug 25.....Submit 2020-21 USD Budget – [Instructions to submit to KSDE and County](#)

- Aug 25.....Submit 2020-21 Interlocal Budget – [Instruction Manual](#) (pg 13)
Contact: [Sara Barnes](#) (785) 296-4972
- Aug 31.....18E Annual Statistical Report [User's Guide](#) Refer to message sent Aug 12
Contact: [Rose Ireland](#) (785) 296-4973
- Aug 31.....Drivers Education – web app claim form due - [Data Entry Handbook](#)
- Sept 28**Fall Vacancy Report** (located in EDCS web app) open August 17 – Sept 28.
Mandatory report for all accredited districts/buildings. Instructions sent via
listserv Aug 17 from Dale Dennis. Contact: [Shane Carter](#) (785) 296-8011
- Sept 28**Mentor Programs** - open August 17-Sept 28. Apply for grant by submitting
mentor teacher names. Instructions sent Aug 17 via listserv from Dale
Dennis. Contact: [Shane Carter](#) (785) 296-8011 (Teacher Licensure office)

Attn: Superintendents - Kansas School Safety Hotline (annual review/verification)

Have you gone online to the **School Safety Hotline** [web application](#) to review and update your list of persons (in priority order) who will be contacted by the Kansas Highway Patrol dispatchers in reporting potential violence? (111 USDs have currently submitted)

Action needed: Directions were sent on August 5 in a listserv message from Dale Dennis
Subj: Kansas School Safety Hotline. Follow the instructions to open the web application.
If your contacts remain the same, please click on “**Submit**” after reviewing your district information. This will indicate to KSDE and the Kansas Highway Patrol that your school district information has been reviewed by school district officials.

The **School Safety Hotline** [web application](#) stays open year-round to change the names, priority order, telephone numbers, etc. on your call list anytime it becomes necessary throughout the school year. This enables the Highway Patrol dispatchers to have the most up-to-date listing available at all times.

Background:

The **Kansas School Safety Hotline** (1-877-626-8203) became operative August 1, 1999, for use by students, parents, and community members in anonymously reporting any impending school violence. As of July 1, 2020, 6,015 hotline calls were logged with 1,254 of them being referred to school districts and/or law enforcement agencies.

Questions: Tamara Milligan (785) 296-3871 or Sherry Root (785) 296-3872

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