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*INTEREST RATE ON INVESTMENT
 Effective 08/24/20 through 08/30/20*

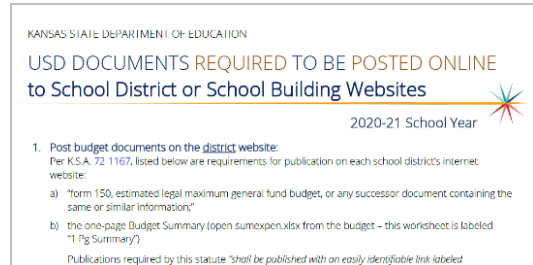
Date: August 24, 2020
To: Chief School Administrators
From: Dale M. Dennis,
 Deputy Commissioner
 Craig Neuenswander,
 School Finance Director

TERM	CURRENT	PREVIOUS
1 to 89 Days	0.10%	0.10%
3 Months	0.05%	0.05%
6 Months	0.09%	0.10%
1 Year	0.11%	0.12%
18 Months	0.13%	0.14%
2 Years	0.13%	0.14%

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

Website Postings - USD Documents required to be on school website

Per Kansas statute, school districts are required to post certain budget data, accreditation accountability measures, corrective action plan, and the district's Emergency Safety Intervention policy on their district or school building websites. We provided a list of this information in a 3-page document included in the budget workshop packet (shown above).



You may also view and print this document from the School Finance website: <https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Online-Budget-Packet> Scroll to the heading: **Guidance for Administrators and Business Officials**, select: Website Postings - Documents required to be on school website

The Kansas State Department of Education is also required to make available budget data for every district on the **KSDE Data Central website**: <https://datacentral.ksde.org/>.

Due Date Reminders

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 (reminder below)

Aug 31.....**Drivers Education claim** – web app form due - [Data Entry Handbook](#)

Sept 11**Designation of Attendance Officer(s)** (all USDs open July 1-Sept 11) Contact: Cheryl Austin (785) 296-3204 Office of General Counsel – Refer to message sent Aug 19 from Dale Dennis

Sept 28 **Fall Vacancy Report** (in EDCS web app) open August 17 – Sept 28.
Mandatory report for all accredited districts/buildings. Instructions sent via listserv Aug 18 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 18 via listserv from Dale Dennis. Contact: [Shane Carter](#) (785) 296-8011 (Teacher Licensure office)

Sept 30 **LCP (Local Consolidated Plan)** (Application for Title Programs due Sept 30 - open year-round for changes. Contact: [Nicole Clark](#) (785) 296-4925

Opening September 1:

Sept 25 **ESSA Building Expenditures Report** (open Sept 1-25) All USDs Contact: Craig Neuenswander craign@ksde.org (785) 296-3872

Oct 2..... **Federal Fiscal File Review** (in KIAS web app) Open Sept 1-Oct 2 Contact: [Christy Weiler](#) (785) 296-1712

Submit 18E Report by Aug 31– Unified School Districts only

Only six working days remain to complete the **Annual Statistical Report 18E** due Monday, **August 31**. Examples of information collected on the **18E report** are bond data, summer school enrollment information, indirect costs, and transportation data such as number of bus drivers, miles traveled and vehicle depreciation.

NOTE: The 18E Report collects information from the *prior school year (2019-20)*.

Prior to entering data on the 18E report, please download and print the user's guide. The manual provides screen shots and step-by-step instructions on entering data to complete the report. Additional help is available by clicking on the "**Help Screen**" link in the web application.

- To download user's guide: <https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Guidelines-and-Manuals>
- Select: **18E - Annual Statistical Report User's Guide**

If you have questions regarding User ID/password, please contact the IT Help Desk at (785) 296-7935.

18E Questions: Rose Ireland rireland@ksde.org at (785) 296-4973
Christie Wyckoff cwyckoff@ksde.org at (785) 296-6321
Sara Barnes sbarnes@ksde.org at (785)296-4972

Driver Education claim form due 8/31

If your district offered a driver education program between the dates of Sept 1, 2019, through August 31, 2020, an online claim form must be submitted by **August 31** to receive a state aid payment. Download the **Driver Ed Reimbursement Web Application User's Handbook** at this [link for instructions](#). If you have questions, call the KSDE Driver Education office and visit with Robyn Meinholdt (785) 296-3379 or email rmeinholdt@ksde.org.

The State Safety (Driver Ed) state aid payment is anticipated to **deposit on February 16**.

Kansas leads the world in the success of each student.

2020-21 School Crisis Drills

Schools are required by statute to conduct nine crisis drills during the 2020-2021 school year. A checklist is on the Safe Schools website: [Fire Marshal Drills Checklist](#)

Many questions have been asked about the crisis drill requirement this year. A letter from the State Fire Marshal's Office dated July 27, 2020, is posted on our website (www.ksde.org/Kansas-Safe-Schools) to help clarify the crisis drill issue if you have no-person classes. As long as staff or students are in the building, the drills MUST be completed, however, if the school is running at one-half capacity, that does NOT mean that there needs to be double the amount of drills (or at a one-quarter capacity, four times the number of drills, etc.)

If you have any questions on the drills, please do not hesitate to contact us:

(785) 296-7056 John Calvert jcalvert@ksde.org

(785) 296-4946 Jim Green jgreen@ksde.org

New staff member: Jim Green (pictured right):

Jim Green joined the **Safe and Secure Schools Unit** recently as a School Safety Specialist. Jim worked 13 years for the City of Topeka as the Emergency Management Coordinator. He is also with the Kansas Incident Management Team certified as a Logistic Section Chief and as an Operations Section Chief.



John Calvert (pictured left) was promoted to Director of the Safe and Secure Schools Unit, and has been with the Unit since its inception almost two years ago.

We look forward to navigating this school year with you, and welcome the chance to help out any way that we can.

Submit school calendar to KSDE



The KSDE Fiscal Auditing team is scheduling annual state auditor visits and will need your USD's **one-page 2020-2021 school calendar**. **Action needed:** Create a .pdf document of your school calendar and attach it to an email to: Auditing@ksde.org. **Questions?** Call Makayla Auldridge, Fiscal Auditing, at (785) 296-4976.



Reminder: [Counting KIDS workshops](#) start today via Zoom

Thirty sessions will be offered, and to encourage questions and discussion, the number of participants will be limited in each session. Please attend (via Zoom) the workshop region or "location" that you would have normally attended in person.

Registration is required on the KSDE Training Portal: <https://learning.ksde.org/>

Presented by: Laurel Murdie, Fiscal Auditing Director, and KIDS training staff

Link: [Counting KIDS Workshop dates and times](#)

Link: [Enrollment Handbook FY21 - updated 8.19.20](#)

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