



School Business Alert

IOWA DEPARTMENT OF EDUCATION

Grimes State Office Building
400 E. 14th St.
Des Moines, IA 50319-0146
FAX: 515.242.5988

DIVISION OF SCHOOL FINANCE AND SUPPORT SERVICES

Finance, Facilities, Operation, and Transportation Services

Jeff Berger
COO, CFO, Deputy Director
jeff.berger@iowa.gov
515.281.3968

Tom Cooley, Chief
tom.cooley@iowa.gov
515.725.1120

Su McCurdy
Administrative Consultant
su.mccurdy@iowa.gov
515.281.4738

Jim Donoghue, Consultant
jim.donoghue@iowa.gov
515.281.8505

Janice Evans, Consultant
janice.evans@iowa.gov
515.281.4740

Denise Ragias, Consultant
denise.ragias@iowa.gov
515.281.4741

Bill Roederer, Consultant
bill.roederer@iowa.gov
515.281.7972

Gary Schwartz, Consultant
gary.schwartz@iowa.gov
515.281.4743

Carla Schimelfenig, Consultant
carla.schimelfenig@iowa.gov
515.242.5612

Max Christensen, Executive Officer 1
(Transportation)
max.christensen@iowa.gov
515.281.4749

Joseph Funk, Bus Inspector
joseph.funk@iowa.gov
515.669.4987

Tom Simpson, Bus Inspector
tom.simpson@iowa.gov
515.326.1022

Verlan Vos, Bus Inspector
verlan.vos@iowa.gov
515.669.4994

Mary Jo Clark, Clerk
maryjo.clark@iowa.gov
515.281.5812

Permissive and Nonpermissive Uses of Special Education Funds

As of July 1, 2015, school districts and other entities providing services to students with Individualized Education Programs are expected to know and follow the law and rules related to appropriate uses of special education funds. This has been a regular topic of conversation over the last few years. Over those years, the Department has regularly presented information on this topic and has worked with multiple groups of stakeholders on compliance issues related to special education funding. Implementation of the clarifications of law and rules on this topic have been delayed a couple of times to allow adequate planning time for local education agencies (LEAs), area education agencies (AEAs), and other entities to get into compliance with the law and rules. The Department has made available a number of documents intended to clarify requirements and assist efforts to get into compliance. Those documents can be found [here](#) and include the following:

- FAQ – Permissive and Nonpermissive Uses of Special Education Funds
- Finance and Allowable Use of Funds: Special and General Education – Leadership Symposium Plenary Presentation 12-17-14
- Memo to Field – Uses and Nonuses of Special Education Funds
- Special Education Billable Costs Guidance for Districts
- Special Education Allowable and Unallowable Expenditures Chart
- Special Education Billable Costs Guidance for Districts – 3 Models
- Consortia
 - ◇ Draft Template for Consortium Agreement
 - ◇ Sample Consortium Billing Invoice
- Contracted/Purchased Services
 - ◇ Draft Contract Agreement Example
 - ◇ Sample Contracted Services Billing Invoice
- Permissive and Nonpermissive Uses of General and Special Education Funds Webinar
- Use of Special Education Funds – Questions and Answers

The Department will begin monitoring of compliance with the law and rules beginning in FY 16 (July 1, 2015). The Department has worked with local auditors on these clarifications as well. If there are continued questions related to this clarifying guidance, please don't hesitate to request additional support. For further conversation, contact [Jeff Berger](#) or 515.281.3968.

Inside This Issue

- ◇ Permissive and Nonpermissive Uses of Special Education Funds
- ◇ Nonprogram Food Costs
- ◇ Certified Annual Report
- ◇ Creating a Report for Categorical Funding
- ◇ Department of Education Preschool Funding
- ◇ Medicaid
- ◇ Nutrition Programs and Indirect Costs
- ◇ DE Special Education Billing Timeline Update
- ◇ Nonpublic Transportation Report
- ◇ Open Applications
- ◇ School Financial Report Card Information
- ◇ August Property Tax Receipts
- ◇ School Board Officers
- ◇ School Finance Resources
- ◇ School Transportation
- ◇ Local Auditor Access to Prior Year LEA Financial Information

[Click to access the July School Leader Update](#)

Nonprogram Food Costs

School Food Authorities (SFAs) are required to separate and report Program and Nonprogram Food Costs. Public school districts report these Food Costs on the Certified Annual Report (CAR). Nonpublic schools report these Food Costs on the Financial Report on IowaCNP.

Tracking specific Nonprogram Food Costs accurately has proven to be difficult and impractical for many Iowa SFAs. The Bureau of Nutrition and Health Services is providing this guidance to ensure Food Service Directors (FSDs) and School Business Officials (SBOs) are aware of the acceptable methods to separate, calculate, and report Program and Nonprogram Food Costs. It is important that the FSD and SBO work together to select the most appropriate method of reporting, based on existing tracking systems and reporting practices.

Option 1: Calculate sum total Nonprogram Food Cost. Allocate based on percent of total Nonprogram Food Revenue

The attached guidance has been provided to FSDs to calculate Program and Nonprogram Food Costs based on "Average Costs per Meal" and "Total Meals Served" for breakfast, lunch and snack. The result of the Method 1 calculation is a sum total of all Nonprogram Food Costs. Allocate the sum total cost to each source in which Nonprogram Food Revenue is reported. To allocate, apply the percent of total revenue to the sum total, as shown in the example below.

Example:

Calculate Nonprogram Food Cost. Gather Nonprogram Food Cost and Revenue

Nonprogram Food Cost (Object 631)		Nonprogram Food Revenue	
Calculated Sum Total	\$14,500	Ala Carte (Source 1621)	\$7,300
		Adult Lunch (Source 1622)	\$4,500
		Second Lunches (Source 1626)	\$6,000
		Total	\$17,800

Calculate Percent of Total Revenue

Nonprogram Food Revenue	
Ala Carte (Source 1621)	41.00%
Adult Lunch (Source 1622)	25.30%
Second Lunches (Source 1626)	33.70%

Apply Percent of Total Revenue to Nonprogram Food Cost

Nonprogram Food Cost (Object 631)	
Ala Carte (Project 1621)	\$14,500 x .410
Adult Lunch (Project 1622)	\$14,500 x .253
Second Lunches (Project 1626)	\$14,500 x .337

Report Nonprogram Food Costs and Revenues

Nonprogram Food Cost (Object 631)		Nonprogram Food Revenue	
Ala Carte (Project 1621)	\$5,945	Ala Carte (Source 1621)	\$7,300
Adult Lunch (Project 1622)	\$3,668	Adult Lunch (Source 1622)	\$4,500
Second Lunches (Project 1626)	\$4,887	Second Lunches (Source 1626)	\$6,000

When completing the CAR, public school districts should report the allocated Nonprogram Food Costs under the project codes that correspond with the source codes used to report Nonprogram Food Revenue.

Option 2: Track and report several specific Nonprogram Food Costs

Public school districts that use Method 2, or have a tracking system in place to capture specific Nonprogram Food Costs, should report each cost under the appropriate project code. The available project and source codes for reporting Nonprogram Food Costs and Revenue are listed below. When completing the CAR, public school districts are encouraged to report Nonprogram Food Costs (project codes) that correspond to each reported Nonprogram Food Revenue (source codes).

Example:**If you report Nonprogram Food Revenues under these Source Codes**

Nonprogram Food Cost (Object 631)		Nonprogram Food Revenue	
		Ala Carte (Source 1621)	\$7,300
		Adult Lunch (Source 1622)	\$4,500
		Second Lunches (Source 1626)	\$6,000

You should also report Nonprogram Food Costs under these Project Codes

Nonprogram Food Cost (Object 631)		Nonprogram Food Revenue	
Ala Carte (Project 1621)	\$3,000	Ala Carte (Source 1621)	\$7,300
Adult Lunch (Project 1622)	\$2,000	Adult Lunch (Source 1622)	\$4,500
Second Lunches (Project 1626)	\$4,000	Second Lunches (Source 1626)	\$6,000

Project and Source Codes - Nonprogram Food

1620	Non-reimbursable Programs	1630	Special Food Functions
1621	Ala carte, Milk	1631	Food served or sold to students and staff
1622	Adult Lunch	1632	Food served or sold to general public
1623	Adult Breakfast	1633	Food served or sold to another district or LEA
1624	Adult Milk (Special Milk Program)	1634	Food served or sold to other entities
1625	Adult Snacks (After Sch Snack Program)	1655	Summer Ala Carte Sales
1626	Second Student Lunches	1656	Adult Summer Lunch
1627	Vendored Lunch	1657	Adult Summer Breakfast
1628	Vendored Breakfast	1658	Adult Summer Milk
1629	Vendored Snack		

If you have questions regarding the calculation or separation of Nonprogram Food Costs and Revenue, please contact the following consultants in the Bureau of Nutrition and Health Services.

Patti Harding	patti.harding@iowa.gov	515-281-4754
Jan Steffen	jan.steffen@iowa.gov	515-681-2301
Marlene Jepsen	marlene.jepsen@iowa.gov	515-681-5752

If you have questions regarding CAR coding or instructions, please contact the following consultants in the Bureau of Finance, Facilities, Operation, and Transportation Services.

Denise Ragias	denise.ragias@iowa.gov	515-281-4741
Janice Evans	janice.evans@iowa.gov	515-681-4740

“DON'T TOUCH THAT BUTTON until....”

Completing the Certified Annual Report is quite the accomplishment to more than a year's worth of work! However, in all the euphoria of completing the CAR, take some time to review what is about to be certified before clicking the “Certify” button. The Special Education Supplement and the Annual Transportation Report are not the only reports that should be reviewed prior to certification. Viewing the reports created by the CAR is an important step before certifying.

- Balance Sheet –
 - ◇ Take a look at the balances of each account and compare to last year.
 - ◇ Think through any large variances to determine a reasonable explanation. Perhaps a second look for accuracy is in order.
 - ◇ Are all payables and receivables booked?
 - ◇ Fund Balances – do they make sense? Is the Committed fund balance that upon which the Board took action by June 30? If there were expenditures against this balance during the year, has the balance been adjusted accordingly? If there is an Assigned Fund Balance, is it accurate?
 - ◇ In the Proprietary and Fiduciary funds (60 – 89), does Account 76x, Investments in Capital Assets, Net of Related Debt, equal the balance of the capital assets less depreciation?
- Treasurer Report by Fund –
 - ◇ This report is a quick summary of beginning balance, revenues, expenditures, and ending balance. Compare the beginning balance to the beginning balance on the district's software. The Adjustments to Beginning Balance row is a forced adjustment if the report doesn't add up. This should be zero. Compare balances, revenues and expenditures to the previous year for consistency, and research any large variance if an explanation does not come to mind.
- Revenues and Expenditures
 - ◇ Same as above. Compare to prior year, research large unusual variances.
- Miscellaneous Income and Expenditure Report
 - ◇ Same as above. Compare to prior year, research large unusual variances.
 - ◇ Does the maximum Cash Reserve Levy amount seem correct in comparison to expected, or last year? If not, are all payables/expenditures coded? Are fund balances coded correctly, as Unassigned and Assigned Fund balances flow into this formula?
- Balance Sheet by Long-Term Governmental Account Group
 - ◇ A great place to start on Funds 8 and 9 is the audit report. Be sure the district is starting with the same balances reported in the previous year's audit. Increases and decreases should be journalized and reported as the ending balance in the current CAR.

Contact [Denise Ragias](#) or 515.281.4741.

Printing of the CAR in the Iowa Education Portal

Printing directly from the Iowa Education Portal (Portal) may not work well when in the Chart of Accounts (COA) or CAR. For example, when printing a long list of edit messages, only the first page (or part of the page) will print when using the print option. However, users in the browser Mozilla Firefox can right click on the mouse choosing “This Frame,” then “Print Frame,” which will allow printing of all the edit checks. Users in Internet Explorer may not have that option. Right click, and if “print” is available, select it. If not, districts can select all edits on the screen then copy and paste into another document. For ease in printing or saving the Edit Checks, there is also a button on the screen, “Export to Excel.” This method will only list the “General Edit Checks.” In addition, districts can use this button when printing reports from the CAR. If you have further questions, please contact [Denise Ragias](#) or 515.281.4741.

Creating a Report for Categorical Funding

- Go to the CAR, View Reports, Create Your Own Report.
 - ◇ Fiscal Year - Choose a time period; the [COA-CAR reporting year](#) is the default. If using the operator “between” or “or”, use both Data Value 1 and Data Value 2. If not using “between” or “or”, then use Data Value 1 only for the year.
 - ◇ Account ID - place a “2” in the last column, named Subtotal by.
 - ◇ Project – put the project number in the Data Value 1 column.
 - ◇ Click on Create Report at the top of the screen.
 - ◇ Report will be grouped by Account ID (7-Equity/Fund Balance, 8-Revenues, 9-Expenditures). Clicking on an amount will bring up the account code detail.
 - ◇ The Account ID 7 shown, reports the fund balance for the end of the selected fiscal year. For the beginning fund balance for the selected fiscal year, click the “Back to selection criteria” button, change the fiscal year to the prior year, click on the Create Report button, and record the number listed for Account ID 7.

This report is useful for state (Project 3xxx) and federal (Project 4xxx) grants. For CAR purposes, revenues for local (Project 111x) grants are not required to be coded separately. These local revenue amounts can be found in the document “Sources for Local Projects” found on the CAR [webpage](#). Also, in the rare case that a district had a Department adjustment, this adjustment will not pull into the Create Your Own Report.

Contact [Denise Ragias](#) or 515.281.4741.

Department of Education Preschool Staffing

Iowa Code 256C.5(4) grants the Department an amount paid off the top of the school district preschool state aid for state administration and oversight of the preschool program. This allocation is necessary for the continued implementation and monitoring of the program. Over the past five years, the Department has not accessed this provision, as it had a specific appropriation for this purpose. That specific appropriation for the purpose ended in FY11.

This is an on-behalf payment. The district will record the amount as preschool revenue with an equal amount recorded as a preschool expenditure. The amount is \$33.17 per preschool budget enrollment. The deduction for the on-behalf payment will be spread throughout the ten state aid payments, September through June. This is a reduction to cash flow (state aid) sent directly to the district, but does not result in general fund spending authority in excess of state aid received because it is recorded by the district as both an on-behalf revenue and expenditure. The on-behalf revenue will be recorded in source & project 3117, program 860, and the expenditure in an equal amount will be recorded in function 233X, program 860, project 3117, object 31X.

Please contact [Jeff Berger](#) or 515.281.3968 with additional questions.

Medicaid

2014-2015 Revenue

During FY15, Iowa’s LEAs were paid \$99,671,740 and retained, following payback of the state share, \$55,492,334; Iowa’s AEAs were paid \$175,622, retaining \$98,244 for Individuals with Disabilities Education Act (IDEA) Part B services; and Iowa’s Infant Toddler IDEA Part C providers were paid \$545,601, retaining \$306,152. In total, Iowa’s IDEA Medicaid programs retained \$55,896,730, up 1.4 percent from FY14. That increase is despite the retained federal share dropping 2.39 percent in October 2014.

