



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

*INTEREST RATE ON INVESTMENT
 Effective 8/29/22 through 9/04/22*

Date: August 29, 2022
To: Chief School Administrators
From: Craig Neuenswander
 Deputy Commissioner
 Dale Brungardt
 Director of School Finance

TERM	CURRENT	PREVIOUS
1 to 89 Days	2.33%	2.33%
3 Months	2.64%	2.51%
6 Months	3.06%	2.93%
1 Year	3.21%	3.15%
18 Months	3.34%	3.21%
2 Years	3.34%	3.22%

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

Report Due Dates

- Aug 31..... Driver Education claim form for reimbursement due
[Jessica Apodaca](#) (785) 296-0952
- Aug 31..... **18-E** Annual Statistical Report (all USDs - open August 10-Aug 31)
[Rose Ireland](#) (785) 296-4973
- Sept 1-20.... Request October Federal Funds (Form 240) if funds available
 (Open Sept 1-20) [Nicole Norwood](#) (785) 296-2020
- Sept 1-23.... **ESSA Building Expenditures Report** (all USDs - open Sept 1-23)
[Christie Wyckoff](#) (785) 296-6321
- Sept 1-Oct 1 Federal Fiscal File Review (located in KIAS web app) (Cohort 2)
[Christy Weiler](#) (785) 296-1712 (open Sept 1-Oct 1)
- Sept 6..... KIDS Collection **TASC** (Teacher and Student Connection)
 (Open 9/6/2022 - 5/26/2023) [KSDE Helpdesk](#) (785) 296-7935
- Sept 11 Designation of Attendance Officer(s) due (open July 1-Sept 11)
[Cheryl Austin](#) (785) 296-3204
- Sept 12-16. Request for State Foundation Aid for October (all USDs- open Sept 12-16)
[Rose Ireland](#) (785) 296-4973
- Sept 15 Prior year **EOY MIS** collection – data is finalized
[Mason Vosburgh](#) (785) 296-4945
- Sept 15 Outcomes Part B verification window (Early Childhood Special Ed - Age 3-5)
 (Open July 1-Sept 15) [Julie Rand](#) (785) 296-1944
- Sept 19 **PBR** (Principal’s Building Report) and **SO-66** (Superintendents Organization
 Report) (open Sept 19-Oct 10) [Rose Ireland](#) (785) 296-4973
- Sept 20 Interlocal Agreements (open Sept 20-Oct 10) [Christie Wyckoff](#) (785) 296-6321
- Sept 20 Submit budget documents to KSDE
 (For USDs exceeding the revenue neutral rate)
[Dale Brungardt](#) or [Sara Barnes](#) (785) 296-3872
- Sept 20 KIDS Collection **ENRL** (Funding and Enrollment) (open Sept 20-Oct 10)
[KSDE Helpdesk](#) (785) 296-7935

- Sept 20 Kansas Kindergarten Readiness Snapshot (ASQ-3 and ASQ:SE-2) for incoming kindergarten students (open July 1-Sep 20)
[Amy Rzaczyznski](#) (785) 296-6035
- Sept 26 **Fall Vacancy Report** (ECDS web app) All USDs/Buildings
(Open July 1 – Sept 26) [Leslie Bruton](#) (785) 296-8011
- Sept 26 **Mentor Programs** Mentor Teacher Stipend Grant Submission
(Submit by Sept 26) [Leslie Bruton](#) (785) 296-8011
- Sept 30 **LCP** (Local Consolidated Plan) (Application due September 30 - open year-round for changes) [Nicole Clark](#) (785) 296-4925


Payments

- Sept 1 State Foundation Aid, Bond & Interest (Capital Improvement), Mental Health (Liaisons)
- Sept 9 Selected Federal Payments
- Sept 15 Kansas Parents As Teachers (PAT)

Payment amounts will be posted on the [School Finance homepage](#) near the date of deposit under the heading: **FY23 Payments**.

Resource: Payment Dates for 2022-2023 State and Federal Aid

Keep track of the dates to expect all aid payments generated by KSDE. The estimated dates for direct deposit are listed by month (sample shown to the right).

Payment Dates for State and Federal Aid		2022-2023	
Est. Deposit	Payment	Note: Dates are estimated and subject to change	
July 11, 2022	FY22: Final: State Foundation Aid, Supplemental General (LOB)		State Aid Payments State Foundation Aid, Bond & Interest (Capital Improvement) and Supplemental General (LOB) Rose Ireland (785) 296-4973 Sara Barnes (785) 296-4972 Dale Nowogrodzki (785) 296-3872 Craig Newkirk (785) 296-3871
July 12, 2022	FY23: State Foundation Aid		
July 15, 2022	KPERS		
July 20, 2022	School Safety & Security Grant		
July 21, 2022	Selected Federal Payments		
July 27, 2022	FY22: KS Pre-K Pilot (TANF) 4 th Quarter Reimbursement		
Aug 1, 2022	State Found. Aid, Bond & Interest (Cap. Improv.), Mental Health (Liaisons)		
Aug 11, 2022	Selected Federal Payments		
Aug 25, 2022	KS Pre-K Pilot (CIF)		

To download and print this one-page reference sheet, open the following link: [Payment Dates for State and Federal Aid](#)

Questions? Contact one of the following:

