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# School Finance

March 2022



# Topics

- Budget Projections
- CARES Act Funding
- PK Funding
- Calendar Requirements
- Inclement Weather
- 1% PDC Spending Requirement
- Quarterly Financial Reporting
- Transportation Reminders



**FY 2022 and FY 2023  
Budget Projections**

# Estimating Revenues

## FY 2022 and FY 2023 Budget Projections

- Basic Formula
- Classroom Trust Fund
- Prop C
- Small Schools Grant
- Transportation

# COVID-19 Impact of 163.021.4, RSMo.

Computes average daily attendance as defined in subdivision (2) of section 163.011 as modified by section 171.031. Whenever there has existed within the district an infectious disease, contagion, epidemic, plague or similar condition whereby the school attendance is substantially reduced for an extended period in any school year, the apportionment of school funds and all other distribution of school moneys shall be made on the basis of the school year next preceding the year in which such condition existed.

# COVID-19 Impact of 163.021.4, RSMo.

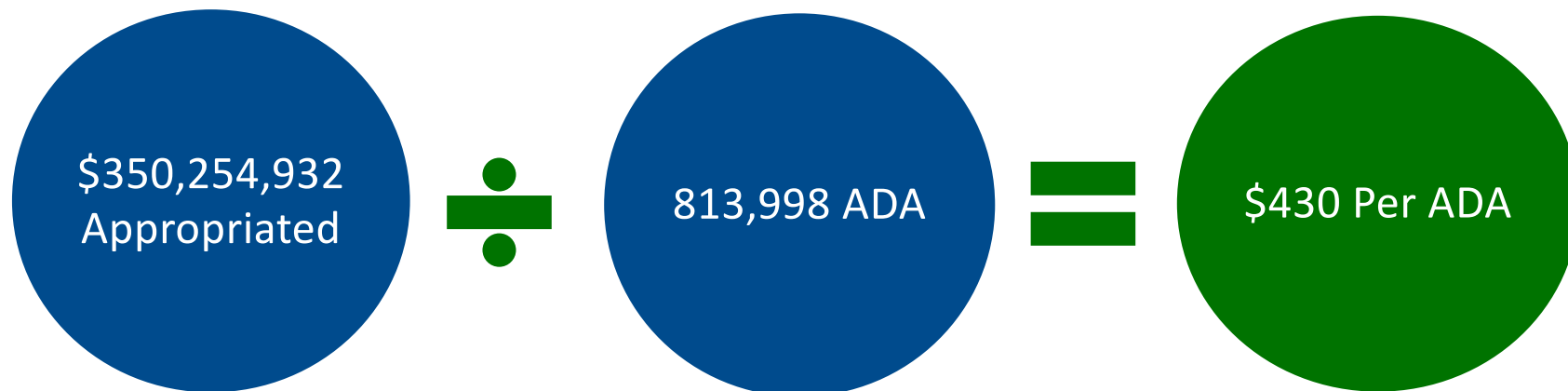
## What does this mean?

- In FY 2022 DESE is using the higher of the FY 2021 or FY 2020:
  - ❑ ADA for Classroom Trust Fund
  - ❑ WADA for Prop C
  - ❑ WADA for Small Schools Grant



**Budget Estimates for FY 2022**

# FY 2022 Classroom Trust Fund



- ❑ March FY 2022 payment year-to-date \$322 per ADA compared to the prior year at \$294 per ADA

\*ADA and WADA amounts are adjusted due to applying 163.021.4, RSMo.