Monthly Checking of Medicaid Eligibility of IEP Students

The eligibility confirmation process has changed as of July 1. All reports will be run from <https://www.iowaidea.org/IDEA2/> and not from the old system. Permissions from the old system for reports have been transferred to this system. Further information about the reports in the new system should have been sent by your AEA web administrator. The process will be reviewed in the 2015-2016 Zoom webinar trainings.

2015-2016 Rates

FY16 rates for Iowa’s LEA, AEA, and Infant Toddler Medicaid Programs have been posted on the [Medicaid page](#) of the Department’s website. FY16 rates are for service dates July 1, 2015 to June 30, 2016.

For further information, contact [Jim Donoghue](#) or 515.281.8505

Nutrition Programs and Indirect Costs

Numerous districts have asked questions about capturing indirect costs for the Nutrition Fund, so we've put together some guidance below. Districts are not required to capture indirect costs. Indirect cost recovery is a **federal** concept and does not apply to any non-federal source.

Direct costs include salaries and benefits of food service workers, cost of purchased food (not commodities), and supplies and materials (not federal equipment grant) for the nutrition program. Indirect costs include business office, payroll, human resources, utilities, custodial services trash, equipment repair, etc. When applying the indirect cost rate, the district must first identify allowable costs across all federal programs in a consistent manner. Criteria for this determination are necessary, reasonable, allocable, legal under state and local law, conform with federal law, regulation and grant terms, consistently treated as direct or indirect, determined in accordance with Generally Accepted Accounting Principles (GAAP), not included as a cost or matching contribution of any other grant (except where allowed by federal regulations), net of applicable credits, and adequately documented. **Allowable direct costs plus any indirect costs captured cannot exceed the amount of federal reimbursement the district has received.**

The restricted indirect cost rate is the maximum rate an LEA or AEA may apply to federal grant programs that allow indirect cost recovery, and require that federal funds are used to supplement, not supplant non-federal funds.

The unrestricted indirect cost rate is the maximum rate an LEA or AEA may apply to federal grant programs that allow indirect cost recovery and do not have the supplement, not supplant provision.

The LEA may use up to the unrestricted indirect cost rate found on the DE's [Indirect Cost Rate](#) webpage for nutrition programs. Applying the maximum unrestricted rate against the direct costs of the award will generate the maximum indirect costs that may be recovered from the award. Indirect cost recoveries are that portion of the grant funding used to support the indirect costs of the program. The maximum unrestricted rate calculated for a program year will be applied to expenditures from the award in that year. If the grant award contains costs that are excluded from the direct or indirect cost base, the direct costs of the award will be modified to reflect the elimination of these costs from inclusion in the indirect cost reimbursement calculation. The indirect cost recovery is calculated by multiplying direct cost base by the indirect cost rate.

Federal Expenditures (not to exceed federal reimbursement) / (1 + unrestricted rate) = Direct Cost Base
 Direct Cost Base x Indirect Cost Rate = Indirect Cost Recovery

Example:

District revenue for project 4552, School Breakfast Program	\$ 14,000
District revenue for project 4553, National School Lunch Program	<u>\$128,000</u>
Total federal revenues	\$142,000

District expenditures for salary and benefits	\$241,000
Supplies	\$ 12,000
Purchased food	<u>\$294,000</u>
Total expenditures	\$547,000

District's Unrestricted Indirect Cost Rate 11.34%

Federal expenditures (not to exceed federal reimbursement)	\$547,000 > maximum \$142,000
Federal Expenditures (not to exceed federal reimbursement) / (1 + unrestricted rate) = Direct Cost Base for project 4552	\$14,000/(1 + .1134) = \$12,574.10
Direct Cost Base x Indirect Cost Rate = Maximum Indirect Cost Recovery for project 4552	\$12,574.10 x .1134 = \$1,425.90
Federal Expenditures (not to exceed federal reimbursement) / (1 + unrestricted rate) = Direct Cost Base for project 4553	\$128,000/(1 + .1134) = \$114,963.18
Direct Cost Base x Indirect Cost Rate = Maximum Indirect Cost Recovery for project 4553	\$114,963.18 x .1134 = \$13,036.82

continued on page 7

continued from page 6

Since functions 25XX and 26XX are used to compute the unrestricted indirect cost rates, these cannot be recorded as direct costs for any federal program, including the Nutrition Fund programs. If the district has been reporting these as direct costs in the nutrition fund, they need to be coded as expenditures in the General Fund and then recorded in the Nutrition Fund as indirect costs, not exceeding the maximum allowable amount.

Since these indirect costs are related to expenditures in another fund, the district will record this through interfund transfers rather than intrafund transfers. Following are entries to record the indirect costs captured for the school nutrition programs.

School Nutrition Fund:

Debit Function 6200, object 910, project 4552 or 4553

Credit cash (interfund accounts payable is transferred after 6-30)

General Fund

Debit Cash (interfund accounts receivable is cash transferred after 6-30)

Credit source 5261 in the General Fund (don't include project 4552 or 4553).

Contact [Denise Ragias](#) or 515.281.4741 or [Janice Evans](#) or 515.281.4740.

Department Special Education Billing: Timeline Update

Throughout the school year, districts enter students into the Tuition In Billing Program and submit bills to other districts. The guidance previously by the Department provided was to ensure from June 1 to June 15 all students who were tuitioned in to your district, and claims to be submitted to the state were entered into the program. Claims to be entered for state review and payment include Foster Care, Termination of Rights, Nonpublic, and High Cost claims. You should also enter claims for students who are educated in day programs, residential programs, and hospitals.

Students who are entered by other districts into the Tuition In Billing program as being a resident of your district, where they will be seeking payment from you for these services, will appear on your district's SES Home Page. Between June 15 and June 30, you were asked to verify the accuracy of the Tuition Out portion of the Home Page. If errors were noted, you were to contact the other district and work out any issue, with the overall goal being to ensure the correct district is being billed and that no students were overlooked and omitted. All students should now be entered and any necessary corrections and adjustments completed. If you have any remaining students that are not entered into the Tuition In Billing Program, please do so immediately.

As you finalize work on your Tuition In Billing Program, have entered all students, verified accuracy of all student information, uploaded your final comma delimited text file, and reviewed Screen 9 ensuring that this information is accurate, click the Certify button on Screen 9 then print or email the final bills.

Districts have from **July 1 to July 15** to submit their bills to other districts. All bills must be submitted by the resident district by July 15. The Department will begin processing Foster Care claims, Termination of Rights claims (also called District Court Placed), Nonpublic claims, and High Cost claims after **August 1**. It is critical that all claims be accurately entered prior to this date.

Throughout the Tuition In Billing Program (TIB@iowa.gov) and the SES (SES@iowa.gov) are places where you can enter and email questions. Your questions will be reviewed and answered as quickly as possible. Please make use of this tool.

It is our goal to have the SES, CAR, and Transportation reports all available to districts to enter data on the same date.

Nonpublic Transportation Report

Reimbursement requests must be collected twice per year by the districts. Below is the accounting for the various scenarios a district could encounter. Keep in mind all revenues will equal all expenditures for this project number.

Sample Accounting

Book a revenue and receivable at the end of the fiscal year.

	Account_id	Fund	Facility	Func	Program	Project	Object	Source	Account
Debit	1	10	xxxx		51x	3221			141
Credit	8	10	xxxx		51x	3221		3221	

For the portion due parents, book an expenditure and payable at the end of the fiscal year.

	Account_id	Fund	Facility	Func	Program	Project	Object	Source	Account
Debit	9	10	xxxx	27xx	51x	3221	516		
Credit	4	10	xxxx		51x	3221			421

For the portion due a private contractor, book an expenditure and payable at the end of the fiscal year.

	Account_id	Fund	Facility	Func	Program	Project	Object	Source	Account
Debit	9	10	xxxx	27xx	51x	3221	515		
Credit	4	10	xxxx		51x	3221			421

For the portion that is due the district for costs incurred to transport nonpublic students, book an intrafund expenditure at the end of the fiscal year.

	Account_id	Fund	Facility	Func	Program	Project	Object	Source	Account
Debit	9	10	xxxx	27xx	51x	3221	951		
Credit	9	10	xxxx	27xx	000	0000	951		

Contact [Denise Ragias](#) or 515.281.4741 or [Janice Evans](#) or 515.281.4740.

Open Applications

FY15 Year End

We are all deep into year-end close out activities. Just a gentle reminder to please submit requests for payments in a timely way. We know there is much on your plate; however, we are mandated to pay FY15 expenses by the end of August. The only way we can accomplish this is to have you bill us for reimbursement. Please review any grants or contracts you have with the Department, complete any final reports, and process requests for payment in a timely way. We will be issuing final Title I, Title II, Title VI, nonpublic transportation, and Perkins Vocational Education payments within the month, assuming everything from your end gets submitted.

Additionally, remember that billing for Special Education between districts is to occur by **July 15, 2015**. If you haven't yet completed that billing, please do so ASAP.

Good luck in FY16 and please keep those comments and questions coming to [Jeff Berger](#) or 515.281.3968.

Federal Title IIA Teacher Quality Fund Reimbursement

Please submit your Title IIA requests for reimbursement by **July 15, 2015**. This will give the Department time to process them and get them paid on a regular schedule. For further information, contact [Isbelia Arzola](#) or 515.281.3954.

AEA Juvenile Home Claims

The Juvenile Home Claim application is open to AEAs for completion and certification by **August 1, 2015**. The application can be found on the [Portal](#). The instructions are posted on the web at [Budgets, Area Education Agencies](#). Please remember that this claim is for regular education students only. Out-of-state students and students served pursuant to an IEP would be billed to their district of residence. Do not include the average daily membership (ADM) of students for whom the AEA is paid tuition.

Contact [Denise Ragias](#) or 515.281.4741.

Whole-Grade Sharing Supplementary Weighting

The Reorganization Progress Report is now available on the [Portal](#) for districts that wish to qualify for supplementary weighting for whole-grade sharing and that have passed a resolution to study reorganization with partner districts. The application is due **August 1**.

If you have any questions, contact [Carla Schimelfenig](#) or 515.242.5612.

Regular Education Foster Care Claim

The Regular Education Foster Care Claim will be available soon for districts to certify. All individuals with access to the foster care claim application in the [Portal](#) will receive an email once the application is available. The claims are generated from the Fall 2014 and Spring 2015 Student Reporting in Iowa submissions. The only tasks required from a district are to verify the students and certify. Certification is required only if your district is eligible to receive a reimbursement. Because of the change from a 180-day school year, all calculations will be based on the number of days of school during the 2014-2015 school year for each school in your district. You will receive an email from Carla Schimelfenig once the application is available. Due date for certifying Regular Education Foster Care Claim is **August 1**.

If you have any questions, contact [Carla Schimelfenig](#) or 515.242.5612.

School Transportation

Just a reminder that school bus driver Department of Transportation (DOT) physicals must be performed by a certified medical examiner. The federal government has made this a requirement for anyone obtaining a DOT physical. The following link, [National Medical Examiners Registry](#), takes you to a map showing the location of all certified medical examiners within the state of Iowa and across the nation. Also, remember that all school bus driver authorizations must be updated and renewed by **August 15**.

If you have any questions, please contact [Max Christensen](#) or 515.281.4749.

Continued on page 10

Continued from page 9

Facilities, Elections and Sales Tax Report

The “Facilities, Elections and Sales Tax” report can be accessed through the [Portal](#) during September and will be due **September 30**. This report has four parts that must be certified by the district: 1) Replacement Cost of Educational Facilities, 2) Voter-Approved PPEL, 3) Bond Issue Elections, and 4) SAVE/SILO Reporting. For the SAVE/SILO Reporting, legislation has required information about property tax relief through the use of sales tax in each district. Most of the financial information for sales tax will be pre-populated on the report under “Fund 33 Summary Information from the CAR.” The sales tax portion of the report requires the school district to update information about the revenue purpose statement, provide information how the district has reduced levies through sales tax, and miscellaneous information about whether the district had issued revenue bonds and reduced property tax through SAVE/SILO. For more information on this report, email [Gary Schwartz](#) or 515.281.4743.

School Financial Report Card Information

The Department is pleased to provide a public reporting site developed to make accessible a variety of district-level information. To access LEA Financial Report Card information, click [here](#) (remember, this is one of those pieces of information you are to be making sure your public can access).

For questions, contact [Jeff Berger](#) or 515.281.3968.

August Property Tax Receipts

August property tax receipts are not all related to the prior year and districts need to evaluate what should be accrued as taxes receivable and as FY15 revenues, and what should be FY16 revenues. Delinquent property taxes received in August are accrued to FY15. The current, mobile home (unless noted as delinquent), and Ag land taxes received in August are FY16 revenues.

If you have further questions, please contact [Janice Evans](#) or 515.281.4740.

School Board Officers

The Department sends financial communications to the CFO (SBO) and Additional Financial Officer contacts from the information provided in the School Board Officer Application. If you have a change in personnel, be sure to update your information on the [Portal](#).

Questions may be addressed to [Marcia Krieger](#) or 515.281.5293.

School Finance Resources

Superintendents and business managers new to a district or new to the state need to know how to access basic finance information. The finance team has created a web page with resource links that provide a good place to start the exploration of [Iowa school finance](#).

If you have further questions, please contact [Carla Schimelfenig](#) or 515.242.5612.

School Transportation

The Fall 2015 school bus inspection schedules have been posted to the Department’s website at the following link: [School Bus Inspection Schedules](#).

Local Auditor Access to Prior Year LEA Financial Information

“For auditors needing to access LEA payment confirmation data, go to: <https://www.edinfo.state.ia.us/login.asp>, then please click on the Auditor button and on the following screen enter your login information.”

After you click the “Auditor” button, enter FY15 in the “Login ID” and click “Submit”. You will see the “Payments to Department of Education Subrecipients” screen. Enter the district’s headquarter number or district name and hit the go button.

Upcoming Deadlines	
Last Day to Bill for Second Semester Special Education Tuition	7-15-15
Progress Report Toward Reorganization Due to DE/SBRC	8-3-15
Special Education Claims Due — Foster Care Claim, District Court Place, Nonpublic, High Cost	8-3-15
Juvenile Home Program Claim Due (AEAs only)	8-3-15

Program and Nonprogram Food Cost Calculator

This worksheet provides instruction on two methods for calculating Program and Nonprogram Food Costs. Select the method that best fits your record keeping and financial system.

- 1) Determine **Program Food Costs** and subtract from **Total Food Costs** to arrive at the **Nonprogram Food Costs**
- 2) Determine **Nonprogram Food Costs** and subtract from **Total Food Costs** to arrive at **Program Food Costs**

Total Food Costs refers to the total amount paid for all food and beverages for both reimbursable student meals (breakfast/lunch/snack*) and nonprogram food purchased with the school food service account.

Include snacks served in both the Afterschool Care Snack Program and the Fresh Fruit and Vegetable Program.

