



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

*INTEREST RATE ON INVESTMENT
 Effective 9/20/21 through 9/26/21*

Date: September 20, 2021
To: Chief School Administrators
From: Craig Neuenswander,
 Deputy Commissioner
 Dale Brungardt, Director
 School Finance

TERM	CURRENT	PREVIOUS
1 to 89 Days	0.08%	0.08%
3 Months	0.02%	0.01%
6 Months	0.04%	0.03%
1 Year	0.07%	0.06%
18 Months	0.14%	0.14%
2 Years	0.22%	0.21%

Report Due Dates

- Sept 20SO-66 and PBR (Principal’s Building Report) (open Sept 20-Oct 8)
[Rose Ireland](#) (785) 296-4973
- Sept 20Request October Federal Funds (Form 240) if funds available
 (Open Sept 1-20) [Nicole Norwood](#) (785) 296-2020
- Sept 20Interlocal Agreements (open Sept 20-Oct 8)
[Christie Wyckoff](#) (785) 296-6321
- Sept 20Submit budget documents to KSDE [Dale Brungardt](#), [Sara Barnes](#), or
[Katie Albright](#) (785) 296-3872 (For USDs exceeding the revenue neutral rate)
- Sept 20KIDS Collection ENRL (Funding and Enrollment) (open Sept 20-Oct 8)
 KSDE Helpdesk (785) 296-7935
- Sept 20Kansas Kindergarten Readiness Snapshot (ASQ-3 and ASQ:SE-2) for
 incoming kindergarten students (open July 1 – Sept 20)
[Jordan Christian](#) (785) 296-3953
- Sept 24ESSA Building Expenditures Report (all USDs – open Sept 1–Sept 24)
[Sara Barnes](#), [Craig Neuenswander](#) (785) 296-3872
- Sept 27Fall Vacancy Report (ECDS web app) All USDs/Buildings
[Shane Carter](#) (785) 296-8011 (listserv sent Aug 17)
- Sept 27Mentor Teacher Stipend Submission [More Info](#)
[Shane Carter](#) (785) 296-8011 (listserv sent Aug 17)
- Sept 30LCP (Local Consolidated Plan) (Application due September 30 - open year-
 round for changes) [Nicole Clark](#) (785) 296-4925
- Oct 1Federal Fiscal File Review (located in KIAS web app) (Cohort 1)
 (Open Sept 1-Oct 1) [Christy Weiler](#) (785) 296-1712

ESSA Building Expenditures web form due Friday Sept. 24, 2021

This is the second year for the **ESSA Building Expenditures Report**. Superintendents whose ESSA report has not been submitted will receive an email reminder today. Please submit your report by **Friday, September 24**.

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**. The **ESSA Building Expenditures** web form collects this data for each regular school that was open during the **2020-21** school year, in addition to the Central Office. The web form can be accessed on the KSDE [Authentication Portal](#) – select **LEA Forms**. Please review page 11 of the [User Guide](#) to access LEA Forms.

GUIDANCE TO COMPLETE REPORT: [Link](#)

- [ESSA Building Expenditures Report - User Guide 2020-21](#)

IF YOU HAVE QUESTIONS:

Craig Neuenswander craign@ksde.org (785) 296-3872

Sara Barnes sbarnes@ksde.org (785) 296-4972

Rose Ireland rireland@ksde.org (785) 296-4973

Christie Wyckoff cwyckoff@ksde.org (785) 296-6321

KUDOS (You know who you are): The **ESSA Building Expenditures** web application opened on September 1. To date, **62 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. After all USDs have submitted, we will begin our review process and will be reaching out to you if we have follow-up questions.

OPEN: Supt's Organization Report (SO66) and Principal's Building Report (PBR)

ATTN: Superintendents, Board Clerks, Principals (High, Jr._High, Middle, Elementary) and Curriculum Leaders

On Monday, September 20, the person that enters the **KIDS** data at the building or district level can **upload** **ENRL** data into the **KIDS** collection, which automatically pre-populates enrollment numbers into your **Principal's Building Reports (PBR)** and **Superintendents Organizational Report (SO66)**.