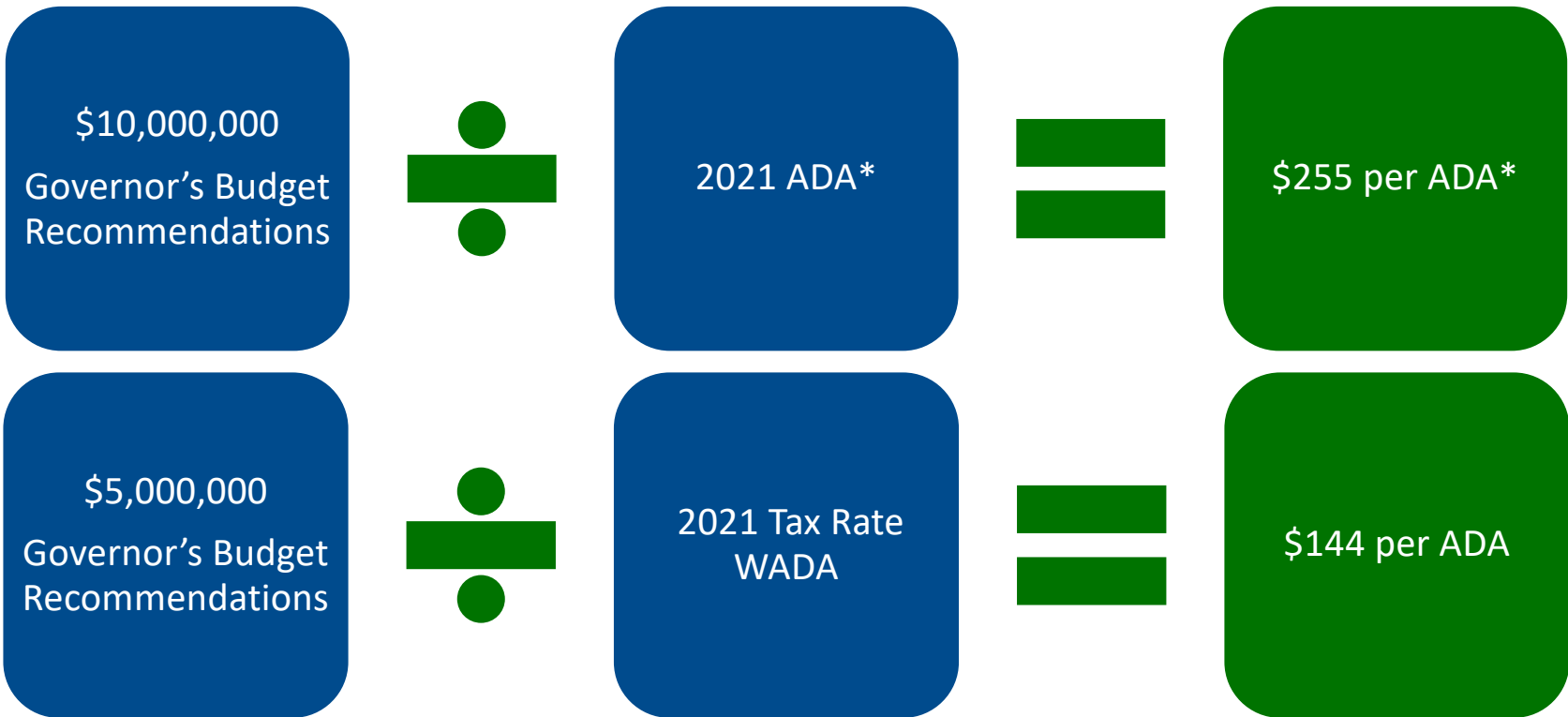
# FY 2022 Prop C



- ❑ March FY 2022 payment year-to-date \$926 per WADA compared to the prior year at \$782 per WADA
- ❑ A Supplemental Appropriation for Prop C has been proposed for FY22 in the amount of \$153,891,000, increasing the appropriation 1,112,291,000. If passed would result in \$1,212.91 per WADA if revenue receipts equal the increased appropriation level.

\*ADA and WADA amounts are adjusted due to applying 163.021.4, RSMo.