Total Program Food Costs refers to the total amount paid for all food and beverages for reimbursable student meals. Includes breakfast, lunch, and snacks.

Include snacks served in both the Afterschool Care Snack Program and the Fresh Fruit and Vegetable Program.

Total Nonprogram Food Costs refers to the amount paid for all food sold in a school (other than a reimbursable meal) that is purchased using the school food service account. This includes the amount paid for food for adult meals, catering, special events, a la carte, vending machines and school stores.

Do not include food for vending machines and school stores if food was purchased using another fund account.

METHOD 1

Step 1. Calculate Program Food Cost

When determining **Program Food Costs**, multiply the **Average Food Cost Per Meal** by **Total Reimbursable Meals Served** for each program.

Average Food Cost per Breakfast		\$1.05	
Total Reimbursable Breakfasts Served	x	27,340	
			\$28,707.00
Average Food Cost per Lunch		\$1.69	
Total Reimbursable Lunch Served	x	71,625	
			\$121,046.25
Average Food Cost per Snack		\$0.81	
Total Reimbursable Snacks Served	x	4,629	
			\$3,749.49

OR

METHOD 2

Step 1. Calculate Nonprogram Food Cost

When determining **Nonprogram Food Costs**, multiply the **Average Food Cost Per Meal** by **Total Adult Meals Served** for each program.
Also determine the **Cost of Ala Carte Food/Beverages** and all other Nonprogram Food Costs (catering/vended meals).

Average Food Cost per Breakfast		\$1.05	
Total Adult Breakfasts Served	x	1,440	
			\$1,512.00
Average Food Cost per Lunch		\$1.69	
Total Adult Lunches Served	x	2,700	
			\$4,563.00
Average Food Cost per Snack		\$0.81	
Total Adult Snack	x	0	\$0.00
Cost of Ala Carte Food and Beverages*			\$11,700.00

Total Calculated Program Food Costs	\$153,502.74

* include vending machines and school stores if food is purchased using the school food service account	
Total Calculated Nonprogram Food Costs	\$17,775.00

Step 2. Calculate Nonprogram Food Cost	
To determine Nonprogram Food Cost , subtract the Calculated Program Food Cost from Total Food Cost . Enter both the Program Food Cost and Nonprogram Food Cost directly on the Certified Annual Report or on the Financial Report on IowaCNP.	
Total Food Cost	\$200,000.00
Program Food Cost	-
	\$153,502.74
Nonprogram Food Cost	\$46,497.26

OR

Step 2. Calculate Program Food Cost	
To determine Program Food Costs , subtract the Calculated Nonprogram Food Cost from Total Food Cost . Enter both the Program Food Cost and Nonprogram Food Cost directly on the Certified Annual Report or the Financial Report on IowaCNP.	
Total Food Cost	\$200,000.00
Nonprogram Food Cost	-
	\$17,775.00
Program Food Cost	\$182,225.00



School Business Alert

IOWA DEPARTMENT OF EDUCATION

Grimes State Office Building
400 E. 14th St.
Des Moines, IA 50319-0146
FAX: 515.242.5988

DIVISION OF SCHOOL FINANCE AND SUPPORT SERVICES

Finance, Facilities,
Operation, and
Transportation Services

Jeff Berger
COO, CFO, Deputy Director
jeff.berger@iowa.gov
515.281.3968

Tom Cooley, Chief
tom.cooley@iowa.gov
515.725.1120

Su McCurdy
Administrative Consultant
su.mccurdy@iowa.gov
515.281.4738

Jim Donoghue, Consultant
jim.donoghue@iowa.gov
515.281.8505

Janice Evans, Consultant
janice.evans@iowa.gov
515.281.4740

Denise Ragias, Consultant
denise.ragias@iowa.gov
515.281.4741

Bill Roederer, Consultant
bill.roederer@iowa.gov
515.281.7972

Gary Schwartz, Consultant
gary.schwartz@iowa.gov
515.281.4743

Carla Schimelfenig, Consultant
carla.schimelfenig@iowa.gov
515.242.5612

Max Christensen, Executive Officer 1
(Transportation)
max.christensen@iowa.gov
515.281.4749

Joseph Funk, Bus Inspector
joseph.funk@iowa.gov
515.669.4987

Tom Simpson, Bus Inspector
tom.simpson@iowa.gov
515.326.1022

Verlan Vos, Bus Inspector
verlan.vos@iowa.gov
515.669.4994

Mary Jo Clark, Clerk
maryjo.clark@iowa.gov
515.281.5812

[Click to access the August School Leader Update](#)

Training and Technical Assistance to School Districts for Developing High-Quality Emergency Operations Plans

As many of you know, the Iowa Department of Education (Department) was successful in seeking federal grant funding intended to be used to assist school districts with the process of updating existing Emergency Operations Plans (EOPs). We all are well aware of the string of tragedies like Columbine and Sandy Hook in recent years. We used to say, "It can't happen in Iowa," but, the sad reality is that events like those can happen anywhere and at any time. We must be adequately prepared for a variety of emergencies that potentially threaten the young lives we are responsible for each day.

In Iowa, there is no mandate for schools to have EOPs. Most districts have plans, but, as with many things, the demands we meet daily sometimes push work like this to the back burner. We believe many of your plans are outdated or don't comprehensively address the various threats we must tend to. We also believe that the current federal standards for EOPs compel us to review and update these plans so we are all prepared for any contingency. That is why obtaining this grant to support additional training was both timely and desirable for the state of Iowa and its school districts.

The Department has contracted with Emergency Preparedness Consulting, LLC to assist school districts and schools with the upgrade to high-quality EOPs. The training uses the Readiness and Emergency Management for Schools Technical Assistance Center (REMS-TA Center) through facilitated workshops to assist in the drafting and testing of upgraded EOPs. The process involves working collaboratively with district and community partners on the development and/or updating of existing plans. **The Department strongly encourages all school districts to participate in this round of training.**

More information will be coming. Districts can prepare for this training by identifying teams of two to four individuals who might lead the planning process and participate in this training. These teams could include district administrators, principals, teachers, risk managers, school board members, school safety coordinators, facility managers, nurses, counselors or public information officers. These individuals will work directly with local response partners in the development of EOPs that reflect the unique capacity and organizational structures of each community.

Inside This Issue

- ◇ Training and Technical Assistance to School Districts for Developing High-Quality Emergency Operations Plans
- ◇ Apply to be a Green Ribbon School
- ◇ Financial Reporting for Pensions (GASB 68) Update
- ◇ Shared Teachers and TSS
- ◇ Medicaid
- ◇ State Reimbursement for Meals—Change in Process
- ◇ Department of Education Preschool Staffing
- ◇ Fall BEDS and Fall BEDS Staff
- ◇ Data Collections Open
- ◇ School Bus Driver's Authorizations
- ◇ Transportation
- ◇ Juvenile Home Advance Payment Schedule
- ◇ Reorganizing or Sharing Your District Soon
- ◇ District Contact Verification
- ◇ School Board Officers Application

Continued on page 2

continued from page 1

Project Scope

To provide training, support, and technical assistance to public school districts and nonpublic schools for the development of high-quality EOPs.

This program utilizes REMS-TA facilitated training workshops, subject matter experts, and networking opportunities to assist in the drafting and assessment of response plans. The process involves working collaboratively with district and community partners to develop fully comprehensive plans or to update already existing plans.

Project Timeline

Introductory Webinar	Training	Workshop 1 (AEA Regions)	Plan Development Technical Support Training	Workshop 2 (AEA Regions)	Plan/Annex Development Technical Support	Final Report Project Evaluation
September	October	November	December-February	March	April-May	June
	<i>Developing Emergency Operations Plans K-12 Train the Educator</i>	Developing EOPs facilitated multi-agency training/ planning	Webinars, training by request, and online courses Technical support for districts	Facilitated multi-agency training/ planning session Q&A, plan assessment	Facilitated planning including site visits	

Introductory Webinar

A webinar will be held on September 22, 2015, at 3:00 p.m. to provide information on the goals, outcomes, and timeline regarding the *Training and Technical Assistance to School Districts for Developing High-Quality Emergency Operations Plans* initiative.

This session will provide information on project strategies and outcomes and discuss the resources available to assist schools, districts, and communities with the planning process. The session will also provide information on upcoming training to individuals who may be interested in participating in the process, but feel they need to increase their knowledge of emergency response planning.

Districts and school sites are encouraged to participate in the session along with county emergency management coordinators, first responders, and any other associations or organizations interested in participating in this important initiative. The information provided may also prove useful in the selection of future participants within a district, school, community or organization.

About REMS-TA

What is the *Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center*?

They support schools, school districts, and institutions of higher education, with their community partners, in the development of high-quality EOPs and comprehensive emergency management planning efforts. Established in October 2004 and administered by the U.S. Department of Education’s (ED) Office of Safe and Healthy Students (OSHS), the REMS-TA Center provides a hub of information, resources, training, and services in the field of school and higher education emergency operations planning.



continued on page 3

continued from page 2

EOP ASSIST is a free, web-accessible software application designed to help schools create and update high-quality school EOPs that are customized to address a range of threats and hazards. This application will walk users through a six-step planning process to develop a downloadable school EOP.

For questions, contact [Gary Schwartz](#), 515.281.4743 or [Jane Colavecchi](#), 515.491.6088.



Apply to be a Green Ribbon School (GRS)

The goal of the U.S. Department of Education Green Ribbon Schools (ED-GRS) program is to inspire schools, districts, and Institutions of Higher Education (IHEs) to strive for 21st century excellence, by highlighting exemplary practices and resources that all can employ. Each year, GRS honorees are invited to Washington, D.C. for a ceremony to celebrate their success, share information, and receive a plaque to commemorate their achievement. The award recognizes schools, districts, and IHEs that:

- Reduce environmental impact and costs;
- Improve the health and wellness of schools, students, and staff; and
- Provide environmental education, which teaches many disciplines, and is especially good at effectively incorporating Science, Technology, Engineering and Mathematics (STEM), civic skills, and green career pathways.

Combined achievement in ALL three of these areas, collectively known as Pillars, serves as the basis for recognition. Encouraging resource efficient schools, districts, and IHEs allow administrators to dedicate more resources to instruction rather than operational costs. Healthy schools and wellness practices ensure that all students learn in an environment conducive to achieving their full potential, free of the health disparities that can aggravate achievement gaps. Sustainability education helps all students engage in hands-on learning, hone critical thinking skills, learn many disciplines and develop a solid foundation in STEM subjects. It motivates postsecondary students in many disciplines, and especially those underserved in STEM subjects, to persist and graduate with sought after degrees and robust civic skills.

Applications must be submitted to the Iowa Department of Education by **January 8, 2016**. The Department will review applications based on the applicant's demonstrated progress towards the goals of each of the three pillars. Nominees demonstrating exemplary achievement in all three pillars and every element will be ranked highest. The Department is permitted to nominate to the ED-GRS as many as four PK-12 school nominations and one school district nomination to the U.S. Department of Education.

FY16 application information will be available in September on the Department's website: [Green Ribbon Schools](#). Visit the ED-GRS website to learn about the [U.S. Department of Education Green Ribbon Schools](#) program. For more information about the program, contact [Gary Schwartz](#), 515.281.4743.

Financial Reporting for Pensions (GASB 68) Update

Many districts and auditors are working through the GASB 68 entries relating to IPERS. Districts will only include entries in Fund 09 and Proprietary Funds on the FY15 Certified Annual Report. We have found that pension expense may be positive or negative after GASB 68 entries have been made in the enterprise funds. This year, the negative pension expense occurred when the proportionate share decreased. Because of this, we assigned object 233, GASB 68 Pension Expense, for GASB 68 entries related to pension expense. We have also allowed negative amounts in this object. The restatement of the prior year is coded as a downward adjustment to fund balance/net position (function 6900, object 990) in the Proprietary Funds.

Fund 09 will report the governmental funds share of the net pension liability and debit account 304, amount to be provided for retirement of governmental long-term debt and credit account 593, Net Pension Liability.

See the [June 2015 School Business Alert](#) or the [Iowa Chart of Account Coding](#) document for the deferred outflows of resources and the deferred inflows of resources accounts related to GASB 68. See the [State Auditor's Office](#) website for information regarding GASB 68.

If you have further questions, please contact [Janice Evans](#), 515.281.4740.

Shared Teachers and TSS

Q: When we share a teacher with another district, do we charge them a portion of the teacher salary supplement (TSS) for that teacher?

A: No. The TSS is categorical money from the state to the district that employs the teacher. The employing district cannot also generate TSS funding, or supplant the TSS funding with general purpose money, by billing another district for that portion of the salary. The district or area education agency (AEA) that is purchasing a portion of a teacher's time cannot share its TSS funding for that purpose.

The only time a district may share its TSS money is when negotiated to follow students under a whole-grade sharing (WGS) written agreement. That sharing of TSS money under WGS is tied to [sharing](#) students, rather than [sharing](#) teachers. The requirement to negotiate sharing of teacher quality money under WGS applies to all sources of teacher quality money.

Under open enrollment (OE), no teacher quality money will follow students except for the Teacher Leadership Supplement (TLS)/Teacher Leadership and Compensation (TLC) money, and that will only follow students if both districts are receiving an allocation for having an approved TLC plan.

Please contact [Su McCurdy](#), 515.281.4738 with additional questions.

Medicaid

2015-2016 Webinar Training Dates

Webinars will be offered in August and September to review the Medicaid program and address updates for 2015-2016. To attend one of the trainings, please send an email to [James Donoghue](#) with your selected date and time. All the sessions are the same.

August Training Dates

Tuesday, August 18	8:00 to 9:00 a.m.
Tuesday, August 18	2:00 to 3:00 p.m.
Wednesday, August 19	11:00 a.m. to 12:00 noon
Thursday, August 20	9:00 to 10:00 a.m.
Monday, August 24	9:00 to 10:00 a.m.
Monday, August 24	3:30 to 4:30 p.m.
Tuesday, August 25	9:00 to 10:00 a.m.
Thursday, August 27	2:00 to 3:00 p.m.
Monday, August 31	2:00 to 3:00 p.m.

September Training Dates

Tuesday, September 1	10:00 to 11:00 a.m.
Friday, September 4	9:00 to 10:00 a.m.
Tuesday, September 8	10:00 to 11:00 a.m.
Friday, September 11	9:00 to 10:00 a.m.
Monday, September 14	3:30 to 4:30 p.m.
Tuesday, September 15	10:00 to 11:00 a.m.
Friday, September 18	9:00 to 10:00 a.m.
Friday, September 25	9:00 to 10:00 a.m.

