



School Finance

Kansas State Department of Education
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Date: September 24, 2018
To: Chief School Administrators
From: Dale M. Dennis, Deputy Commissioner
Craig Neuenswander, Director
School Finance

INTEREST RATE ON INVESTMENT *Effective 9/24/18 through 9/30/18*

TERM	CURRENT	PREVIOUS
1 to 89 Days	1.92%	1.92%
3 Months	2.21%	2.17%
6 Months	2.35%	2.30%
1 Year	2.61%	2.56%
18 Months	2.75%	2.69%
2 Years	2.80%	2.74%

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

Thirteen working days remain to complete Principal's Building Reports (PBR) and Superintendent's Organization Report (SO66) **due Wednesday, October 10.**

Today, superintendents are encouraged to go online to check the status of each building report. Building staff need to submit their PBR to the district office. It is a good idea to have the building reports completed in the first week of October. District office staff who complete the SO66 will need adequate time to review all building reports and correct discrepancies before submitting all the reports to KSDE by October 10.

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) 2018-19** – 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
Sara Barnes (785) 296-4972 sbarnes@ksde.org
Christie Wyckoff (785) 296-6321 cwyckoff@ksde.org

Request to 'unsubmit' a report to make corrections, call (785) 296-4973.

KIDS system questions, ENRL data or password problems, call: IT Help Desk: (785) 296-7935

Your attention to submitting all reports **no later than October 10th** is greatly appreciated.

Due dates and reminders

Open Sept 1 – Chronic Absenteeism Report (in AMOSS web app) All USDs - [John Girodat](#) 785-296-3444

Sept 28 – LCP (Local Consolidated Plan) Application due Sept 28 – open year round for changes [Nicole Clark](#) Title Funds
Note: **Starting October 1, Title funds awarded for FY19 will be accessible on the Form 240,**
if the district has submitted their LCP Application.

October 10 – Principal’s Building Report (PBR) and Superintendent’s Organizational Report (SO66)
All USDs (PBR and SO66 reports due Oct 10) [Instructions](#) – see listserv sent 9/18/18

October 10 – KIDS Collection ENRL (funding and enrollment) (window closes Oct 10) KSDE Help Desk 785-296-7935

October 10 – Interlocal Agreements (window closes Oct 10) email from sbarnes@ksde.org on 9/19/18 to Interlocals, Coops

October 10 – 2019 Kansas Horizon Award - Nominate first-year teachers by Oct 10 - see listserv sent 9/18/18

October 12 – Request for General State Aid for November (ALL USDs - window open Oct 8-12)

October 15 – Mentor Programs (apply for mentor teacher stipend funds by Oct 15) [Susan Helbert](#) (see below)

October 19 – Request for November federal funds (Form 240) due (if funds are available) (window open Oct 1–19)

October 1-31 - Dropout Graduation Summary Report (DGSR) (open Oct 1-31) All USDs - [John Girodat](#) 785-296-3444

Apply for state funding for mentor stipends (repeat email sent 9/19/18)

- **Participating mentor teachers must be reported no later than October 15**

As required by statute, districts must apply for 2018-19 mentor grant funds this fall, in order for their qualified mentor teachers to be eligible for the state funded mentor stipend. Prior to October 15, 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](#)). Request access to **Mentor Programs** using the **Manage My Account** function if you do not already have access.

In order for mentors to meet the statutory requirements for the state funded stipend, mentors must:

- hold a professional level license
- hold an assignment as a classroom teacher
 - o reported as educator type 1-5 in the LPR
- have three consecutive school years of employment in the school district where they are providing the mentoring
- cannot be mentoring more than two 1st or 2nd year teachers (new to the profession)
- have completed a mentor training program (based on the [mentor program guidelines](#))

[Click here to review detailed information on the state funded mentor stipends](#)

During the spring 2019 semester districts will log back into the application to validate their mentors/assigned mentees and submit for funding.

If you have additional questions, contact Susan Helbert (Teacher Licensure office) at shelbert@ksde.org.

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