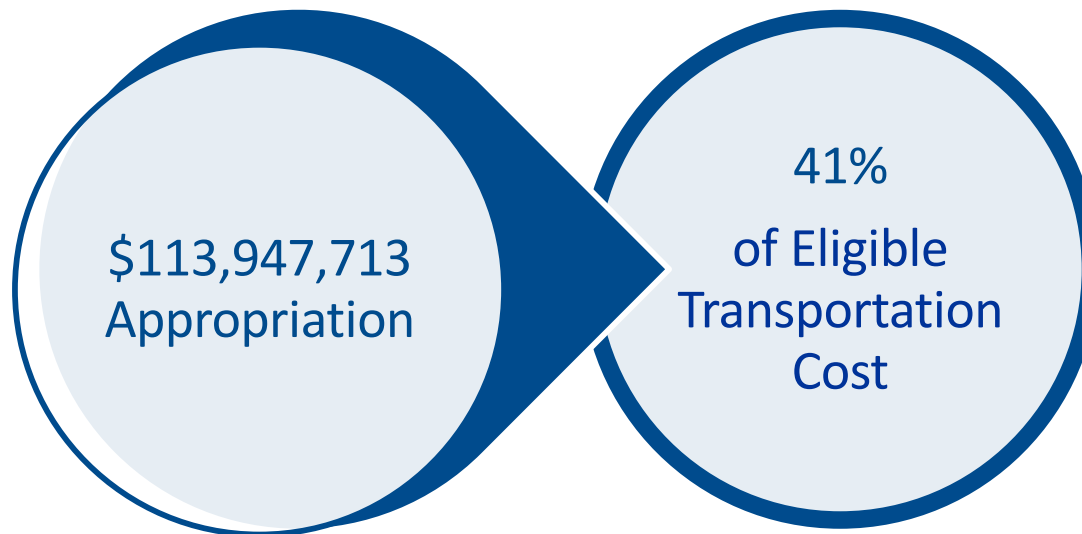
# FY 2022 Small Schools Grant



\*ADA and WADA amounts are adjusted due to applying 163.021.4, RSMo.

# FY 2022 Transportation Funding

Transportation is paid on the prior year's ASBR data.



Percent of funding to eligible transportation cost greatly affected by COVID-19 and should not be used for future budgeting purposes.

# Prior Year Correction

Statute dictates that a recalculation of the prior year payment calculations will be performed.

- Typically calculated in November and May.

Fiscal Years	FWADA Change	SAT Change/Proration Change
2016	3,695.8726	-24.4427
2017	3,310.4344	-22.2549
2018	2,982.8180	-23.0599
2019	2,626.9990	-16.9302
2020	4,175.0870	-.440564%
2021*	336.0987	No Change

\*As of the January 2022 Payment



**Budget Estimates FY 2023**

# Governor's Budget Recommendation

- Full funding of the Foundation Formula
- Level funding for Transportation
- Slight increase funding for Prop. C (revenue dependent)
- Level funding for Small Schools Grant
- Full funding of ECSE
- Level funding for PAT

# SAT, DVM and Threshold Percentages

**State Adequacy Target (SAT) = \$6,375**

**Dollar Value Modifier (DVM) for can be viewed at**

<http://dese.mo.gov/financial-admin-services/school-finance/data-reports>

## Threshold Percentages

	<b>FY 2021 &amp; FY 2022</b>	<b>FY 2023 &amp; FY 2024</b>
Free & Reduced-Price Lunch	29.45%	30.95%
Special Education (IEP)	12.83%	13.11%
Limited English Proficiency (LEP)	2.07%	2.29%

# Classroom Trust Fund

Classroom Trust Fund is one funding source of Basic Formula.