Results of the 2014 Federal Audit of Payment Error Rate Measurement (PERM)

In Iowa, claims for services to 25 students at 17 local education agencies (LEAs) (large, medium and small districts) were randomly selected by the federal contractor. Documents requested were identified by the auditors as "Orders," "Daily Progress Notes," "Attendance Logs," "Worksheets and Records," "Treatment Plan," "Individualized Education Program (IEP)," and "Progress Towards Goals." Each of those 25 situations resulted in a finding of C1-No Errors. Since LEA claims made up almost 5 percent of all Iowa Medicaid claims reviewed for medical documentation, that is terrific. Congratulations to Ames, Ankeny, Atlantic, Carlisle, Cedar Rapids, Clinton, Davenport, Des Moines, Dubuque, Fairfield, Fort Dodge, Iowa City, Linn-Mar, Oskaloosa, Riceville, Sioux City and Western Dubuque Community School Districts.

For further information, contact [Jim Donoghue](#), 515.281.8505.

State Reimbursement for Meals – Change in Process

Effective with the 2015-2016 school year, the payout of state meal reimbursement is changing. Please note there is no change to the federal meal reimbursement process. State reimbursement will no longer be paid on a monthly basis and limited to meals claimed in July through February. We now pay state reimbursement four times a year and include the months of July - May. Below is the payment schedule:

Processing month	Includes claimed meals served in these months	Claim submission deadline to be processed
November	July, August, September	November 15
January	October, November, December	January 15
March	January, February	March 15
June	March, April, May	June 15

Based on meal count history, the state-appropriated funds will be portioned to disperse 17 percent in the November process, 31 percent in the January process, 20 percent in the March process, and 32 percent in the June process.

Each allotment of money will be divided based on the number of meals claimed during the months above instead of a set per meal rate. There will no longer be a distinct breakfast state rate (.03) and lunch state rate (.04).

It is essential that you submit claims in a timely manner or risk not receiving state reimbursement for meals served. Once the state payment for the particular months has occurred, it will not be repeated. If a district/nonpublic school/ Residential Child Care Institution (RCCI) submits the December claim before the January state payment process takes place, it will be included and will receive state reimbursement. If the December claim is not submitted until after January 15, the process would have already completed the January state payment process (that included December claims) so the district/nonpublic school/RCCI will not receive state reimbursement for the meals served in December. Federal reimbursement will continue to be paid on a monthly basis and the current USDA submission requirements (within 60 days of the claim month for an original claim) remain the same. Please contact [Patti Harding](#) or [Joyce Sabel](#) if you desire assistance.

Department of Education Preschool Staffing

Iowa Code 256C.5(4) grants the Department an amount paid off the top of school district preschool state aid for state administration and oversight of the preschool program. This allocation is necessary for the continued implementation and monitoring of the program.

This is an on-behalf payment. The district will record the amount as preschool revenue with an equal amount recorded as a preschool expenditure. The amount is \$33.17 per preschool budget enrollment. The deduction for the on-behalf payment will be spread throughout the ten state aid payments, September through June. This is a reduction to cash flow (state aid) sent directly to the district, but does not result in general fund spending authority in excess of state aid received because it is recorded by the district as both an on-behalf revenue and expenditure. The on-behalf revenue will be recorded in source and project 3117, program 860, and the expenditure in an equal amount will be recorded in function 233X, program 860, project 3117, object 31X.

Please contact [Jeff Berger](#), 515.281.3968 with additional questions.

Fall BEDS and Fall BEDS Staff

- Fall BEDS, Fall BEDS Staff, and Operational Sharing are anticipated to open on Tuesday, September 8.
- The due date for Fall BEDS Staff will be October 15 to align with the reporting of staff for supplementary weighting.
- The due date for Fall BEDS and Operational Sharing will be October 30.
- Those districts wanting to take advantage of the operational sharing supplementary weighting MUST have all errors resolved on Fall BEDS Staff and have the Operational Sharing form verified by their due dates.
- Position and assignment codes to use for operational sharing supplementary weighting are listed below.

For further information on operational sharing, please see the [operational function sharing guidance](#).

Position	Assignment
511 – Superintendent	40 001 Superintendent
650 – School Administration Manager (SAM)	50 050 School Administration Manager (SAM)
612 – School Business Official	50 035 School Business Official
133 – Other Business Official	99 050 Non-Licensed Staff
112 – Board Secretary	99 050 Non-Licensed Staff
134 – HR/Personnel Manager	99 050 Non-Licensed Staff
167 – Transportation Director	99 050 Non-Licensed Staff
168 – Operations Director	99 050 Non-Licensed Staff
633 – Director/Coordinator/Department Head	50 011 Elementary Curriculum (Grades PK-8 only)
633 – Director/Coordinator/Department Head	50 032 Secondary Curriculum (Grades 9-12 only)
721 – Counselor	60 035 Guidance Counselor (Grades PK-8 only)
721 – Counselor	30 010 Guidance (Grades 9-12 only)

There have also been position and assignment codes added for those districts that are participating in the Teacher Leadership Grant Program. There will be a new program code (10 – Teacher Leadership Grant) for the Teacher Leadership Grant Program as well as the position and assignments listed below:

Position	Assignment
640 – Teacher Leader	96 001 Model Teacher
640 – Teacher Leader	96 002 Mentor Teacher
640 – Teacher Leader	96 003 Lead Teacher
640 – Teacher Leader	96 004 Instructional Coach
640 – Teacher Leader	96 005 Curriculum and Prof Dev Leader
640 – Teacher Leader	96 006 Other (if this is chosen, must enter what the assignment is in the comment area provided in the application)

- Position Code 525 has been added for Dean of Students. Dean of Students should no longer be coded as School Administrative Support (Position 153).
- There have also been many secondary assignment code changes for 2015-2016. Please visit the Department's [website](#) under Fall 2015 documentation to find the list of new and archived assignments for FY16.

For questions, please contact [Marlene Dorenkamp](#), 515.281.5507 or [Mike Baethke](#), 515.281.5286.

Data Collections Open

Certified Annual Report (CAR) – due Tuesday, September 15

Although the CAR - 2015 COA Test Records remain available for use, it is recommended that the CAR – 2015 Upload and Reports be used for a full file upload. Multiple uploads can take place in the Upload and Reports, just as they can in the Test Records. Please read the splash screen for any important messages. As introduced last year, districts must comment on any warnings remaining on the CAR, giving a brief explanation as to why each situation is not applicable to their district. If the situation is applicable, corrections need to be made in the FY15 district financials. Note: The edit requiring Nonprogram Food Expenditures is not working. However, it is still the responsibility of each district to report Nonprogram Food Expenditures (code to applicable project and object 631) for each source code between 1620 and 1639 for which the district had revenue.

There is only one non-fiscal report to be completed: Nonprofit School Organizations. Instructions for the CAR are found on the Certified Annual Financial Reports, which define the criteria for the Nonprofit School Organizations report. If the criteria do not apply to a district, the district must still click on the “Update” button within the report. A “Certify” button will not appear until the file is edit free, comments have been made for each remaining warning, and the Nonprofit School Organizations report is completed if applicable or updated if not applicable.

Extensions are available for good cause such as illness or death of the staff member responsible for the filing, acts of God, or unforeseeable circumstances. Please refer to the CAR instructions for more information about extension requests and the CAR deadline. Requests should be sent by email to [Tom Cooley](#).

Questions regarding the upload and/or account coding may be directed to: [Denise Ragias](#), 515.281.4741 for help with the uploads, reports, and extensions or [Janice Evans](#), 515.281.4740 for help with account codes and journal entries.

Transportation Annual Report – due Tuesday, September 15

When completing the transportation annual report, the collection process for the data has been simplified in a number of ways by pulling financial information into the report from a number of other data sources. Two things the district must still fill in manually are the number of miles and the student count. A word of caution, however, when filling out the information for the student count. We incorporate the process of using aggregate weeks in determining the average number of students riding school buses. The number put into the “aggregate weeks” column will be the total number of weeks for each individual rider in the group – not the total number of weeks for the riders as a group. As an example, if buses ran for 36 weeks and 10 students rode the buses every week, the total aggregate weeks would be 360 (10 students x 36 weeks) and not 36. After entering 360 into the “aggregate weeks” column, the report will then determine the average number of riders. Keep in mind, a student need only ride a bus one time per week to be counted for one aggregate week. For more information, contact [Max Christensen](#), 515.281.4749. Please see full instructions [here](#).

Vehicle Information System – due Tuesday, September 1

Please review your Vehicle Information System (VIS) which is accessed via the [Iowa Education Portal](#), by September 1 and verify that all district’s vehicle information is correct. If vehicles are listed in the VIS that you no longer own or operate, please delete them in order to make your fleet information current. Also, please check license plates, ID/name, and vehicle usage (route, SPED, no route) are current as well. Accurate information is necessary for inspection purposes, as well as various reports. If you have any questions, please contact [Max Christensen](#), 515.281.4749.

Special Education Supplement due Tuesday, September 15

The Special Education Supplement (SES) is now available on the [Iowa Education Portal](#). There is a link on this screen to obtain the Screen 1 information, tuition out students in a district. The SES is due Tuesday, September 15 and must be certified on or before that date. Districts must receive board approval for the “Request for Modified Allowable Growth and Supplemental Aid” for their special education deficit. However, districts can include this request on their September or October school board meeting agenda. Please upload your board minutes on the Certification Screen of the SES or email your minutes to SES@iowa.gov. Any questions related to the SES should be sent to SES@iowa.gov. Contact Bill Roederer, bill.roederer@iowa.gov, 515.281.7972.

Facilities, Elections and Sales Tax – due Wednesday, September 30

The FY15 data collection for “Facilities, Elections, and Sales Tax” will be available on September 1, 2015, on the [Iowa Education Portal](#). School districts should complete the CAR before certifying this application. Instructions for this data collection are at [School Facilities – Data Collection](#). Any questions regarding this report should be directed to [Gary Schwartz](#), 515.281.4743.

School Bus Driver Authorizations

All school bus driver authorizations expire on August 15 of any given year. School districts are given a window beginning on July 1 of any given year to go into the “Driver Authorization” application on the [Iowa Education Portal](#) to update all authorizations as needed. Please be sure to update the authorizations for your school district drivers sometime between July 1 and August 15. If a driver is no longer on your staff, please delete them from the system.

To update authorizations, from the driver page click on “View” next to each driver. Assuming all licensing, physicals, and training information is up to date, you will get a message stating “A New Authorization Would Expire 8/15/2016.” Click the button labeled “Create Authorization” and you are finished with the driver. Repeat this process for each individual. When complete, be sure to print off the new authorizations for your drivers to carry with them – they are required to carry it whenever driving the school bus. If licensing, physicals and/or training is not up to date, fix as needed in order to obtain the new authorization. Failure to possess a current authorization can result in a citation from law enforcement. If you have any questions, please contact [Max Christensen](#), 515.281.4749.

Transportation

A completely updated Q&A document dealing with “Transportation Issues in Special Education” has been added to the Department’s website. Included are answers to 44 of the most often asked questions on this topic. It can be accessed at [SPED Transportation Issues](#).

Juvenile Home Advance Payment Schedule

The 2015-16 Juvenile Home Advance Payment Schedule for AEAs has been posted to the web at [Budgets, Area Education Agencies](#). Questions, please contact [Denise Ragias](#), 515.281.4741.

District Contact Verification

All school business officials and other LEA/AEA contact staff responsible for their district’s Special Education Supplement, Special Education Billings, Claim Forms and Medicaid Claiming are reminded to check whether the contact person listed for each of these applications is correct. You may complete this process on the main page of the district’s Tuition In Billing program. Please verify that the contact person, telephone number, and email address are up to date. Should you have any questions, please contact [Bill Roederer](#), 515.281.7972.

Reorganizing or Sharing Your District Soon?

Is your district planning to reorganize in the next few years, or has your district entered into a new whole-grade sharing arrangement, terminated a whole-grade sharing arrangement, or changed the shared grades in your existing whole-grade sharing arrangement? If so, please contact [Carla Schimelfenig](#), 515.242.5612 with that information, and keep her informed periodically of your progress.

School Board Officers Application

Please check the School Board Officers Application at the [Iowa Education Portal](#) to make sure all district information is correct.

The email lists the Department uses to contact districts include data that are pulled from this application, especially the board president and business office staff.

Be sure the transportation director, auditor, and software provider information is completed, as well as school board member information.

Making sure this application is updated on a timely basis will ensure the appropriate people receive the information they need. Contact: [Marcia Krieger](#), 515.281.5293.

Upcoming Deadlines	
New Regional Academy Applications Due	9-1-15
Vehicle Information System Update Due	9-1-15
CAR, SES, Transportation Reports Due	9-15-15
Facilities, Elections & Sales Tax Data Collections Due	9-30-15



School Business Alert

IOWA DEPARTMENT OF EDUCATION

Grimes State Office Building
400 E. 14th St.
Des Moines, IA 50319-0146
FAX: 515.242.5988

DIVISION OF SCHOOL FINANCE AND SUPPORT SERVICES

Finance, Facilities,
Operation, and
Transportation Services

Jeff Berger
COO, CFO, Deputy Director
jeff.berger@iowa.gov
515.281.3968

Tom Cooley, Chief
tom.cooley@iowa.gov
515.725.1120

Su McCurdy
Administrative Consultant
su.mccurdy@iowa.gov
515.281.4738

Jim Donoghue, Consultant
jim.donoghue@iowa.gov
515.281.8505

Janice Evans, Consultant
janice.evans@iowa.gov
515.281.4740

Denise Ragias, Consultant
denise.ragias@iowa.gov
515.281.4741

Bill Roederer, Consultant
bill.roederer@iowa.gov
515.281.7972

Gary Schwartz, Consultant
gary.schwartz@iowa.gov
515.281.4743

Carla Schimelfenig, Consultant
carla.schimelfenig@iowa.gov
515.242.5612

Max Christensen, Executive Officer 1
(Transportation)
max.christensen@iowa.gov
515.281.4749

Joseph Funk, Bus Inspector
joseph.funk@iowa.gov
515.669.4987

Tom Simpson, Bus Inspector
tom.simpson@iowa.gov
515.326.1022

Verlan Vos, Bus Inspector
verlan.vos@iowa.gov
515.669.4994

Mary Jo Clark, Clerk
maryjo.clark@iowa.gov
515.281.5812

Click to access the
[September School
Leader Update](#)

2015 Legislation Affecting Finances

The 2015 legislative session included several pieces of legislation that adjusted uses of funds for local school districts. The next six sections provide additional detail related to those changes. Some of these changes will also be included in Administrative Code (rules) updates in the near future. If there are additional questions or concerns on these legislative clarifications, please contact [Jeff Berger](#), 515.281.3968.

HF658, Division VII, At-risk and Dropout Prevention Purposes Combined

HF658 aligned the allowable uses of the at-risk supplementary weighting funds and the returning dropout and potential dropout program funding approved by the School Budget Review Committee (SBRC). Future budgets will include both program sources and uses of both sources, allowing districts to flow seamlessly from at-risk funding (which is a mixture of state aid and property tax) to dropout prevention (DOP) funding (which is almost entirely property tax). It also changed the 5 percent for administration to include both the at-risk supplementary weighting and the DOP funding rather than just the DOP funding. The large annual report to the legislature on uses of the money was also struck from Code. These changes will require a new application process for next year's program.