To prepare your school or district's **ENRL** submission for approving the Principal's Building Report (PBR) and Superintendent's Organization Report (SO66), we encourage you to review the following resources:

1. [PBR User Guide](#) (School Finance – Guidelines and Manuals)
2. [SO66 User Guide](#) (School Finance – Guidelines and Manuals)
3. [Enrollment Handbook](#) (Fiscal Auditing – Audit Guides)
4. [KIDS Files Specifications and Submission Details Documents](#)

If data has not appeared in your reports after 9/20/21, check first with your **KIDS** staff, and ask these questions:

1. Were **ENRL** student records uploaded with zero (0) showing in Minutes Enrolled (D25)?
2. Was the **ASGT** record uploaded, but the **ENRL** record was not?
*A valid **ENRL** record is required to populate the reports.*
3. What time did the upload of **ENRL** records occur?
It takes approximately 15 minutes for data to appear in your reports.

If you need assistance with **uploading** your **ENRL** data, contact:
KSDE Help Desk at (785) 296-7935

Limited Remote Learning

- Schools may provide up to 40 total hours of remote learning for any student. This could allow a school to be temporarily closed to on-site learning due to weather, gas line leaks, etc., but students may continue to attend through remote learning if it approximates the learning experience that would have taken place in the classroom. (See School Term Audit Guide, page 28). [Fiscal Auditing \(ksde.org\)](#)
- No district may provide more than a total of 40 hours of remote learning for any student, unless:
 - 1) an individual student cannot reasonably attend in person due to illness, medical condition, injury or any other extraordinary circumstance and the local school board authorized the student to temporarily attend through remote learning in excess of 40 hours or
 - 2) due to a disaster, the state board of education authorized the school district to provide remote learning in excess of 40 hours and up to a total of 240 hours because the district could not reasonably adjust its schedule to comply with state law.
- Frequently Asked Questions: [FAQs - Limiting Remote Learning 2021-22.pdf \(ksde.org\)](#)

NEW: Certified/Personnel Report: The district will need to report the total number of personnel who have received the yearly Structured Literacy (SL) Dyslexia Training. This information has been requested by the [Legislative Task Force on Dyslexia](#) and will be used to address the need and mandate for accountability, and may be published on the Kansas Report Card beginning December 2022.

Refer questions on Certified Personnel to Rose Ireland at rireland@ksde.org or 785-296-4973.

Refer questions regarding Structured Literacy Training to Joann McRell at jmcrell@ksde.org or 785-296-2144.

NEW: Virtual: Unless the district is working with a service center, all virtual programs are required to change over to a virtual school, which will require all state reporting. This change is due to accreditation and accountability. When uploading ENRL records for virtual students, they should be reported in their approved virtual school for Funding (D15), Attendance (D16) and Accountability (D2) based on the approved grades found

on this list: [Virtual Schools \(ksde.org\)](https://ksde.org). Virtual students in grades not approved for the virtual school should be reported in their home school they would otherwise attend, or contact David C. Fernkopf (dfernkopf@ksde.org) to update the demographics for that virtual school building.

If you have questions **counting students** or **how to report any of the data**, contact:

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

[Sara Barnes](#) (785) 296-4972
[Craig Neuenswander](#) (785) 296-3872

**2022-2023 Budget Updates: New Expenditure Detail in Code 07
 (Facilities and Construction)**

Due to the increased expenditures of federal funds in the **Facilities and Construction** arena, more detail is needed than the current line of **4300 Architectural & Engineering Services** in the Code 07. Therefore, the KSDE School Finance Staff will add the **4000 Sub-Functions - Facilities & Construction Services**, found in Code 16 Capital Outlay to the Code 07 Federal Funds as well. By doing so, you will have the ability for more expenditure details. Details can be started in your accounting software this year, so they can be placed in “actuals” for next year’s budget building process for FY23.

4000 Facility Acquisition & Construction Serv
4100 Land Acquisition
4200 Land Improvement
4300 Architectural & Engineering Services
4500 New Building Acquisition & Construction
4600 Site Improvement
4700 Building Improvements
100 Salaries
120 NonCertified
200 Fringe Benefits
210 Insurance
220 Social Security
290 Other
400 Outside Contractors
4900 Other

*These will be the new expenditure budget lines to be added next year to Code 07 Federal Funds.

KDHE K-12 ELC Grant Funds (Deposit in Code 07)

School Finance has fielded several emails and phone calls concerning the placement and tracking of the **KDHE K-12 ELC Grant Funding** awards in the district’s budget. The KDHE K-12 grant dollars are for testing and other expenditures related to **COVID mitigation**. Even though these dollars are handled and disbursed through KDHE and KSDE, these are **Federal Dollars** and should be tracked through the Code 07 for Revenue and Expenditure purposes. **Deposit the Grant Dollars in the Code 07 Revenue, line 75 – 4599 Other.**

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