- Be careful not to double budget





# FY 2023 Classroom Trust Fund



# Classroom Trust Fund

The state can only distribute funds actually collected

- Appropriated level may not be reached



# FY 2023 Prop C



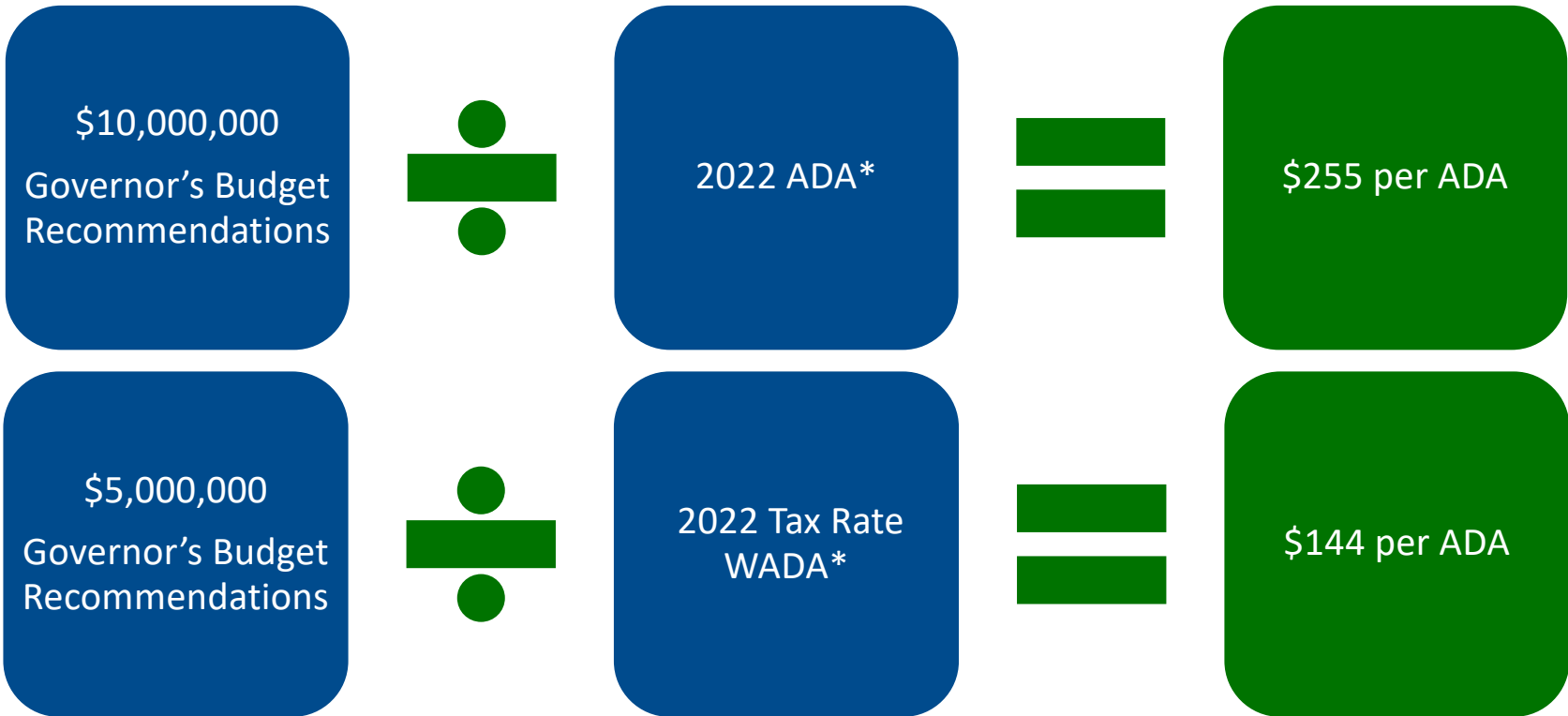
The state can only distribute funds actually collected (may or may not reach the appropriated level).

# FY 2023 Small Schools Grant

To qualify for the Small Schools Grant, district's prior year ADA must be = or < 350

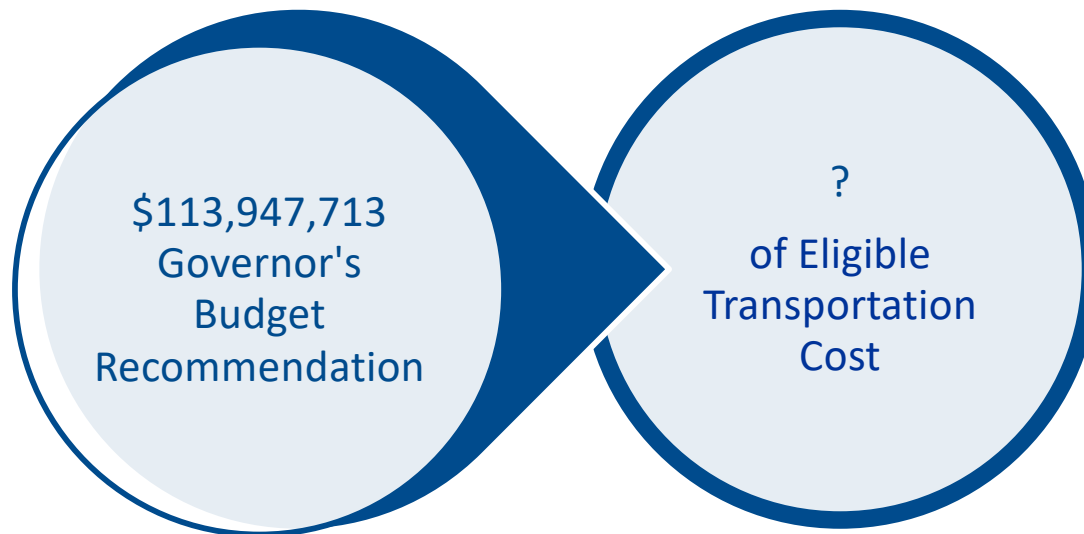
- **\$10M** distributed equal amount per ADA to districts with prior year ADA  $\leq 350$
- **\$5M** will be distributed to districts with tax rates  $\geq \$3.43$  on a tax-rate-weighted ADA basis

# FY 2023 Small Schools Grant



# FY 2023 Transportation Funding

Transportation is paid on the prior year's ASBR data.