HF658 also included provisions similar to HF445 (see the explanation of this bill for more detail) to expand the opportunity to use at-risk or dropout-prevention funds to cover the actual costs of instructional programs for regular education students placed in facilities other than Psychiatric Medical Institutes for Children (PMICs). HF445 had only addressed regular education students in PMICs, where HF658 addresses regular education students in non-PMICs residential placements and day treatment programs. Both bills exclude state institutions since tuition should not be billed to districts for students in those facilities. HF658, Division VII, was intended to address the fact that regular education students placed by the courts or the Department of Human Services (DHS) into a non-PMIC facility for residential or day treatment programs often have costs that exceed the maximum tuition rate. This legislation allows the district of location to charge the district of residence the actual instructional costs necessary to address the regular education child's behavior during instructional time if (1) those costs exceed the maximum tuition rate (district cost per pupil [DCPP]), (2) those behavioral interventions were not included in the contract the PMIC had with the placement entity, and (3) the school board has determined that the child is likely to inflict self-harm or likely to harm another student. Please note that this billing of tuition for the actual costs of instructional programs only applies to PMIC-placed and day treatment program general education students. Non-PMIC residential students are claimed in certified counts by the serving district and are included in either the special or general education foster care claims at the end of the fiscal year.

Continued on page 2

- ◇ Legislation Passed That Adjusted Uses of Funds
- ◇ Public Complaints on Fees, Fines and Supply Lists
- ◇ CAM and Clayton Ridge Virtual Schools Open Enrollment Changes
- ◇ 2015-2016 Open Enrollment Billing
- ◇ School Budget Review Committee (SBRC) Held Work Session in August
- ◇ SBRC Section Added to Website
- ◇ Finance, Facilities, Operation and Transportation Services FAQ Project
- ◇ Transportation
- ◇ New Special Education Guidance Released
- ◇ Training and Technical Assistance to School Districts for Developing High-Quality Emergency Operations Plan
- ◇ Data Collections Open

Continued from page 1

Further, the legislation allows that if the child described above also meets the definition of an at risk, returning or potential dropout, then the resident district paying tuition for that student may use its at-risk supplementary weighting funds and its dropout prevention program funding approved by the SBRC to pay those instructional costs that exceed the maximum tuition rate (DCPP).

Clarification on House File 646, Voted Physical Plant and Equipment Levy (VPPEL) and Bus Repair

HF 646 added repair of transportation equipment to the paragraph that allowed the purchase of transportation equipment for transporting students.

The Iowa Department of Education (Department) has received multiple questions regarding the ability to group or bundle repairs to reach the minimum cost threshold. This paragraph amended in Physical Plant and Equipment Levy (PPEL) is not tied to the paragraph that allows PPEL to be used for technology and equipment purchases which could be grouped. Bundling is a concept in Rules, rather than Iowa Code, and refers to technology only. Neither grouping nor bundling was included in this legislation.

The new amendment to PPEL allows each repair to a transportation vehicle to be expended from PPEL if the cost of that repair exceeds \$2,500. It does not authorize grouping repairs to a single bus or grouping the same repair over several different buses for the purpose of exceeding the threshold. The Department has proposed the concept several times in the past to allow costly repairs to be paid from a capital fund—PPEL in this case. The dollar threshold determined by the legislature is intended to ensure that costs such as replacing or repairing engines or otherwise refurbishing a bus are allowable now and that costs which are ordinary day-to-day maintenance, such as changing the oil are not.

Clarification on House File 445, Instructional Costs for Regular Education Students Placed in PMIC Facilities

HF445 contained language to ensure that tuition paid to a district in which a PMIC is located was consistent with chapter 282 on tuition (actual instructional costs). This chapter states the maximum tuition rate is the rate of the serving district and students served pursuant to an Individual Education Program (IEP) is actual costs. This new language extended this coverage of actual costs to general education students placed in those facilities.

In addition, HF445 was intended to address how regular education students placed by the courts or DHS into a PMIC facility for residential or day treatment programs often have more costs that exceed the maximum tuition rate would cover. This legislation allows the district of location to charge the resident district for the actual instructional costs necessary to address the regular education child's behavior during instructional time if (1) those costs exceed the maximum tuition rate (DCPP), (2) those behavioral interventions were not included in the contract the PMIC had with the placement entity, and (3) the school board has determined the child is likely to inflict self-harm or likely to harm another student.

Further, HF445 allows that if the child described above also meets the definition of a returning or potential dropout, then the resident district may use its dropout prevention program funding approved by the SBRC to pay those instructional costs that exceed the maximum tuition rate (DCPP).

Also addressed in this legislation, was the equity issue where the resident district is always required to pay the tuition for school-age children placed in a PMIC, even if those children were not enrolled in the district of residence (for example, a child who was enrolled in a nonpublic school, homeschooled, or who had dropped out). The legislation permits a district in this situation to include those students in the foster care claim at the end of the fiscal year.

HF658, Division V, Statewide Voluntary Preschool Program (SWVPP) Students and Transportation

HF658 gave districts permission to transport SWVPP students to activities associated with the SWVPP along with other children. Any LEA costs for this transportation does not come from the SWVPP funding.

In addition, the legislation authorized a district to use its administrative 5 percent of the SWVPP funding for outreach activities and rent for facilities not owned by the school district. As a practical matter, the district will actually pay the rental lease from its PPEL or SAVE fund and transfer an equal amount of money from its General Fund SWVPP funding when the lease payment is due.

Further, HF658 increased the administrative and operations portion of SWVPP funds for the community partners to 10 percent and allowed partners to use their 10 percent administrative/operations portion of the SWVPP funding for outreach activities and rent for facilities not owned by the school district. The community partners are also allowed to use this 10 percent to cover the costs of transporting SWVPP students with other children, but only to the extent of the proportion related to the SWVPP students.

Clarification on Senate File 485, VPPEL and Refinancing Debt

SF 485 allows districts to exceed the VPPEL limit only if they exceeded the limit in the year of the refinance. The legislation enacted does not allow districts to exceed the VPPEL levy limit under other circumstances. Exceeding the limit in the year of the refinance is very rare and only occurs if the district's property valuations have decreased. The history provided to the legislature in the fiscal note for this bill showed that only four districts would have qualified in the past ten years.

In addition, SF 485 was specific to VPPEL and does not apply to other types of long-term debt (such as bonded indebtedness, revenue bonds, or General Fund equipment loans, etc.). The limitation the bill is addressing is the limit on the VPPEL levy rate; it is not the bank qualification limit.

Clarification on House File 515, Management Fund, and Mediation/Arbitration Costs

HF 515 is not effective until July 1, 2016. The legislation enacted allows the costs related to using mediation or arbitration to be paid from Management Fund. Those costs of mediation or arbitration would include such costs as legal fees, mediator or arbitrator fees, witness fees, and similar costs that the district has incurred as a direct result of being required to enter into mediation or arbitration. However, the costs would not include the results of the mediation or arbitration decisions or agreements outside of court action. For example, payments to encourage an employee to leave, including paying off a contract, or salary "settlements" determine through mediation or arbitration would not be a cost allowable from Management Fund. Instead, those payments and salaries would be General Fund costs.

Public Complaints on Fees, Fines, and Supply Lists

The Department has received more than the normal level of complaints from parents regarding the large or increasing fees that they have been required to pay at school registration or the types of items they were being required to send with their child to school. Upon investigation, in each situation, the district was passing onto the students and parents some things that were the district's responsibility and were not appropriate as a fee or a supply list; or were fines that were priced in excess of cost/remaining value in the asset; or were fees or fines for assets purchased with a fund other than the General Fund. Fees and fines are limited to General Fund purchases.

Iowa Code chapter 301 allows parents and other district patrons to petition for an election in the district to vote on the district providing free textbooks. That election result, if passed, is a permanent change until another election by the district patrons changes it. If such a petition comes forth, the district shall proceed with the election and the district or its board does not have authority to prevent the election.

Past articles in the School Business Alert and in the School Leader Update have discussed what fees are and are not allowable, and what school supplies can be provided by the parents and what must be provided by the district. Also, review the [PPEL FAQ](#) on the Department's website regarding technology purchases. Iowa Code specifies that public education is free and authorizes very few fees or fines. Those that are authorized are required to be reasonable.

Contact: [Su McCurdy](#), 515.281.4738.

CAM and Clayton Ridge Virtual Schools Open Enrollment Changes

During the 2016 legislative session, two exceptions were added to the 1 percent limit on the number of resident students that may attend the online schools at CAM and Clayton Ridge. The new law states the 1 percent limitation for resident students attending a virtual school at CAM and/or Clayton Ridge may be exceeded if the limit would prevent siblings from enrolling in the same school district for a virtual school or if a sending district determines that the education needs of a physically or emotionally fragile student would be best served by educational instruction and course content that are delivered primarily over the internet.

Frequently Asked Questions:

1. A family has one child open enrolled to CAM or Clayton Ridge and wants to open enroll a sibling to the same district for the same online school, but the resident district has met the 1 percent limit. May the open enrollment be approved?
Answer: Yes. The child has a sibling that is already open enrolled to the virtual school and the sibling wants to attend the same virtual school.
2. The district has reached the 1 percent cap on the number of students that may attend the virtual school at CAM or Clayton Ridge. A family applies for open enrollment and wants both children to attend the online school at CAM. Does this meet one of the law's exemptions?
Answer: No. Since the district has met its limit prior to any of the children open enrolling out, the law's exemptions do not apply. The law would only apply if one of the children had been open enrolled out prior to the resident district meeting the 1 percent limit.
3. A resident district receives open enrollment applications for two siblings to attend the same district and same virtual school. The resident district is one student below the 1 percent limit. What should they do?
Answer: Approve the applications.
4. What determines "physically or emotionally fragile"?
Answer: "Physically or emotionally fragile" means a physical or mental condition that substantially limits a major life activity. This is identical to coverage under Section 504. This shall be determined by the student's 504 plan. The plan should indicate the student is best served by a virtual school.
5. How does the district designate the request to exceed the enrollment cap on the open enrollment form?
Answer: Sections have been added to the open enrollment form for the resident and receiving districts to mark.

If you have any questions, please contact [Eric Heitz](mailto:Eric.Heitz@iowa.gov), 515.281.4726.

2015-2016 Open Enrollment Billing

The amount of open enrollment tuition for the 2015-2016 school year for a regular education student is \$6,366, which is the state cost per pupil from the previous fiscal year. The tuition bill for open-enrolled-in students should also include the following supplemental funds if applicable:

- [Teacher Leadership](#), if both districts are receiving an allocation for having an approved Teacher Leadership and Compensation (TLC) plan
- Non-English speaking supplementary weighting
- [Eligible concurrent enrollment and Project Lead the Way \(PLTW\) courses](#), page 59

For a student served pursuant to an IEP, open enrollment tuition is calculated on actual costs of special education rather than the prior year's state cost per pupil amount.

Open enrollment tuition is billed and paid on a quarterly basis. Under special circumstances that terminate or suspend open enrollment status, it is necessary to prorate tuition in a quarter on a per diem basis.

For assistance, please contact [Eric Heitz](mailto:Eric.Heitz@iowa.gov), 515.281.4726.

School Budget Review Committee Work Session Held in August

The SBRC met for a work session in early August to discuss general topics that have implications on SBRC decisions in the coming year. The members talked about special education weighting, the history of costs in special education, and the relationship between weighting levels, deficits, and property taxes. The SBRC must review weightings biennially and the next review will be in December 2015. Another topic discussed was how to approach the issues of districts heading toward, or incurring, negative unspent balances. The SBRC's role in the school finance formula was also discussed. The Department gave the SBRC members an update on legislation from the 2015 session and highlighted those that would impact the SBRC.

Generally, no action is taken during a work session. However, due to special circumstances in some districts, the SBRC held two hearings prior to beginning their work session.

New School Budget Review Committee Section Added to Website

The Department is now posting on the [website](#) a spreadsheet each fiscal year of the modified supplemental amount (MSA) granted by the SBRC. The spreadsheet is by district. The FY14 spreadsheet is complete at this time. The FY15 spreadsheet will not be complete until December 2015 because both special education deficit and LEP excess costs MSA are not acted upon by the SBRC until the December hearings. Each fiscal year, the spreadsheet begins with the granting of the MSA for returning dropout and dropout prevention programs, which is granted by the SBRC prior to the beginning of the fiscal year. The spreadsheet ends with the granting of the MSA for the special education deficits and the excess costs of providing LEP programs.

Finance, Facilities, Operation and Transportation Services (FFOTS) Frequently Asked Questions (FAQ) Project

The FFOTS bureau has been working this summer to restore the FAQs from the previous Department website. The previous website had a section for individual questions and answers rather than separate documents on the related webpages. The FAQs that are still relevant are being restored as documents by topic which will be easier to find and use. The documents are being placed on the webpage of similar information regarding each topic. The bureau has completed and posted the FAQs related to [Disaster Recovery](#), [SAVE](#), and [Management Fund](#). Soon an updated FAQ for student activity fund will be posted.

If you have other FAQs that you have been waiting to have restored to the website and you would like prioritized, please contact [Su McCurdy](#), 515.281.4738.

Transportation

With the new school year comes much needed new information. Though school bus driver authorizations aren't anything new, please remember that all school bus drivers in a district must have a valid and current authorization issued to them each year. This needs to be done prior to August 15; however, we are seeing a number of districts that have failed to do this yet. Please realize that a school bus driver without a current authorization is driving illegally. Be sure to check your driver list to be sure your school is in compliance. As to other needed information, a "Welcome Back to School" letter detailing much of the new school transportation information has been posted to the Department's website. Guidance related to call-back inspections is also available at the Department's website, as well as contact information for the School Transportation Team. School transportation information can be found at: [School Transportation Guidance](#).

For more information, contact [Max Christensen](#), 515.281.4749.

New Special Education Guidance Released

Over the past year, several bureaus within the Department have been working collaboratively to prepare guidance for the field. That [guidance](#) is now posted on the website for "Placement of Children with Disabilities Outside Resident District School Sites" and "Transportation Issues in Special Education."

Training and Technical Assistance to School Districts for Developing High-Quality Emergency Operations Plan

Project Scope

To provide training, support, and technical assistance to public school districts and nonpublic schools for development of high-quality Emergency Operations Plans.

Workshop Scheduling Begins

The process of developing high-quality emergency response plans requires the participation of numerous community partners. To encourage collaboration and ensure the development of effective plans, the Department will be conducting planning and training workshops around the state. The Department encourages participation and input by all members of the education and response communities.