- State aid payments: Rose Ireland rireland@ksde.org (785) 296-4973
- Sara Barnes sbarnes@ksde.org (785) 296-4972

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

Issues Report Updated (USD Budget)

Please review the latest Issues Report, which includes instructions for downloading a new Sumexpen.xlsx and Tools.xlsm Excel files. These files do not have any impact on the work that has been done on the Codes.xlsx file. The Sumexpen.xlsx file also includes the C099a and Budget At A Glance. We appreciate district staff calling us to bring issues to our attention. Download the latest report from the School Finance - Budget Information – USD Budget Software homepage – direct link here: <https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Budget-Information/USD-Budget-Software>

ESSA Building Expenditures Report – Opening 9/1 (due 9/23)

One of the requirements is that each [District Report Card](#) is required to include a per pupil breakdown of Total Current Expenditures, Federal Expenditures and State & Local Expenditures for each school in every local education agency in Kansas for the *prior fiscal year (actual expenditures for 2021-2022)*.

Expenditures reported are posted on KSDE’s Data Central within the [District Report Card](#) and also in the [Accountability Reports](#) per [K.S.A. 72-5178](#).

The report is collected within **LEA Forms** on the [KSDE Web Applications site](#). Prepare for the report by looking over the [Users’ Guide](#) posted at the top of the [Guidelines & Manuals page](#) of the [School Finance Website](#).

Example from the bottom right front page of the building accountability report:



Contacts:

[Christie Wyckoff](#) (785) 296-6321 [Rose Ireland](#) (785) 296-4973

[Sara Barnes](#) (785) 296-4972 [Dale Brungardt](#) (785) 296-3872

Council of Superintendents meeting dates

2022-2023 meeting dates for the Council of Superintendents have been set. 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: Shiloh Vincent • Supt USD 418

McPherson Shiloh.vincent@mcpherson.com

Council of Superintendents 2022-2023 Meeting Dates

Sep 21, 2022 Coffeyville
Oct 19, 2022 Wichita (KSDE Conference)
Dec 7, 2022 Hays
Jan 18, 2023 Topeka
Mar 8, 2023 Salina
April 19, 2023Tonganoxie

*Council of
Superintendents
2022-2023*

2022-2023 School Calendar

The KSDE Fiscal Auditing team needs your USD's one-page 2022-2023 school calendar. Action needed: Email a PDF attachment of your school calendar to: auditing@ksde.org. **Please include your School District number in the subject line.** The team uses the calendars to help with scheduling your district's annual KSDE USD audit.

If you have questions please contact Peggy Hill, Fiscal Auditing, at (785) 296-4976.

Counting Kids Workshops Begin August 29

There's still time to register for upcoming Counting Kids Workshops. Sessions begin today Aug. 29 and continue on selected dates through Sept. 14. The information presented will guide attendees through the Count Day process and the information school districts enter into the KIDS system for funding purposes. New this year will be information on keeping student data secure. Laurel Murdie, Fiscal Auditing Director, and KIDS training staff lead the workshops.

Registration is required through the KSDE Training Portal: <https://learning.ksde.org/>. Instructions for first-time users are posted on the site.

Link: [Counting Kids 2022 Schedule](#)

Link: [Enrollment Handbook 2022-23](#)

Questions? Contact the Fiscal Auditing Office at 785-296-4976

Count Date: Tuesday, September 20, 2022

K.S.A. 72-5132 designates September 20 as enrollment count day, the date that is used to determine the number of students regularly enrolled for funding purposes. If the 20th is not a school day, the count day moves to the first school day following the 20th. Please set your calendar so that classes are in session for all enrolled students. Avoid scheduling staff training or parent-teacher conferences on the official student count date.

Students should be enrolled and attending on the official count date, Tuesday, Sept 20.

A school district's General Fund Budget is determined by taking the district's total adjusted weighted enrollment, times the base aid for student excellence (BASE). For 2022-23, the BASE is \$4,846.

We encourage you to review the School Term guideline document, "[1,116 Hours School Year Requirement](#)," on the School Finance homepage at this link: [Guidelines and Manuals](#). This annual school term requirement must be met by school districts for state aid and accreditation purposes. Use the guideline document to help determine the common activities which can and cannot be counted towards the school term requirement. The document includes a summary of state law, recordkeeping requirements and explains the inclement weather/snow day provision.

A calculator that can be used to track a school building's daily attendance hours (1,116 Hour Building Log Calculator) can be found on the KSDE [Fiscal Auditing webpage](#).

In addition to the 1,116 Hour Building Log Calculator, other helpful calculators and the KSDE audit guides can be found on the KSDE [Fiscal Auditing webpage](#) including:

- 1,116 Hour Building Log Calculator (daily building attendance log)
- bell schedule and CTE contact minutes calculators, ESOL/Bilingual contact minutes calculator
- special education calculators including: Bi-Annual Certification of Time, early childhood FTE, Personnel Activity Report (PAR)
- postsecondary class attendance log
- virtual school academic activity log calculator – use to document off-line attendance time
- FAQs – Limiting Remote Learning – 2022-23
- work-based learning – work log – timesheet – attendance log
- all KSDE audit guides
- attendance log of documenting services provided to a homebound student
- school district map lookup – District Boundaries – ArcGIS

KSDE will be closed Sept. 5th for Labor Day

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