# Transportation Funding Estimate

Allowable transportation cost is 75% of eligible cost.

- Line 50 of the District Summary Transportation Report
- Line 52 Adjusted for Appropriation Available.

Exact funding level is unknown until HB 3002 is passed.

# Budget Information and Resources



## Finance Topics & Procedures

<http://dese.mo.gov/financial-admin-services/school-finance/finance-topics-procedures>

## School Finance Memos

<http://dese.mo.gov/financial-admin-services/school-finance/school-finance-memos>

## The State Auditor's Office Tax Rate Calculation

<https://auditor.mo.gov/property-tax-calculators>

## Proposition C Rollback Calculation & Estimate of Required Local Taxes

<http://dese.mo.gov/financial-admin-services/school-finance/calculation-tools>





# Relief Funds

# Relief Funds

## DESE COVID-19 Updates || COVID Relief Information

### Coronavirus Relief Information

#### Coronavirus Relief Information

See the topics below and click to expand each of those sections for more specific information.

∨ COVID Relief

∨ CARES K-12 Support (CRF)

∨ COVID-19 Response Supply Reimbursement Grant

∨ Elementary and Secondary School Emergency Relief Fund (ESSER)

∨ Elementary and Secondary School Emergency Relief Fund (ESSER II)

∨ American Rescue Plan (ARP) - Elementary and Secondary School Emergency Relief Fund (ESSER III)

### Financial & Admin Services

- Accounting & Procurement
- Budget
- Career and Technical Education (CTE) Finance
- Coronavirus Aid, Relief, and Economic Security (CARES) Act
- ESEA Finance
- Food & Nutrition Services
- General Federal Guidance
- Human Resources
- New Superintendent Workshop
- School Audits
- School Finance
- School Governance

# Relief Funds

- Grants expiring September 30, 2022
  - ❑ ESSER I
  - ❑ Student Connectivity
  - ❑ Transportation Supplement
- ESSER Data Collection
  - ❑ Start date for data collection will be in April 2022

# Transportation Supplement

- Funds to support student transportation costs related to COVID-19 is being provided to schools through a supplemental grant.
- Allocations are based upon a proportionate share of the allowable costs used to distribute FY20 transportation formula funds.
- Equitable services is required for students at nonpublic schools as well.
- Funds must be obligated from July 1, 2020 through September 30, 2022.
- Budget and payment requests completed through ePeGs.

# CARES Act Coding

- DESE has assigned project codes for each specific relief fund grant.
  - ❑ Must use the project code to tie expenditures to the specific pot of money the LEA received.
  - ❑ Can be used to designate the amount of revenue received for a specific grant.
- For CARES Act funds received from a source other than DESE that were used as a match for a DESE grant the district or charter should still code the Revenue Code to 5497 and the expenditures with a local project code and a Source Code of 4.
- See the FY 2022 Missouri Financial Accounting Manual for list of project codes.
- Reconcile grants and ensure proper coding on GL and ASBR.



**Prekindergarten Students Claimed for  
State Aid**

# PK Students Claimed for State Aid

All districts and charter schools have the ability to claim a limited number of prekindergarten students for state aid.

- Must be between the ages of 3 and 5 as of August 1
- Must qualify for Free and Reduced Lunch (direct certification list or application proving income eligibility)
- Total claimed shall not exceed 4% of total number of pupils between the age 5 to 18 pupils who qualify for Free and Reduced Lunch.

# PK Students Claimed for State Aid

- The student cannot be served in an ECSE program.
  - ❑ Student can receive ECSE supplemental services such as speech therapy.
- The student's parents must not be charged tuition.
- If the PK student is served in Title I preschool, Title will apply the State Aid received against the cost of instruction and only allow Title I to pay for the remaining instructional cost.