Efforts are now under way to schedule these workshops in each of the Area Education Agencies in Iowa. The workshops begin in October and will conclude in early December. The dates and locations will be announced on the Department's website and in additional newsletters as they are made available. The following AEA regional meetings have been confirmed:

Keystone AEA — Thursday, October 29
AEA 267 — Friday, October 30
Northwest AEA — Wednesday, November 4
Prairie Lakes AEA — Thursday, November 5
Great Prairie AEA — Tuesday, November 10
Mississippi Bend AEA — Thursday, November 12
Grant Wood AEA — To be determined
Heartland AEA — To be determined
Green Hills AEA — To be determined

Each session will run 9 a.m. to 4 p.m. on the scheduled date. Districts and schools are highly encouraged to participate in their area session along with County Emergency Management Coordinators, first responders, and any other associations or organizations interested in participating in this important initiative. The information provided may also prove useful in the selection of future planning participants within a district, school, community or organization.

School Emergency Response Planning Initiative Webinar

The Department received federal funding to provide training and technical support to school districts to assist with the process of updating or developing emergency operations plans. We are well aware of the string of tragedies that have struck our nation's schools in recent years and recognize we must adequately prepare for any emergencies that threaten the young lives we are responsible for each day.

The Department will conduct a webinar on: September 22, 2015, at 3:00 p.m.

This webinar will provide information on the goals, outcomes, and timeline for the Training and Technical Assistance to School Districts for Developing High-Quality Emergency Operations Plans initiative. This session will provide information on project strategies, outcomes, and discuss the resources available to assist schools, districts, and communities with the planning process.

Please use the link below to join the Zoom webinar:
<https://IDOE.zoom.us/j/850106438>

For additional information, contact [Gary Schwartz](#), 515.281.4743 or [Jane Colavecchi](#), 515.491.6088.

Data Collections Open

Facilities, Elections and Sales Tax – Due Wednesday, September 30

The FY15 data collection for “Facilities, Elections, and Sales Tax” is available on the [Iowa Education Portal](#). School districts should complete the CAR before certifying this application. Instructions for this data collection are at [School Facilities – Data Collection](#). Any questions regarding this report should be directed to [Gary Schwartz](#), 515.281.4743.

School Association Reporting – Due Monday, November 16

The FY15 data collection for “School Association Reporting” will be available on the [Iowa Education Portal](#) after the CAR is certified (after September 15). Instructions can be found at [FY15 School Association Reporting Instructions](#). Any questions regarding this report should be directed to [Gary Schwartz](#), 515.281.4743.

Limited English Proficient (LEP) Applications

Two Limited English Proficient (LEP) applications are due this fall. Both applications are available on the [Iowa Education Portal](#) under the EdInfo submenu.

- **LEP Allowable Costs** will open September 15 and is due October 1, 2015. This application allows districts to request MSA from the SBRC for the costs in excess of weightings and other resources for providing additional instruction beyond the regular instruction to limited English proficient students.
- **SBRC Application** will open October 1, 2015, and is due December 1, 2015. This application allows school districts that want to request MSA from the SBRC for increased enrollment, open enrollment out not on the prior year’s count, and limited English proficient programs beyond the five years of supplementary weighting.

The LEP Allowable Costs application has been revised to reduce the amount of information required from districts. Only two fields must be completed to submit a request:

- Line 18: any expenditures included in the total expenditures submitted through the Certified Annual Report (CAR) that was not expressly allowed by Iowa Administrative Code
- Line 20: the amount requested to be submitted to the SBRC

Information from your district’s spring 2015 Student Reporting in Iowa submission shows the number of students in each type of English language learner (ELL) program offered by your district as well as the count of students for each native language spoken by all students served in your district’s ELL program at any time during the 2014-2015 school year. The counts in the LEP Allowable Costs application will not necessarily match the numbers in your spring SRI submission. The LEP Allowable Costs application includes only students who were served in an ELL program during the 2014-2015 school year.

To access either application, you may request access through My Profile in the [Iowa Education Portal](#) (upper right corner). Both applications are prepopulated to the greatest extent possible with information from your district’s FY15 CAR and Student Reporting in Iowa (fall 2014, spring 2015, and/or fall 2015).

If you have questions regarding the completion of either application, please contact [Carla Schimelfenig](#), 515.242.5612.

Upcoming Deadlines	
Facilities, Elections, and Sales Tax Data Collection Due	9-30-15
Board Resolutions for Whole Grade Share Supplementary Weighting	10-1-15
Last Date for an Election to Reorganize Effective July 1 is December 15	10-1-15
LEP Allowable Costs	10-1-15
Last Date to Notify the SBRC if District Incurred Negative Unspent Balance	10-15-15



Iowa Department of Education

Student Activity Fund and Public Purpose

IASBO

September 28, 2015

Current State

- We are seeing trends in expenditures that stretch the purpose of this fund
- Increasing pressure on the fund due to limited new revenue
- Lack of consistent understanding of what the fund is and is not
- Local politics are real, as are pressures to provide certain supports that are beyond what the law allows

Current State

- Problem areas include:
 - Student trips
 - Ind. and team sports camps out of season
 - Meals
 - Fundraising
 - Paying staff costs
 - Rewards to individuals
 - Connections to community groups
 - Transportation
 - Show choir



GENERAL PRINCIPLES

General Principles

- Number one: Student activity funds are public funds. All of them. No matter what the source.
- PURPOSE: To account for financial transactions related to the **cocurricular and extracurricular activities** offered as a part of the education program for the students established under 281—Iowa Administrative Code rule 12.6(1).

General Principles

- A student activity fund must be established in any school district receiving money from student-related activities such as:
 - admissions
 - activity fees
 - student dues
 - fundraising events
 - or other student-related cocurricular or extracurricular activities
- Every school district in Iowa must have a student activity fund.

General Principles

- All funds collected by a school district through school activities are under the financial control of the school board.
- Prudent and proper accounting of all receipts and expenditures in these accounts is ultimately the responsibility of the board.
- All official records of the student activity fund shall be maintained on the single, district-wide Uniform Financial Accounting system.
- Districts may maintain subsidiary records for student activities, and all subsidiary records must be reconciled to the official records on a monthly basis.

General Principles

- School districts are not required to maintain funds raised by outside organizations in the school's activity fund.
- A board may regulate fundraising activities during school and school-sponsored events, and it may regulate the use of funds derived from those sources (OAG #83-9-1).

General Principles

- Revenue sources include income derived from student activities and interest on the investment of those moneys. This includes:
 - gate receipts
 - ticket sales
 - admissions
 - student club dues
 - donations
 - fundraising events, and
 - any other receipts derived from student body cocurricular or extracurricular activities, contests, and exhibitions.



PUBLIC PURPOSE

Public Purpose

- Who do we work for?
 - School board
 - Students
 - Community/Public
 - Parents
 - Tax payers
 - Administration
- Equity and public benefit two key considerations
- Some employees seem to struggle understanding this “working for the greater good” concept. It’s not about what individual adults want to happen.

Public Purpose

- Public purpose is not simply having the school board or administration “say” it is public purpose.
- Available funds are not the property of the school district, school board, or any employees – they are provided funds to deliver a free public education.
- Officials are stewards of these funds and must be accountable to the public for their use.
- Funding given to school officials to use must be used properly and with consideration to the broader public interest.

Public Purpose

- Is the “public” advanced by a given action to spend certain funds?
- Examples:
 - Purchasing gift cards or using cash as rewards for either staff, students, or volunteers.
 - Voluntarily waiving an established fee for reasons other than those supported by board policy (i.e., district covering an expense that is the parent’s responsibility).
 - Funding a team camp out of season.
 - Paying for a dance team to compete in a dance competition in the summer.
 - Covering excess parents chaperone costs on a district-sponsored trip.
 - Paying for a charter bus for the football team.

Public Purpose

- Generally, if an action is done to “help or reward” a given individual or to incent certain individual responses, it is going to be difficult to establish a public purpose for that use.
- This is regardless of the source of funding – if given to the district and under district management – public purpose applies.
- What is the alternative? Private fundraising, direct gifts from partners or individuals, stop providing rewards or helping individuals.

Public Purpose

- DE increasingly put in a position to mediate or referee these issues.
- May need to develop a simple checklist or decision-making tree to assist.
- However, state leadership on this will result in restrictions that limit local flexibility.
- Preference?



EXPENDITURES

Expenditures

- Appropriate expenditures include the **ordinary and necessary expenses** of operating district sponsored and supervised student cocurricular and extracurricular activities.
- Inappropriate expenditures would include any expenditure more appropriate to other funds.
- It is never appropriate for a school district to give cash to student members of activity groups.
- The student activity fund shall not be used as a clearing account for any other fund.

Expenditures

- Expenditures that may **not** be made from public moneys include the following:
 - The cost of **optional equipment** or **customizing uniforms**.
 - The cost of **uniforms** when the following two tests are not met:
 - The activity is a part of the school's educational program, and
 - The wearing of the uniform or equipment is necessary in order to participate.
 - Hospital or medical claims for student injuries or procurement of student medical insurance.
 - Optional costs related to activities such as promotional costs (printing of tickets and posters, or other advertising expenses).
 - District-level membership fees in student activities related associations if the fees are optional, in that non-member schools may participate in sponsored events (OAG #92-11-13).

Expenditures

- An excess of revenues over expenditures for any student activity remains under the control of the board and may not be distributed to any individual member of such activity or a private group.
- Residual interest in all student activity moneys belongs to the district.
- Upon dissolution of an activity, such as a graduating class, drama club, etc., the remaining funds must be used to support other student activities in the student activity fund.
- Surplus may not be given to students who were in the activity nor retained for future uses by that group of students, such as a class reunion.

Expenditures

- Student activity funds **may not**, in any event, be **devoted or allocated to any private organization nor may they be added to the General Fund**. These funds shall be maintained in a student activity fund supervised by the board (OAG. #46-3-26).
- A list of appropriate and inappropriate uses of student activity fund monies is included in the Iowa Administrative Code (281-IAC 98.70).



COMPLICATED ISSUES

Camps and Clinics

- District-sponsored or privately-sponsored (which includes district coaches offering camps open to anyone)?

District-sponsored Camps

- District sponsored includes through Community Education
- Board approves salaries and wages
- Revenue deposited and recorded in Enterprise or General Fund
- Normal payroll
- Wages reported
- Fees based on actual costs and pre-established
- Excess funds not given to coaches or staff

Privately-sponsored Camps

- Contract between the camp facilitator and district should address:
 - Equipment use
 - Rental fees (fair rental value)
 - Insurance
 - Other costs associated
- Facilitator needs certificate of insurance for liability
- District collects fees for entity?
Agency Fund

Camps

- When is a district-sponsored camp not a district-sponsored camp?
- Answer: When it is not co- or extra-curricular and not limited only to students enrolled in the district.
- Enterprise Funds, not SAF.

Camps

- No out-of-season contact between coaches and students during school year. Summer allowed if student volunteers
- Team camps subject to same rules as individual camps – personal benefit – not supported with district funds
- Use of facility? See prior slide

Camps

- Fundraise to cover costs of camps?
- District cannot use the revenue in the Enterprise or General Fund to sponsor a camp or clinic outside of the season for that sport, nor to pay the costs for individuals or teams
- Cannot transfer public funds to private entity to cover.

Fundraising

- Iowa law does not require school districts to maintain funds raised by outside organizations in the school activity account (OAG 9/1/83)
- Districts need a policy on this
- Require students to fundraise? No.
- Alternatives offered to students for fundraisers? Yes.

Fundraising

- Scholarships or rewards to “top sellers”? No.
- Proceeds from district fundraiser to booster club? No.
- Fundraised money above and beyond target. Use to defray cost for parent or student? No.
- Are any gift cards/rewards ok? No.
 - Can public purpose be established?

Fundraising

- Private entities or boosters fundraising ok? Yes, but can't promote this as a district fundraiser.
- If funds given to district, they are district funds.

Staff

- Athletic officials, judges, and other staff exclusively used for the individual student activity can be paid from the student activity fund
- Regular payroll process
- District staff – discussion continues?
- Activity director – General Fund

Staff

- Athletic officials may be paid as independent contractors (if not district employees) and not through payroll, but this only applies to athletic officials
- Gift certificates to volunteers?
Difficult. Volunteer = donation of time. Public Purpose. Non-monetary certificate ok – i.e., free admission

Transportation

- Transportation beyond getting students to and from school would be ok if related to co or extracurricular activities
- Student activity fund may reimburse the General Fund (mileage rate established by board)
- Pay bus driver directly? No – reimburse General Fund at mileage rate

Transportation

- Charge students for charter busses?
No. Also, watch Title IX issues on charters

Trips

- Charge students for extended trip expenses? No, not if district-sponsored and mandatory.
- Could the district charge for an option trip where excused absences are provided? Possibly.
- Can we use a private company to manage the trip? Yes, but district still has responsibility for students if district-sponsored.
- Family emergency – district cover those costs? No.

Booster Clubs

- Can booster clubs or city or county programs run our activities? No, student activity program is required of school districts.
- Can the district contract the day-to-day operation of the student activity program out? Yes – district is still responsible and providing oversight.

Booster Clubs

- Booster formed to subsidize specific activity. OK?
- Generally not ok to reward individual students.
- School district employees subject to Iowa gift law.
- District may accept donations as long as rules are followed. Not coaches or students accepting funding directly on the behalf of the district – to district directly.

Booster Clubs

- District dance team wants to form a separate organization to fundraise because they want to control money. OK? No, district-sponsored activity.
- Can district buy food for concessions and let boosters sell and keep revenues? No.

Booster Clubs

- District has the right to direct fundraising that occurs on school sites, during school day, and during school events.
- (Do we agree on what we mean by school day in this context?)

Fees

- Can a district charge an activity fee?
Yes, district required to have a program.
- Can a district require students to pay an activity fee? No – must be voluntary.
- Can a district require students to purchase uniforms? No.
- Can a district charge students and parents a technology fee for laptops?
Only if general fund and a textbook substitute and reasonable based on original cost and remaining value.

Fees

- Transportation fee to students related to travel to sports? No.
- Custodial services for activities from activity fund? No.
- Fee related to items purchased from PPEL (or SAVE)? No.

