Date: November 14, 2022
To: Chief School Administrators
From: Craig Neuenswander
Deputy Commissioner
Dale Brungardt
Director of School Finance

Payment Dates
Nov 15 .......... KS Pre-K Pilot (CIF), Mental Health (CMHC)
Payment amounts will be posted on the School Finance homepage near the date of deposit. Payments are listed under the heading: FY23 Payments

Report Due Dates
Nov 14 .......... IDEA Maintenance of Effort and Excess Cost Report (all USDs) (open Nov 14-Jan 14) Christy Weiler (785) 296-1712
Nov 15 .......... Mill Rate by Fund submission for all USDs (open Nov 15-Dec 15) Christie Wyckoff (785) 296-6321
Nov 18 .......... Survey: Early Retirement Program (All USDs) – due Nov. 18
Nov 21 .......... Request December Federal Funds (Form 240) if funds available (open Nov 1-21) Nicole Norwood (785) 296-2020

Reminder – Early Retirement Survey due THIS FRIDAY
We are required to provide early retirement survey data to the Legislative Joint Committee on Pensions, Investments and Benefits for their review. We would appreciate a response from all unified school districts by returning this survey to our office by Friday, November 18.

Instructions and the survey form can be downloaded on the School Finance homepage. Link: Survey: Early Retirement Program

Thank you for your assistance. If you have questions, please contact our office; at (785) 296-3872.

Interlocals and Service Centers may disregard.

Kansas leads the world in the success of each student.
Mill Rate Form 2022-2023 – due 12/15 – see Clerk & Supt listserv email sent out 11/14/22

The 2022-2023 Mill Rate Form is now open. Access the Mill Rate Form through LEA Forms on the KSDE Web Applications site. We anticipate the reporting time to complete this Mill Rate report is less than 20 minutes.

To complete the report, enter the final mill rates for each fund from the certified Mill Levies sheet. The County Clerk should have mailed certified final Mill Rates to each USD in November, but if not contact the County Clerk to request them.

For step by step help, the Mill Rate User’s Guide is available on the Guidelines & Manuals page of the School Finance website under the Manuals heading. Below are some helpful tips:

- Do NOT enter the budgeted mill rates provided on the Mill Rate Form as final mill rates.
  - KSDE provides the budgeted rate as certified on the USD Budget as a reference ONLY in order to show the difference between budgeted and final rates.
- Be sure that the final mill rates entered are for the current school year.
  - 2022 Mill Rates for 2022-2023 School Year
- Capital Outlay cannot exceed 8,000 mills per KSA 72-53,113.
- If USD is in multiple counties, report the rates from USDs Home County.
- If there are any discrepancies on the Levy Sheet, please notify the County Clerk.

Mill Rate Questions, contact School Finance staff:
785-296-6321 Christie Wyckoff cwyckoff@ksde.org
785-296-4973 Rose Ireland rireland@ksde.org
785-296-4972 Sara Barnes sbarnes@ksde.org

Username and Password Questions, contact the KSDE Help Desk:
785-296-7935 KSDE Help Desk HelpDesk@ksde.org

KDHE Grant Opportunity

The Kansas Department of Health and Environment is offering grants to purchase products made from recycled waste tires. Playground surfacing, picnic tables, and park benches are a few examples of the eligible projects.


The effective date of the funded grants will be May 1, 2023. Applications and guidelines will be available November 15 at https://www.kdhe.ks.gov/710/Waste-Reduction-Grant-Guidelines-Forms.

Questions about the grant may be directed to Jessica Ruiz at KDHE, Jessica.ruiz@ks.gov.
Website Postings: Publish dates for ACT exams

Districts are reminded to post the latest ACT testing information on the district’s website per KSA 72-5179. The district shall annually publish on their websites the times, dates and locations of the pre-ACT college entrance exam, the ACT college entrance exam and the ACT WorkKeys assessments that are offered in Kansas and information for students on how to register for such exams or assessments.

Please verify that all required documents have been posted on your school district’s website for the 2022-2023 school year. A list of these documents was included in the June 2022 USD budget workshop packet. Follow this link to open: USD Documents required to be posted online to school district or building websites

ACT WorkKeys and PreACT resources on KSDE website:

- Dates for 2022-2023 ACT WorkKeys and PreACT.pdf (ksde.org)
- Kansas (act.org)
- Fact Sheet The Benefits of ACT WorkKeys and NCRC (ksde.org)

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