# PK Students Claimed for State Aid

- PK program must have a calendar of no less than 1,044 hours plus 36 planned weather make-up hours (522 plus 36 for half day programs).
- Teachers must be paid minimum salary.
- More information can be found on the School Finance, Finance Topics and Procedure website.

<https://dese.mo.gov/financial-admin-services/school-finance/finance-topics-procedures>

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# Calendar Requirements

# Calendar Requirements 171.031, RSMo.

Note: August 22  
is the earliest start  
date in 2022.

Minimum  
requirement of  
1,044 hours

Plan minimum of 36  
weather make-up  
hours

No longer  
a minimum and  
maximum day length

No longer requires a  
minimum number of  
days

# AMI Hours

- Alternative method of instruction (AMI) hours can only be used on the day school was closed due to an exceptional or emergency circumstance.
  - Exceptional or emergency circumstances shall include, but not be limited to, inclement weather, a utility outage, or an outbreak of a contagious disease.
- To use AMI the district has to have an approved AMI plan.
- The district shall notify students and parents on each day of the closure whether the alternative methods of instruction plan is to be implemented for that day.

# AMI Hours

- AMI are hours of instruction.
  - ❑ They are not weather hours.
- There is no allowance to provide remote learning for inclement weather days beyond the 36 allowed AMI hours.
  - ❑ AMI-X was for FY 2021 and only for a COVID-19 related reason.

# Claiming Attendance for AMI Hours

- Claimed for classes in which students completed the prescribed lessons in the time frame and manner that was approved within the AMI plan.
- For students who do not complete the lessons in the timeframe and manner approved within the AMI plan must be marked absent.

# Weather Make-up

- Must attend no less than 1,044 unless forgiven by weather.
  - ❑ Make-up the first 36 inclement weather hours and half the number of additional lost or cancelled hours up to 48, resulting in no more than 60 total make-up hours required by the statute.
- Do not fall below 1,044 (or 522 for half day programs) unless the LEA has documented making up the first 36 weather hours and half the additional hours up to 48.
  - ❑ AMI is not considered weather make-up hours.



# Weather Make-up

- Document AMI hours.
- Document weather hours.
- Document the hours that were made-up for weather hours.

This will help the LEA fill out Core Data Screen 10 and document calendar compliance.

# Calendar Reminder

Increasing the hours-in-sessions does not increase ADA.



Decreasing or increasing your calendar does not change ADA.



**1% PDC Spending Requirement**

# 1% PDC Expenditure Requirements

FY 2018-19 through FY 2023-24

- Normally required to spend 1% of formula monies on PDC.
- If Transportation State Aid falls below 25% of allowable costs (currently at 19%)
  - ❑ Board can vote to place less than 1% of the district's formula monies into the professional development committee (PDC) budget.
  - ❑ Cannot place less than one-half of one percent of the formula monies into PDC budget.
- Must spend **no less** than 75%.
  - ❑ remaining amount must be restricted and carried forward.

This provision does apply to FY 2022.

# Quarterly Financial Reporting

# Quarterly Financial Reporting

- Districts and charter schools must post a searchable expenditure and revenue document or database detailing actual income, expenditures, and disbursements for the current calendar or fiscal year on the district or school website or other form of social media.
  - ❑ This information could be provided by posting a year-to-date general ledger and monthly bills.
  - ❑ The site shall contain only information that is a public record or that is not confidential or otherwise protected from public disclosure under state or federal law.

# Quarterly Financial Reporting

- ❑ The public school district or charter school shall, to the extent practicable, update the financial data contained on the site no less frequently than every quarter and provide the data in a structured format. The public school district or charter school shall archive the financial data, which shall remain accessible and searchable, for a minimum of ten years.
- ❑ Nothing in this section shall direct or require a school district or charter school to post online any personal information relating to payroll including, but not limited to, payroll deductions, payroll contributions, or any other information that is confidential or otherwise protected from public disclosure under state or federal law.
- DESE shall create a template for voluntary use by school districts needing assistance with the online posting of the information.

# Quarterly Financial Reporting Mandates

Template of what must be included (per RSMo 160.066) is as follows:

Income
Report generated from the financial accounting software detailing actual year-to-date income.
Expenditures
Report generated from the financial accounting software detailing actual year-to-date expenditures.
Disbursements
Report generated from the financial accounting software detailing the year-to-date check register.

