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

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

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

<table>
<thead>
<tr>
<th>TERM</th>
<th>CURRENT</th>
<th>PREVIOUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 89 Days</td>
<td>0.08%</td>
<td>0.08%</td>
</tr>
<tr>
<td>3 Months</td>
<td>0.02%</td>
<td>0.01%</td>
</tr>
<tr>
<td>6 Months</td>
<td>0.04%</td>
<td>0.03%</td>
</tr>
<tr>
<td>1 Year</td>
<td>0.07%</td>
<td>0.06%</td>
</tr>
<tr>
<td>18 Months</td>
<td>0.14%</td>
<td>0.14%</td>
</tr>
<tr>
<td>2 Years</td>
<td>0.22%</td>
<td>0.21%</td>
</tr>
</tbody>
</table>
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.


**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](ksde.org) 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 in...

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**Kansas leads the world in the success of each student.**
Virtual Schools (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.

<table>
<thead>
<tr>
<th>4000 Facility Acquisition &amp; Construction Serv</th>
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</thead>
<tbody>
<tr>
<td>4100 Land Acquisition</td>
</tr>
<tr>
<td>4200 Land Improvement</td>
</tr>
<tr>
<td>4300 Architectural &amp; Engineering Services</td>
</tr>
<tr>
<td>4500 New Building Acquisition &amp; Construction</td>
</tr>
<tr>
<td>4600 Site Improvement</td>
</tr>
<tr>
<td>4700 Building Improvements</td>
</tr>
<tr>
<td>100 Salaries</td>
</tr>
<tr>
<td>120 NonCertified</td>
</tr>
<tr>
<td>200 Fringe Benefits</td>
</tr>
<tr>
<td>210 Insurance</td>
</tr>
<tr>
<td>220 Social Security</td>
</tr>
<tr>
<td>290 Other</td>
</tr>
<tr>
<td>400 Outside Contractors</td>
</tr>
<tr>
<td>4900 Other</td>
</tr>
</tbody>
</table>

*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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