Date: September 23, 2019
To: Chief School Administrators
From: Dale M. Dennis, Deputy Commissioner
Craig Neuenswander, Director
School Finance

INTEREST RATE ON INVESTMENT
Effective 9/23/19 through 9/29/19

<table>
<thead>
<tr>
<th>TERM</th>
<th>CURRENT</th>
<th>PREVIOUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 89 Days</td>
<td>2.06%</td>
<td>2.13%</td>
</tr>
<tr>
<td>3 Months</td>
<td>1.95%</td>
<td>1.92%</td>
</tr>
<tr>
<td>6 Months</td>
<td>1.90%</td>
<td>1.86%</td>
</tr>
<tr>
<td>1 Year</td>
<td>1.88%</td>
<td>1.81%</td>
</tr>
<tr>
<td>18 Months</td>
<td>1.82%</td>
<td>1.78%</td>
</tr>
<tr>
<td>2 Years</td>
<td>1.75%</td>
<td>1.69%</td>
</tr>
</tbody>
</table>

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

Check progress of Principal’s Building Reports
The Principal’s Building Reports (PBR) and Superintendent’s Organization Report (SO66) web applications are now open and should be submitted no later than Thursday, October 10.

Superintendents are encouraged to go online to check the progress of each building report this week. It is a good idea to ask building staff to submit the PBR to the district office in the first week of October. This gives district office staff adequate time to carefully review all building reports, correct discrepancies, and finalize the SO66.

User’s Guides provide step-by-step instructions to logon, enter data and submit reports. Instruction guides to complete these reports can be downloaded and printed. Link: http://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Guidelines-and-Manuals

Under the Manuals heading, select:

− PBR User’s Guide (Principal’s Building Report)
− SO66 User’s Guide (Superintendent’s Organizational Report)
− Enrollment Handbook (i.e. Counting Kids) 2019-2020 – Guidance on how student FTE is calculated and how to determine appropriate entries into the KIDS system.

While working online, help screens are available.

How can we assist you?

− Content questions such as counting student FTE, transportation, etc., please contact:
  Rose Ireland (785) 296-4973 rireland@ksde.org
  Christie Wyckoff (785) 296-6321 cwyckoff@ksde.org
  Sara Barnes (785) 296-4972 sbarnes@ksde.org
  Craig Neuenswander (785) 296-3872 craign@ksde.org

− Request to ‘unsubmit’ a report to make corrections, call (785) 296-6321.

− KIDS system questions, help uploading ENRL data, password problems: KIDS Help Desk: (785) 296-7935

The district office should submit the SO66 and PBR reports by October 10.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 27</td>
<td><strong>Mentor Programs</strong> — Apply for grant by submitting mentor teacher names.</td>
<td>Shane Carter (785) 296-8011 Guidance – Mentoring and State Funded Stipends</td>
</tr>
<tr>
<td></td>
<td>(instructions sent on 9/13 via listserv from Dale Dennis)</td>
<td>------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Sept 27</td>
<td><strong>ESSA Building Expenditures Report</strong> (open Aug 23-Sept 27) <strong>All USDs</strong> Contacts: Craig Neuenswander or Sara Barnes (785) 296-3872 (This is a new report. Instructions were sent Aug 23 from <a href="mailto:sroot@ksde.org">sroot@ksde.org</a>) FAQs/Help</td>
<td>------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td><strong>Fall Vacancy Report</strong> Contact: Shane Carter (785) 296-8011 (instructions sent on Sept 6 via listserv from Dale Dennis)</td>
<td>------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Sept 30</td>
<td><strong>LCP</strong> (Local Consolidated Plan) (Application due Sept 30 – open year round for changes)</td>
<td>Contact: Nicole Clark (785) 296-4925 Link: 2019-20 LCP Application email and Reference Guide</td>
</tr>
<tr>
<td>Oct 4</td>
<td><strong>Federal Fiscal File Review</strong> (located in KIAS web app) Christy Weiler (785) 296-1712</td>
<td>------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Oct 10</td>
<td><strong>SO-66 (Superintendent’s Organization Report) and PBR (Principal’s Building Report) All USDs</strong></td>
<td>Rose Ireland (785) 296-4973, Christie Wyckoff (785) 296-6321</td>
</tr>
<tr>
<td>Oct 10</td>
<td><strong>Interlocal Agreements</strong> - Contact: Christie Wyckoff (785) 296-6321</td>
<td>------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>

**Final week to apply for mentor teacher stipends** (email sent 9/13/19 from Dale Dennis)

- Participating mentor teachers must be reported no later than Friday, September 27.

As required by statute, districts must apply for 2019-20 mentor grant funds this fall, in order for their qualified mentor teachers to be eligible for the state funded mentor stipend. Prior to September 27, districts have the opportunity to apply for the mentor grant by simply reporting their participating mentor teachers this fall.

Enter your mentor teachers into the Mentor Programs application (KSDE authenticated application). Click here to review detailed information on the state funded mentor stipends.

We anticipate the mentor teacher state aid payment will occur on June 15, 2020. If you have additional questions on mentor teachers, please contact Shane Carter (Teacher Licensure office) at (785) 296-8011.

**ESSA Building Expenditures web form due Friday** (email sent 8/23/19 from sroot@ksde.org)

This is the first year for the ESSA Building Expenditures Report. Last Friday, 183 superintendents whose ESSA report has not been submitted received an email reminder. Please submit your report by Friday, September 27.

**WHAT IS THE ESSA BUILDING EXPENDITURES REPORT?**

The Every Student Succeeds Act (ESSA) requires each State Report Card to include per-pupil Total Current Expenditures, Federal Expenditures, and State & Local Expenditures for each local education agency and each school in the State for the preceding fiscal year. KSDE developed the ESSA Building Expenditures web form to collect this data for each regular school that was open during the 2018-2019 school year, in addition to the Central Office. The web form can be accessed on the KSDE Authentication Portal – LEA Forms. Please review page 11 of the User Guide to access LEA Forms.

**GUIDANCE TO COMPLETE REPORT:** Link
- ESSA Building Level Expenditure Report (FAQs)

**IF YOU HAVE QUESTIONS:**

Craig Neuenswander craign@ksde.org (785) 296-3872 Rose Ireland rireland@ksde.org (785) 296-4973
Sara Barnes sbarnes@ksde.org (785) 296-4972 Christie Wyckoff cwyckoff@ksde.org (785) 296-6321

**KUDOS (You know who you are):**

The ESSA Building Expenditures web application opened August 23. To date, **103 USDs** have already submitted. We sincerely appreciate each and every district (286 in all) for your time and effort to collect accurate data and ensure timely submission. As we approach the Friday deadline, we will begin running general edits and reaching out to you if we have follow-up questions on data received.

###