Avoid posting confidential employee information



# Quarterly Reporting

- Ensure that the district or charter school is not posting online any personal information relating to payroll including, but not limited to, payroll deductions, payroll contributions, or any other information that is confidential or otherwise protected from public disclosure under state or federal law.

# ELDT Requirements

# ELDT Requirements



- Drivers seeking their initial CDL must first go through the Entry Level Driver Training, (ELDT)
- Classroom and behind-the-wheel training is required with a total of 93 topics to be covered including 63 topics of theory and 30 topics of behind-the-wheel training.
- Training providers must demonstrate that their training meets the Federal standards.
- This is not related to the 8 hours of annual training each driver must undergo.
- Went into effect February 7, 2022.

# ELDT Requirements



- While there are no required minimum instruction hours for theory training, the instructor is expected to cover all the topics in the curriculum. Training providers must use assessments (in written or electronic format) to determine if trainees are proficient in all units of the theory curriculum. Trainees must earn a minimum overall score of 80 percent on the theory assessment(s).



# Annual Bus Driver Training

## Annual School Bus Driver Training Required



- Missouri law requires that each school bus driver receive at least 8 hours of annual training.
- This includes regular route drivers, sub drivers, activity and field trip drivers, and school district staff members such as coaches and teachers who drive school buses.
- Training records should include who attended the training, when the training was provided, and the contents of the training.



# Training Resources

# Training Resources



Free NHTSA School Bus Driver In-Service Curriculum for ongoing annual training. This National Highway and Traffic Safety Administration Training is:

- Completely online and mobile-friendly so that school bus drivers can complete the curriculum at their own pace anytime, anywhere.
- Incorporates adult learning principles to provide an interactive and engaging experience that helps improve retention of content.
- Allows you to use the curriculum in its entirety or pick and choose modules to supplement your existing training and customize learning paths.

<https://www.nhtsa.gov/school-bus-safety/school-bus-driver-service-curriculum>



# Training Resources



- Contains knowledge checks to assess learning.
- Allows for instant scheduling – no need to schedule in-service days.
- Enables you to track completion and conduct data analysis.
- Is no cost to school districts.

**Contact:** Kristin Rosenthal, M.Ed., MCHES  
Highway Safety Specialist  
U.S. Department of Transportation  
National Highway Traffic Safety Administration  
1200 New Jersey Avenue SE., Washington, DC 20590  
Office: 202-366-8995

# Certified School Bus Driver Instructor Training



- The Certified School Bus Driver Instructor workshop is scheduled for July 27-29, 2022, in Warrensburg.
- The Certified School Bus Driver Instructor recertification training will be held in Columbia on July 22, 2022.
- Registration forms for this training are available <http://dese.mo.gov/financial-admin-services/school-transportation/certified-bus-driver-instructors>, a listing of all current Certified School Bus Driver Instructors can also be viewed at this site.

# Contact Information

Name & Email		Title
David Tramel Coordinator, Financial and Administrative Services	<a href="mailto:David.Tramel@dese.mo.gov">David.Tramel@dese.mo.gov</a>	Contact for Governance questions or Transportation question other than Transportation data reporting or Transportation payment.
Tammy Lehmen Coordinator, School Finance	<a href="mailto:Tammy.Lehmen@dese.mo.gov">Tammy.Lehmen@dese.mo.gov</a>	Contact for districts in counties 048 & Kansas City Charters 347-347. Contact for Transportation data reporting or Transportation payment questions.
Sharon Bax Director, School Finance	<a href="mailto:Sharon.Bax@dese.mo.gov">Sharon.Bax@dese.mo.gov</a>	Contact for districts in counties 075-115 & St Louis Charters
Taylor Doerhoff Director, School Finance	<a href="mailto:Taylor.Doerhoff@dese.mo.gov">Taylor.Doerhoff@dese.mo.gov</a>	Contact for districts in counties 060-074 Contact for questions regarding Audits.
Kara Shumate School Finance Consultant	<a href="mailto:Kara.Shumate@dese.mo.gov">Kara.Shumate@dese.mo.gov</a>	Contact for districts in counties 001-047 & 049-059 Contact for County Clerks