FAQs

 [HTTPS://WWW.EDUCATEIOWA.GOV/PK-12/SCHOOL-BUSINESS-FINANCE/LEVIES-FUNDS/STUDENT-ACTIVITY-FUND](https://www.educateiowa.gov/pk-12/school-business-finance/levies-funds/student-activity-fund)

[HTTPS://WWW.EDUCATEIOWA.GOV/PK-12/SCHOOL-BUSINESS-FINANCE/FINANCIAL-MANAGEMENT/TUITION-FEES](https://www.educateiowa.gov/pk-12/school-business-finance/financial-management/tuition-fees)

Legal References

- Dillon's Rule
- Iowa Code Chapters 279, 280, and 298A
- Iowa Administrative Code Sections 12.6(1) and 98.70
- Iowa Attorney General Opinions
- Case Law

Contact

Jeff Berger

jeff.berger@iowa.gov

515-281-3968



School Business Alert

IOWA DEPARTMENT OF EDUCATION

Grimes State Office Building
400 E. 14th St.
Des Moines, IA 50319-0146
FAX: 515.242.5988

DIVISION OF SCHOOL FINANCE AND SUPPORT SERVICES

Finance, Facilities,
Operation, and
Transportation Services

Jeff Berger
COO, CFO, Deputy Director
jeff.berger@iowa.gov
515.281.3968

Tom Cooley, Chief
tom.cooley@iowa.gov
515.725.1120

Su McCurdy
Administrative Consultant
su.mccurdy@iowa.gov
515.281.4738

Jim Donoghue, Consultant
jim.donoghue@iowa.gov
515.281.8505

Janice Evans, Consultant
janice.evans@iowa.gov
515.281.4740

Denise Ragias, Consultant
denise.ragias@iowa.gov
515.281.4741

Bill Roederer, Consultant
bill.roederer@iowa.gov
515.281.7972

Gary Schwartz, Consultant
gary.schwartz@iowa.gov
515.281.4743

Carla Schimelfenig, Consultant
carla.schimelfenig@iowa.gov
515.242.5612

Max Christensen, Executive Officer 1
(Transportation)
max.christensen@iowa.gov
515.281.4749

Joseph Funk, Bus Inspector
joseph.funk@iowa.gov
515.669.4987

Tom Simpson, Bus Inspector
tom.simpson@iowa.gov
515.326.1022

Verlan Vos, Bus Inspector
verlan.vos@iowa.gov
515.669.4994

Mary Jo Clark, Clerk
maryjo.clark@iowa.gov
515.281.5812

Click to access the
[October School
Leader Update](#)

Department of Education Presentations on Student Activity Fund

Whether we like the answers or not, it is probably long overdue that we spend some time talking about the Student Activity Fund (SAF) and how those funds are and should be used. The Department of Education (Department) presented a couple times recently on this topic and the PowerPoint used is attached. A couple things from those presentations became very clear: 1) this is a very complicated conversation with many gray areas, and 2) there needs to be more consistency in both general understanding of the fund and the guidance various entities are giving on uses of funds.

As Jeff Berger stated at the IASBO/SAI Activities Conference, this is really more of a process than an event. The Department will be seeking out key stakeholders like the educational associations and the activity/athletic organizations, to discuss updating our rules and guidance in this area. We will also be seeking input from you on what you understand to be current practice and how we move toward consistency and compliance with the law. The real issue at play with any SAF use question is whether the public purpose is served by the action. This can be very difficult to determine, so again, work with various stakeholder groups will occur over the next several months to clarify some key issues.

All of that will culminate in an updated set of FAQs on the topics. Please continue to forward your questions to [Jeff Berger](#). We've received many since these presentations and we appreciate all those emails (no, really!). For further conversation on this, contact [Jeff Berger](#), 515.281.3968.

Consortia and Service Provider Agreements

Please continue to send copies of any agreements that you are pursuing related to service providers or consortia to [Jeff Berger](#). We will evaluate each against the guidance and law and give you feedback. It is much easier for all districts to ensure that the agreements are set up correctly before the arrangement begins than to learn at the end of the fiscal year that multiple changes will be necessary in account coding. This article will address two of the most common issues seen in agreements.

A common problem we are seeing is combining a residential facility program with a consortium program. The two programs are separate, accounting is separate, and appropriate uses of funds are different. Students that are placed in a residential facility or a day program at a residential facility will never be included in a consortium.

Continued on page 2

Inside This Issue

- ◇ DE Presentations on Student Activity Funds
- ◇ Consortia and Service Provider Agreements
- ◇ MSA for FY 15 LEP Allowable Costs and the SBRC Application
- ◇ SBRC Held Hearings in October
- ◇ SBRC Hearing Request On-Line Form
- ◇ Local School Board Involvement in the Assignment of General Education Students in Programming Outside of Iowa
- ◇ School Bus Inspection Notification Process
- ◇ School Emergency Response Planning Workshops
- ◇ Green Ribbon School Applications Available
- ◇ Medicaid
- ◇ Data Collections Open to Districts
- ◇ Finance Roundtable to Meet
- ◇ Congratulations Ed Chabel

Continued from page 1

- A consortium is an arrangement where a district voluntarily decides to offer its own instructional program with one or more other Iowa school districts who want to do the same.
- A residential facility will not be involved in establishing, nor be a member of, a consortium. The consortium may decide to purchase instructional services from an established residential facility, but beyond being a purchased service, the facility is simply not involved.

A second common problem is confusing when rent is allowable and when it is not.

- A voluntary consortium providing a non-residential educational program can rent a location outside of the school buildings of the host district if that is the decision of the consortium members. That rented space could be on private property such as space available at a residential facility, but that decision is entirely up to the consortium members. The rent must be within the fair rental value (FRV) of space where utilities are included.

Students who are placed by a placement agency or parents in a residential facility, whether the students stay overnight or commute daily, will fall into two main groups:

1. Those placed for some kind of treatment (generally these are Psychiatric Medical Institutions for Children [PMIC] or substance abuse).
2. Those not placed for some kind of treatment (generally these are foster or custodial).

In both cases, the resident district did not have a choice, and the law establishes that the district of location shall provide the instructional program, meaning a consortium in these situations is not a legal option.

- a. When students are placed for treatment, the facility has a contract with the placement agency/ person. These students almost never can leave the campus of the facility because that required, contracted treatment can't be suspended during classroom time. The students must be present at the facility to receive their treatment from the facility as required by the contract with the placement agency. Therefore, these situations will not have any facility costs or program overhead costs, or even any treatment costs which were included in that contract with the placement agency passed on to any school district, including the district of location, by the facility.
- b. When students are not placed for any type of treatment, they are simply living at the facility for some other reason, those students may be removed from the facility location to attend class within the classrooms of the school district of location. If the school district of location (rather than the facility) does not have space within its classroom to include these students or some other legal reason to keep these students segregated outside district classrooms (be very careful with Free Appropriate Public Education [FAPE] and Least Restrictive Environment [LRE] here), then the district of location may pay rent (FRV) to the facility if it is the district insisting that the classroom for these students be at the facility's site. That rental cost cannot be billed to other school districts.

Contact [Su McCurdy](#) or 515.281.4738.

Modified Supplemental Amount (MSA) for FY15 Limited English Proficient (LEP) Allowable Costs and the SBRC Application

There are four School Budget Review Committee (SBRC) requests in two separate applications under consideration at this time.

- 1) LEP Allowable Costs Application – your district should have received a reminder email if expenditures exceeded revenues for 2014-2015 and the LEP Allowable Costs application has not yet been certified. A copy of the school board minutes showing the approval for the SBRC request stating the amount and reason will need to be sent to [Carla Schimelfenig](#) as soon as possible. All revenues and expenditures have been prepopulated from the FY15 CAR.
- 2) The SBRC Application contains three separate SBRC requests for modified supplemental amount:
 - a. Increasing Enrollment – for districts showing fall 2015 actual enrollment (formerly known as row 7) greater than fall 2014 actual enrollment.
 - b. Open Enrollment Out – students identified as open enrolled out in fall 2015 who were not included in the district's fall 2014 certified enrollment count, minus any increase in enrollment described in paragraph a. above.
 - c. LEP Instruction Beyond 5 Years – for resident students included in fall 2015 certified enrollment who have already received the maximum English language learner (ELL) supplementary weighting and who are continuing to receive ELL instructional services.

The SBRC application is currently available. It is best to wait to certify until near the end of October or whenever your certified enrollment modifications have been completed. Upload the school board minutes showing the board's approval for the SBRC request(s) with the amount and reason stated for any of the three requests that may be available to your district.

Directions for completing the SBRC application can be found [here](#).

A district can request up to the maximum amount calculated on each section of the two applications; however, it is not required to make a request—it is entirely a decision of the local school board. Both applications are located in the [EdPortal](#). All districts with certified applications and board minutes will be presented as class actions; no district is required to appear.

While the deadline for certifying the SBRC application is December 1, as stated in Iowa Administrative Code 289-6.3(3)h, the goal is to present the MSA requests during the December SBRC meeting. A December presentation means the MSA can be included in the January release of the Aid and Levy worksheets. If all districts eligible to request can certify by early November, then the presentation to the SBRC during December's meeting will be possible. In order to attempt to achieve this goal, following are target dates for the SBRC application:

- Certify by November 6.
- Upload board minutes by November 18.
- If your district is unable to make either or both of these goals, send an email to [Carla Schimelfenig](#) stating the date of the board meeting when the SBRC request(s) will be on the agenda.

Early certification will provide maximum benefits to all districts. Since the SBRC application is available now, early examination will aid in the identification of potential problems in your certified enrollment.

SBRC Held Hearings in October

The School Budget Review Committee (SBRC) met in regular session on October 6, 2015, to hold hearings on budgetary matters. The Department gave the Committee some updates on various topics. The Department reviewed the current status of the on-site fiscal review of the Hamburg and Farragut Community School Districts. The Department informed the Committee that a reaudit at North Cedar indicated interfund transfers utilizing General Fund monies which had not been authorized. When such issues are disclosed in a reaudit, the district is required to appear before the SBRC to address the transfer issues with a plan of correction. The Committee was given a summary of proposed changes to the Department of Management's unspent authorized balance report. The proposed change is to show the categorical funding components in the unspent balance and in the regular program authorized budget. The intent will be that the local district will see how much of its balances or of its budget is restricted to specific purposes and how much is available for general purpose budgeting.

Seven districts were late filing one or more of their fiscal reports which were due on September 15. None of the districts had extensions. One district is no longer in existence. The remaining six districts will be required to prepare and submit a corrective action plan to show the changes in local procedures that will occur which will result in timely filing in future years. None of the districts had state aid withheld.

The Committee approved certain districts requesting supplementary weighting for whole grade sharing where those districts showed progress toward a reorganization or dissolution. Some districts were not approved to request supplementary weighting because they had made no progress or little progress. Districts that were not approved, can resubmit a progress report for consideration for the December hearings if they had more progress to report than they had originally included.

A task force had recommended approval for a Certificate of Need (CON) for Hamburg to use its SAVE money for new construction. The CON is necessary per Iowa Code because of the size of the district. The task force recommendation goes to the SBRC first, before going to the Department for a final decision. Although some of the proposed use of the SAVE money was to address accreditation Americans with Disabilities Act (ADA) issues, some was not, and this was a concern to the Committee. The SBRC vote to approve and forward the recommendation to the Department resulted in a tie vote; thus, the SBRC did not recommend approval of the CON for Hamburg. No amended action was offered. The Department has two weeks from October 6 to reach a decision to approve or disapprove the request and has received additional information from the district to consider.

The Committee approved a request for modified supplemental amount for asbestos abatement that was accounted for in the General Fund for Turkey Valley.

The last hearing of the day was a request for modified supplementary amount for Davenport because of the level of its district cost per pupil (DCPP) within the school finance formula compared to other districts in the state. The SBRC considered the issue, but felt it was a legislative issue rather than an issue for the SBRC venue and found the issue was not unusual or unique to the district. The Committee denied the request.

SBRC Hearing Request On-Line Form

The on-line request for hearing is not working properly. To request a hearing, send an email directly to Su.McCurdy@iowa.gov stating your district name, number, a one-sentence description of the reason for your hearing, and a statement of whether you want an ICN site or you want to come to Des Moines for your hearing.

Local School Board Involvement in the Assignment of General Education Students in Programming Outside of Iowa

In April, we shared the circumstances under which students could be sent to school outside the state of Iowa. Now that it is time to count students for certified enrollment, we thought it would be a good time to re-run that article. Per Iowa Code 282.8, local school districts cannot send students to school districts outside of the state of Iowa unless there is an agreement in place between the respective state Departments of Education. Iowa has only two interstate agreements: Minnesota and South Dakota. The Department reached out to all other bordering states and none was interested in pursuing a state-to-state agreement.

Generally, local school boards are not authorized to place, assign, or tuition Iowa general education students outside of Iowa. These students can be served out of state under the following limited exceptions:

Exception 1: An Iowa court or the Iowa Department of Human Services (DHS) places a general education student outside the state of Iowa. The placing entity pays a negotiated fee to the out-of-state facility to cover basic services and specific treatment per their contract. The public school district has no part in these placements and no cost. No Iowa school district is responsible for any tuition or other costs for a child placed in this manner and cannot voluntarily pay from public funds for these costs that are not its legal responsibility.

Exception 2: The Iowa Department of Education and the adjoining state have negotiated a state-level agreement for this purpose. Iowa school districts near the state boundaries may designate schools of equivalent status across the state line for attendance of students (both general education and special education) when the public school in the adjoining state is closer to the student's home than any appropriate public school attendance center in the Iowa district. Under this exception, an Iowa public school district cannot place students in educational programs outside of Iowa unless both conditions exist: 1) state-level agreement, and 2) the out-of-state public school attendance center is closer to the student's home than any appropriate attendance center in the Iowa public school district. The Iowa Department of Education has negotiated agreements with only two bordering states—South Dakota and Minnesota.

Under Exception 2, if an Iowa resident student elects to attend a district in an adjoining state with a border agreement, the student will have forfeited his or her ability to participate in courses offered under Senior Year Plus (Iowa Code, chapter 261E). Likewise, students from a bordering state who elect to attend an Iowa school are not Iowa residents and cannot enroll in postsecondary enrollment options (PSEO) courses or receive college credit under concurrent enrollment. Because concurrent enrollment courses are district offerings, an out-of-state student may enroll in the course, but must do so directly with the community college and payment of tuition is the responsibility of the parent and not a district responsibility.

Placement of Iowa students receiving special education services outside of Iowa was addressed in separate Department Guidance posted on the [website](#).

Contact [Su McCurdy](#) or 515.281.4738.

School Bus Inspection Notification Process

A revised process for notifying school districts of upcoming school bus inspections is being put into place. At the beginning of each semester, a full schedule of the inspections will be emailed to all school districts, in addition to being posted on the [Bus Inspection Schedules](#) page of the Department's website. Each month, an additional notification will be sent to each district with inspections scheduled for the upcoming month. For example, districts with school bus inspections scheduled in December will receive a reminder notification in November. This process will be phased in over the next few months, with full implementation at the beginning of the second semester of the current school year. If you have any questions, please contact Max Christensen at 515.281.4749 or max.christensen@iowa.gov.

School Emergency Response Planning Workshops

The Iowa Department of Education received federal funding to provide training and technical support to school districts to assist with the process of updating or developing emergency operations plans. This process involves district and community partners working collaboratively for the development or updating of comprehensive plans. The Department encourages districts and schools to identify participants and develop teams who might lead the planning process. These teams might include district administrators, principals, assistant principals, teachers, risk managers, school board members, school safety coordinators, transportation and food service coordinators, facility managers, nurses, counselors, or public information officers. In addition to school staff, county emergency manager, first responders, mental health service providers and other community response partners are highly encouraged to attend these trainings/planning sessions. Together, these partners will collaborate in the development of emergency response plans that reflect the capabilities and organizational structure unique to each community. The workshops will run from 9 a.m. to 4 p.m. on the dates listed below and lunch will be provided. To attend the workshop in your area, register [here](#) where you will find a link to each of the workshops.

AEA	Training Location	Date
Keystone AEA	Keystone AEA 1400 2nd St. NW, Elkader	Thursday, October 29
AEA 267	AEA 267 3712 Cedar Heights Dr, Cedar Falls	Friday, October 30
Northwest AEA	Northwest AEA 1520 Morningside Ave, Sioux City	Wednesday, November 4
Prairie Lakes AEA	Iowa Central Community College Bio-Science/Health Building 1 Triton Circle, Fort Dodge	Thursday, November 5
Great Prairie AEA	Great Prairie AEA 2814 N Court St, Ottumwa	Tuesday, November 10
Mississippi Bend AEA	Mississippi Bend AEA 729 21st St, Bettendorf	Thursday, November 12
Grant Wood AEA	Linn County Emergency Management Kirkwood Community College 6301 Kirkwood Blvd, Cedar Rapids	Tuesday, November 17
Green Hills AEA	Green Hills AEA Halverson Center 24997 Highway 92, Council Bluffs	Friday, November 20
Heartland AEA	Polk County Emergency Management 1907 Carpenter Ave, Des Moines	Thursday, December 3

For additional information, contact Gary Schwartz, gary.schwartz@iowa.gov, 515.281.4743; or Jane Colacecchi, jane@jhcassociates.com, 515.491.6088.

Green Ribbon School Applications Available

The U.S. Department of Education Green Ribbon Schools (ED-GRS) recognition award honors public and private elementary, middle, and high schools, districts, and postsecondary institutions that are demonstrating progress in three Pillars:

1. Reducing environmental impact and costs, including waste, water, energy use and alternative transportation;
2. Improving the health and wellness of students and staff; and
3. Providing effective sustainability education.

The purpose of the ED-Green Ribbon Schools recognition award is to highlight schools, districts, and Institutions' of Higher Education (IHEs) exemplary practices and achievements in the area of the three Pillars and Elements, thereby encouraging other schools, districts, and IHEs to adopt similarly innovative practices. ED-Green Ribbon Schools, District Sustainability Awardees, and Postsecondary Sustainability Awardees are nationally recognized as some of America's most successful educational institutions in reducing their environmental impact and costs; improving health and wellness; and providing effective sustainability education.

Continued on page 7

Continued from page 6

Three applications for the Green Ribbon Schools program are available through the IowaGrants.gov website:

- **Individual School:** FY16 Iowa Green Ribbon Schools – School Application
- **District:** FY16 Iowa Green Ribbon Schools – District Sustainability Award Application
- **College/University:** FY16 Iowa Green Ribbon Schools – College Application

Applications must be submitted to the Department by January 8, 2016. The Department will review applications based on the applicant's demonstrated progress towards the goals of each of the three pillars. Nominees demonstrating exemplary achievement in all three pillars and every element will be ranked highest.

Instructions for applying are located on the Department's website: [Green Ribbon Schools](#). Visit the [ED-GRS website](#) to learn about the GRS program. For assistance, contact [Gary Schwartz](#) or 515.281.4743.

Medicaid

Iowa Medicaid has begun a Modernization project called IA Health Link where almost all Medicaid members will be enrolled in a managed care plan. Four managed care companies were selected to provide statewide managed Medicaid services, both medical and behavioral health.

However, the education programs (local education agency [LEA], area education agency [AEA], and Infant Toddler) do not change. The education programs are outside of the managed care situation. As an LEA or AEA, you will not need to become a managed care network provider.

School staff may hear from families worrying that their student will have to change a community provider who serves the student. Doctors, clinics, audiologists, occupational therapists, physical therapists, speech language pathologists, mental health service providers and others will need to join the network for the Medicaid managed care plan in which the student is enrolled. Four companies were selected to provide statewide managed Medicaid services:

- AmeriGroup Iowa, Inc.
- AmeriHealth Caritas Iowa, Inc.
- United Healthcare Plan of the River Valley, Inc.
- WellCare of Iowa, Inc.

IA Health Link will include the following:

- Physical health care in inpatient and outpatient settings, behavioral health care, transportation, etc.
- Facility-based services such as Nursing Facilities, Intermediate Care for Persons with Intellectual Disabilities, Psychiatric Medical Institution for Children, Mental Health Institutes and State Resource Centers
- Home and Community-Based Services (HCBS) waiver services

Medicaid members will be enrolled in one of the plans beginning October 2015 and advised of their enrollment. Members and families have until December 17, 2015, to make a change. IA HealthLink will commence January 1, 2016.

Families can call a Member Services line, 1.800.338.8366, 8:00 a.m. to 5:00 p.m., Monday through Friday for counseling about choosing a plan. Choice counseling includes answering member questions about each health plan such as:

- Is my provider in the Managed Care Organization (MCO) network?
- Is my pharmacy in the MCO network?
- Does the MCO have specialists close to my community?

If further questions, please contact [Jim Donoghue](#) 515.281.8505.

Data Collections Open to Districts

School Board Officers Report – Due November 2

If you have not already done so, be sure to enter your new board officers and any changes in financial leadership in your district or AEA as soon as those changes are known, and before November 1. The data collection is currently available on [EdPortal](#).

Questions may be addressed to [Marcia Krieger](#), 515.281.5293.

CONGRATULATIONS

Congratulations to Ed Chabel, Chief Financial Officer, Mt. Pleasant Community School District on his election to the Association of School Business Officials (ASBO) International board of directors.

School Association Reporting – Due November 16

Iowa Code 279.38 and 279.38A requires boards of school corporations that pay membership dues to the Iowa Association of School Boards or other organizations which directly relate to the functions of the board of directors, to report annually to the local community and the Department. The board must report the amount paid in annual dues to the organization, any fees paid and revenue or dividend payments received for services the board receives from the organization, and the products or services the school district received inclusive with the membership in the organization. The data collection is currently available on [EdPortal](#). Instructions are located on the certification page of the report and posted on the [School Association Reporting](#) web page.

Questions may be addressed to [Gary Schwartz](#) 515.281.4743.

Chart of Accounts Uploads

The Bureau of Finance, Facilities, Operation, and Transportation Services recommends that districts upload their full Chart of Accounts (COA) into the CAR-2015 COA Test Records each month and resolve Stages 1 and 2 edits. Even though the application has not been updated for the 2016 business rules, there are normally very few changes from year to year. Districts can take this opportunity to identify negative accounts and incorrect coding by reviewing Stage 1 on a regular basis and not letting it accumulate to the end of the fiscal year.

Contact: [Denise Ragias](#) or 515.281.4741.

Title II, Part A

The Title II, Part A FY16 application is open. LEAs will need to access the Title II, Part A application on [IowaGrants.gov](#). To access the application, you must have an A&A account. If you have not used IowaGrants.gov before, you must also register on under "[New Users Register Here](#)". Please see the [Title II, Part A webpage](#) that will help you with steps to complete the application. The Department offered two webinars going over the application process and answered questions about Title II A federal requirements for public and nonpublic schools. They should be posted on the Department's website this week.

If you have any questions regarding the allocations or the application, contact [Isbelia Arzola](#) at or 515.281.3954.

Finance Roundtable to Meet

The DE will convene the Finance Roundtable on the morning of October 28, 2015. The Finance Roundtable is a group focused on addressing issues related to school finance and funding. The primary focus of this group is to ensure good flow of information while creating a forum for addressing any issues that exist. Representation on this group is by invitation, but major stakeholder groups, as well as various school district representatives, participate in these meetings. For additional information, contact [Jeff Berger](#), 515.281.3968.

Upcoming Deadlines

School Board Officers Report Due	11-2-15
Exhibits Due for the December SBRC	11-13-15
School Association Report Due	11-16-15
SBRC Application for Modified Supplemental Amount for Increased Enrollment, Open Enrollment Out, and Limited English Proficient Excess Costs, for Districts that want MSA Deadline	12-1-15
First Semester Parental Claim Forms for Nonpublic Transportation Reimbursement Due	12-1-15



School Business Alert

IOWA DEPARTMENT OF EDUCATION

Grimes State Office Building
400 E. 14th St.
Des Moines, IA 50319-0146
FAX: 515.242.5988

DIVISION OF SCHOOL FINANCE AND SUPPORT SERVICES

Finance, Facilities, Operation, and Transportation Services

Jeff Berger
COO, CFO, Deputy Director
jeff.berger@iowa.gov
515.281.3968

Tom Cooley, Chief
tom.cooley@iowa.gov
515.725.1120

Su McCurdy
Administrative Consultant
su.mccurdy@iowa.gov
515.281.4738

Jim Donoghue, Consultant
jim.donoghue@iowa.gov
515.281.8505

Janice Evans, Consultant
janice.evans@iowa.gov
515.281.4740

Denise Ragias, Consultant
denise.ragias@iowa.gov
515.281.4741

Bill Roederer, Consultant
bill.roederer@iowa.gov
515.281.7972

Gary Schwartz, Consultant
gary.schwartz@iowa.gov
515.281.4743

Carla Schimelfenig, Consultant
carla.schimelfenig@iowa.gov
515.242.5612

Max Christensen, Executive Officer 1
(Transportation)
max.christensen@iowa.gov
515.281.4749

Joseph Funk, Bus Inspector
joseph.funk@iowa.gov
515.669.4987

Tom Simpson, Bus Inspector
tom.simpson@iowa.gov
515.326.1022

Verlan Vos, Bus Inspector
verlan.vos@iowa.gov
515.669.4994

Mary Jo Clark, Clerk
maryjo.clark@iowa.gov
515.281.5812

CAR Submissions and Title I Budgets

At times, we come across situations that cause us to scratch our collective heads and this is one of those, so please be patient while we walk you through this. We've identified 40 or so situations based on FY15 Certified Annual Report (CAR) submissions where the basic Title I, Part A expenditures on the CAR don't match what was submitted to the program side as a Title I budget. On the program side, when a Title I general budget is submitted and approved, it is assumed (required actually) that the district will spend the federal Title I, Part A funding as that budget dictates. In fact, in that process, if the plan changes, the budget must be amended because differences in uses of funds for one district can cause a redistribution of funds to all districts in certain situations.

In most of these cases, when the CAR for FY15 was submitted, it showed some unexpended funds in Title I, Part A. When we compared CARs to approved budgets in the Title I application, the numbers didn't reconcile. This is a problem for the Department either way we go, because on our side, we assumed the funds would be spent per the Title I general budget that was submitted and approved. The unexpended funds should not exist – either the district should have amended the Title I general budget down or should have actually spent the money as approved.

The Department generally does not amend the CAR once submitted. So in this context, the Department has a couple of choices – these districts can either send money back or can amend the prior year Title I budgets down, which creates carry-forward for FY16 and would require the district to complete a Title I carryover budget. To complicate this further, we are hearing from some districts that they have “carry-forward issues” that have existed for years prior to FY15 on the district's books. This is simply not possible. GAAP accounting and the Department follow the First In First Out (FIFO) rule. Because Title I only allows you to carry-forward for one year, there is no such thing as a carry-forward two or more years old – there is nothing that can be done about anything in this context prior to FY15. Any funds received by the district that remain unused in the given year requires district action by amending the Title I general budget.

Some of these balance irregularities are large. There are a couple districts with more than 100 percent carry-forward of Title I comparing CAR balances to Title I general budgets. So, we are going to work on this directly with districts in a couple different ways. For districts that have excess funds on the CAR and can amend

Inside This Issue

- ◇ CAR Submissions and Title I Budgets
- ◇ Whole Grade Sharing Supplementary Weighting
- ◇ 2015-2016 Beginning Mentoring and Induction Funds—Proration
- ◇ Special Education Billing—“Days” Only
- ◇ Special Education Estimated Billing—TIB
- ◇ Medicaid
- ◇ Apply to be a Green Ribbon School
- ◇ Limited English Proficient Modified Supplemental Amount — Two Distinct Requests
- ◇ Data Collections Open to Districts
- ◇ Teacher Leadership Compensation
- ◇ FY16 Commercial and Industrial State Replacement Payment and Property Taxes—Types and Coding

[Click to access the November School Leader Update](#)

Continued from page 1

FY15 Title I budgets and create FY16 Title I carryover, we will do that. Title I, however, limits the amount of carryover you have and how often you can ask for an excess carryover waiver; so, if the problem is within those limits, we will work with you to figure it out.

In the rare cases that districts are sitting on more money than they can actually have, we will use both scenarios. We will create a carryover budget that allows spending of some of the funds and these districts will also return some of the funds they have sitting in accounts. Moving forward, it is prudent for everyone to make a note in your systems while working on CAR submissions to check to see that expenditures for Title I match the expenditures you are submitting in the CAR.

Districts need to be cognizant of the coding used on the various Title budgets (i.e., general, carryover, SINA, delinquent, negligent, etc.) for both revenue and expenditures. Each funding stream has its own CFDA number and corresponding project number. Program numbers are also used to delineate the various pieces. Verify the district's coding with the chart of accounts. The Title I budget, CAR revenues, and CAR expenditures should all tie together. If you have further questions on this issue, please contact [Jeff Berger](#), 515.281.3968. The primary contacts for resolving this issue are [Geri McMahon](#), 515.281.3944, on the Title I side; or [Denise Ragias](#), 515.281.4741, on the CAR side.

Whole Grade Sharing Supplementary Weighting

For whole grade sharing to qualify for supplementary weighting, each of the districts' boards involved in the sharing must, by October 1, have passed a resolution to study reorganization with each other. The requirements for the resolution to qualify the districts for supplementary weighting are as follows:

1. The resolution must be a separate action noted in the school board meeting minutes of each board. It may also be included in the whole grade sharing agreement, but passing the whole grade sharing agreement, alone, will not qualify a district for the supplementary weighting
2. The resolution must include these three phrases:
 - a. the board adopts this resolution jointly with the _____ Community School District
 - b. to study the question of undergoing a reorganization (or dissolution, if applicable)
 - c. to occur on or before July 1, 2019 [an earlier date is acceptable]

This specific language is designed to inform the public of exactly what is being explored by the districts; variances from the above language will likely disqualify the districts' eligibility for supplementary weighting.

Passing the resolution qualifies the districts for the first year of whole grade sharing supplementary weighting. To qualify for the second and third years of supplementary weighting, each district will need to complete the Reorganization Progress Report found on the [Iowa Education Portal](#) by August 1.

Without the required resolution, whole grade sharing is not eligible for supplementary weighting.

Please refer questions to [Carla Schimelfenig](#), 515.242.5612.

2015-2016 Beginning Mentoring and Induction Funds—Proration

The Department will be forced to prorate payments for the Beginning Teacher Mentoring and Induction Program for 2015-2016. Total expenditures for FY15 were \$4,958,200. The available funding for FY16 is \$4,021,875. The Department will prorate the 1st semester payment based on the ratio of these two numbers (81.1 percent). The final payment that is issued 2nd semester will look at the total claim for the district for the year. It will then recalculate the actual proration amount for FY16 based on claims, will determine what the district should have been paid for the total year minus the proration, and then will subtract off any funding received 1st semester. Because we are prorating both semesters, no adjustments for any BEDS data error will be made on the 1st semester payment. