INTERLOCAL AGREEMENTS

Web Application

Submit by:
October 10, 2019

INSTRUCTION MANUAL

SCHOOL FINANCE

www.ksde.org
SEPT 2019
INTERLOCAL AGREEMENTS

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Mission
To prepare Kansas students for lifelong success through rigorous, quality academic instruction, career training and character development according to each student's gifts and talents.

Vision
Kansas leads the world in the success of each student.

Motto
Kansans Can

Successful Kansas High School Graduate
A successful Kansas high school graduate has the
- Academic preparation,
- Cognitive preparation,
- Technical skills,
- Employability skills and
- Civic engagement
to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

Outcomes for Measuring Progress
- Social-emotional growth measured locally
- Kindergarten readiness
- Individual Plan of Study focused on career interest
- High school graduation
- Postsecondary success

KANSAS STATE DEPARTMENT OF EDUCATION

Dr. Randy Watson
Commissioner of Education

Dale M. Dennis
Deputy Commissioner
Division of Fiscal and Administrative Services

Dr. Brad Neuenwander
Deputy Commissioner
Division of Learning Services

Kansas State Board of Education - Kansas Department of Education
900 S.W. Jackson Street, Suite 102 | Topeka, Kansas 66612-1212 | (785) 296-3201 | www.ksde.org

June 25, 2019
**REVISION HISTORY**

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<th>Edited By</th>
<th>Version</th>
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**RELATED DOCUMENTS**

<table>
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# INTERLOCAL AGREEMENTS

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**SCHOOL FINANCE**  
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[www.ksde.org](http://www.ksde.org)
INTERLOCAL AGREEMENTS

INTRODUCTION

The Interlocal Agreement web application is where Interlocals will report data on salaries, certified personnel, non-certified personnel, and students served. This information is used for publications and legislative reports.

Dale M. Dennis

– Deputy Commissioner
Division of Fiscal & Administrative Services
Kansas State Department of Education
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Craig Neuenswander

– Director, School Finance
Division of Fiscal & Administrative Services
Kansas State Department of Education
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ACCESS

Current Users

If you already have access to KSDE Web Applications, log in and make sure you have “Interlocal Agreements (D0600’s only)” in your list of Web Applications.

1. Go to: https://apps.ksde.org/authentication/login.aspx
2. Log In and click on “Accept” on the Legal Notice screen.
3. Check to see if you have “Interlocal Agreements (D0600’s only)” in your list of web applications (it may be a different number on your screen than number shown in the screen shot below). If you do not, click on “Manage My Account”.

4. If your account has district level access, Interlocal Agreements will be available to add to your current account. Scroll down the list of applications (in alphabetical order), to check the box next to “Interlocal Agreements (D0600's only)” and then select “District”.

NOTE: If you do not see Directory Updates listed here, your account does not have district level access. Please see the “New Users” section below to register a new account with district level access.

TIP: If you must register for a new username and password, take a minute to note what current Web Applications you are registered for and what user level you are for each. Then, when you re-register for a new username and the LEA Forms application, you can also check the web applications you were already registered for and have all web applications you use available to you under your new username and password.
6. Scroll down to the bottom and fill in the three fields under “In Case You Forget Your Password”.

   IN CASE YOU FORGET YOUR PASSWORD:
   Enter your birthdate, then choose a question to which only you know the answer and which has nothing to do with your password. If you forget your password, we’ll verify your identity by asking you to enter your birthdate and the answer to this question:
   Birthday (MM/DD/YYYY): 
   Question: *
   Answer (this field is case-sensitive): *
   Submit

7. Click on “Submit”. Once this happens, our IT department will email the contact denoted as a Director on the Directory Updates web application for approval.

8. Once the Director approves the request, our IT department will add the requested application to your account. When complete, they will email you to let you know that you can now access the new application as requested.

9. You will then be able to go to: https://apps.ksde.org/authentication/login.aspx and sign in. You should then see all web applications you are registered for.

New Users

Individuals who do not have access to KSDE web applications will need to register for access.

1. Go to: https://apps.ksde.org/authentication/login.aspx
2. Click on “Register”
3. Enter in the required information.
   a. Make sure to select your organization from the “Organization” drop down list.
   b. Make sure to select “All Buildings” in the “Building” drop down list. This will then populate a list of applications below to sign up for.

   **NOTE:** If you select a specific building instead of “All Buildings”, the Interlocal Agreements application will NOT populate in the list of applications.

   **KSDE User Registration Form**

   Back to Login Page

   * Indicates required field.

   Please enter your contact information:
   - First Name:* 
   - Last Name:* 
   - Phone #:* 
   - Email Address:* 

   Please select the organization and building that you belong to:
   - Organization: D0614 - East Central KS Coop in Educ
   - Building: All Buildings

   **TIP:** Do not use spaces when defining your username login ID. When creating your password keep in mind the password requirements shown on the screen. You will need to remember the username, password, security question/answer, and birth date that you entered. KSDE does not store this information for you.

   c. Scroll down and Check “Interlocal Agreements (D0600’s only)”, and make sure that “District” is highlighted as your user level.

   d. If there are any other applications you would like to register for, please go through and check those as well as highlighting the requested user level for each one.

   e. Click on Submit. Once this happens, our IT department will email the contact denoted as a “Director” on the Directory Updates web application for approval.

4. Once the Director approves the request, our IT department will add the requested application to your account. When complete, they will email you to let you know that you can now access the new application as requested.
5. You will then be able to go to: [https://apps.ksde.org/authentication/login.aspx](https://apps.ksde.org/authentication/login.aspx) and sign in. You should then see all web applications you had registered and been approved for.

**TIP:** If you forget your KSDE web applications password, click on the link that says “Forgot Your Password?” on the Authentication screen. You will be prompted to supply the answer to a security question, type in your birth date, and enter a new password. If your security question answer and birthday match what you originally entered when you registered for KSDE web application access, then your new password will be activated. Keep in mind that KSDE does not know your password, so you are responsible for managing and remembering it.

Once you have access to the Interlocal Agreements web application, you should see it in your “My KSDE Web Applications” list after you log into the KSDE Web Applications site. Click on “Interlocal Agreements (D0600’s only)”. Next, you should see the following screen. In order to fill out the Interlocal Agreement, click on “Create New Report for 2020”, then use the navigation menu on the left side of the screen.

**NOTES:** If you still do not have access to the Interlocal Agreements web application after requesting access for a current Username or registering for a new username, than please contact our IT Help Desk ([helpdesk@ksde.org](mailto:helpdesk@ksde.org)) at (785) 296-7935.
NAVIGATING

You may use the left hand menu to quickly get to a specific page within the report. You may also use the previous and next buttons on the following pages to go the page listed above or below it on the left hand menu:

- Administrative Data
- Salaries
- Certified Staff
- Services
- Non-Certified Staff

Change School Year

This screen will take you back to the list of all reports (current year and prior years).

The status column will tell you the status of the report. All prior years will show “Submitted”. The current year will state “Submitted” if submitted, or “In Progress” if it has not been submitted yet.

Click on “Select” next to the year to view that report. Once you click on the specific year, you may go to the Print Report screen to generate a PDF of that year’s report.

Contact Information

This screen gives the contact information of the person at KSDE that can best help you with this report.

Help

This screen will pop up on its own tab in your browser and gives additional information on how to report data.
KSDE Applications

This link will take you back to your list of KSDE Authenticated Web Applications.

Logout

This link will log you out of all KSDE Authenticated Web Applications and take you back to the log in screen.
REPORT

Once you have created the report for the current school year, you can begin to enter data.

Administrative Data

Enter the contact information for the person most knowledgeable of the data entered on this report.

<table>
<thead>
<tr>
<th>USD #</th>
<th>D0629</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Smoky Hill/Central KS Educ Serv</td>
</tr>
<tr>
<td>Address</td>
<td>605 E Crawford</td>
</tr>
<tr>
<td>City</td>
<td>Salina</td>
</tr>
<tr>
<td>State</td>
<td>KS</td>
</tr>
<tr>
<td>Zip</td>
<td>67401</td>
</tr>
<tr>
<td>Superintendent</td>
<td>Mr. Larry Patrick</td>
</tr>
</tbody>
</table>

Enter/Change the contact information and click the save button.

<table>
<thead>
<tr>
<th>Contact Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Position</td>
<td></td>
</tr>
<tr>
<td>Phone Number #####-####</td>
<td></td>
</tr>
</tbody>
</table>

Save
Salaries (I)

Salaries, including Supplemental Contracts and Fringe Benefits, of Classroom Teachers and Directors are entered on this page. **Do not** duplicate supplemental salaries or board paid fringe benefits, as this will skew the computed average salary. **Do not** complete “Total Contracted” column if your district has not completed negotiations. Please email a revised copy of this page when negotiations are completed to Christie Wyckoff (cwyckoff@ksde.org).

Include certified employees in non-administrative positions who are paid under the same salary schedule as teachers as classroom teachers (ie. library media specialists and school counselors). Any full-time teacher with a nine-month contract or more is a 1.0 FTE (full time equivalency).

**NOTE:** Salary data submitted on this report is published.

1. **FTE of Classroom Teachers:** Any full-time teacher with a nine-month contract or more is a 1.0 FTE.
2. **Classroom Teacher Salaries & Fringe Benefits:** Fringe benefits (employee reduction) include benefits received by employees under a Section 125 Salary Reduction Agreement
   *Exclude board paid fringe benefits, social security, workers' compensation, and employment insurance.
3. **Supplemental Teacher Salaries & Summer School Pay:** Any salary paid to a teacher outside of their contract including summer school pay.
4. **Teachers’ Board Paid Fringe Benefits:** Board paid fringe benefits (employer paid) include group life, group health, disability income, accidental death and dismemberment, hospital surgical, and/or medical expense insurance.
   *Exclude benefits received by employees under a Section 125 salary reduction plan, social security, workers’ compensation, and employment insurance.
5. **Estimated Average % Change in Teacher Salaries & Fringe Benefits:** Please enter the percent of change you estimate from the prior school year to this school year.
6. **Directors’ Total Salary:** This includes supplemental salary and fringe benefits (employee reduction and board paid). Enter total salary even if the Director may serve part-time in another capacity.

| 1. Number of FTE classroom teachers (a) | 0 | 0 | 0 |
| 2. Classroom teachers salaries including fringe benefits (employee reduction)(a) | 0 | 0 | 0 |
| 3. Supplemental teacher salaries during the school year and extra pay for summer school | 0 | 0 | 0 |
| 4. Board paid fringe benefits for teachers (b) | 0 | 0 | 0 |
| 5. Total classroom teachers salaries | 0 | 0 | 0 |
| 6. Average contracted salaries for classroom teachers | 0 | 0 | 0 |
| 7. Estimated average percent increase in salary (including fringe benefits) for returning teachers during 2018-19 | | | |
| 8. Directors total salary including supplemental salary and fringe benefits (employee reduction and board paid)(c) | 0 | 0 | 0 |
Certified Staff (II)

Report all certified/licensed personnel to the nearest tenth (1 decimal), based upon the amount of time in that position. Administrators’ contracts may vary from nine to twelve months. Each certified employee will NOT be more than 1.0 FTE (full time equivalency).

1. **Special Education:** enter the number of certified or licensed staff by position for this program.
2. **Vocational Education:** enter the number of certified or licensed staff by position for this program.
3. **Career Education:** enter the number of certified or licensed staff by position for this program. This includes staff that do a review of possible career options for students.
4. **Bilingual Education:** enter the number of certified or licensed staff by position for this program.
5. **Media/Library Services:** enter the number of certified or licensed staff by position for this program. This includes staff that are in charge of providing instructional materials such as videos, compact disks, computer software packages, laser disks, etc. to school districts.
6. **Distance Learning Programs:** enter the number of certified or licensed staff by position for this program. This includes staff that administer two way interactive TV.
7. **Alternate School Programs:** enter the number of certified or licensed staff by position for this program. This includes staff that are in charge of dropout recovery, alternative education, etc.
8. **Computer Assisted Instruction:** enter the number of certified or licensed staff by position for this program. This includes staff that provide students instruction through a computer based curriculum.
9. **Other:** enter the number of certified or licensed staff by position for any other programs. This may include, but is not limited to, Curriculum Development and Professional Development Training.
   - Please make sure to enter the program names in the “Other” field below the table.
Services (III)

Report the number (headcount) of students receiving direct services. This is entered as headcount, therefore, enter as a whole number.

<table>
<thead>
<tr>
<th>Program</th>
<th>Headcount (enter whole numbers)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Special Education</td>
<td>0</td>
</tr>
<tr>
<td>2. Vocational Education</td>
<td>0</td>
</tr>
<tr>
<td>3. Career Education</td>
<td>0</td>
</tr>
<tr>
<td>4. Bilingual Education</td>
<td>0</td>
</tr>
<tr>
<td>5. Media/Library Services</td>
<td>0</td>
</tr>
<tr>
<td>6. Distance Learning Programs</td>
<td>0</td>
</tr>
<tr>
<td>7. Alternative School Programs</td>
<td>0</td>
</tr>
<tr>
<td>8. Computer Assisted Instruction</td>
<td>0</td>
</tr>
<tr>
<td>9. Other</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

Non-Certified Staff (IV)

Report all non-certified personnel to the nearest tenth (1 decimal), but not to exceed 1.0 FTE. A full time equivalency (FTE) of 1.0 should be based upon 2,080 hours (260 work days times 8 hours).

May enter the following on the line for “Other”:
- ITV
- Technical Resource Center
- Nurse
- Parents as Teachers
- Instructional Material Center
- Head Start Office
- Vocational Rehab.

IV. Number of Noncertified Personnel

<table>
<thead>
<tr>
<th>Position</th>
<th>ETF (enter to nearest tenth*)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Business Manager</td>
<td>0</td>
</tr>
<tr>
<td>2. Secretary-Clerical Staff</td>
<td>0</td>
</tr>
<tr>
<td>3. Custodians</td>
<td>0</td>
</tr>
<tr>
<td>4. Transportation Staff</td>
<td>0</td>
</tr>
<tr>
<td>5. Special Education Aides</td>
<td>0</td>
</tr>
<tr>
<td>6. Other Teacher Aides</td>
<td>0</td>
</tr>
<tr>
<td>7. Other</td>
<td>0</td>
</tr>
<tr>
<td>Other (listed on line 7 above)**</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>0</td>
</tr>
</tbody>
</table>
SUBMISSION

After all screens are completed, you will need to submit the report to KSDE. Once you submit, you will not be able to make changes without contacting KSDE to unlock.

Submit Report

This screen will show a “Results of Completeness Check” where errors will be listed. If there are any errors with a “Stop” status, then you must be correct the error before you will be allowed to submit. The errors listed with a “Warning” status are there to make sure you didn’t accidentally miss something. You may submit the report with Warning errors, however, you should go back and double check the errors to make sure you are not submitting a partial report.

After you have corrected all Stop errors the “Submit Report” button should appear. Once you have double checked all warning errors you may click “Submit Report” to submit your data to KSDE.

Results of Completeness Check

You may submit this report now. Once submitted, you cannot go back and edit anything on this report.
PRINT REPORT

This is where you can generate a PDF of the current year’s report. Click on the radio button next to Interlocal Agreements Report and then click on “Print Section”.

CONTACTS

For assistance or guidance on how to report a specific data element, please contact:

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

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

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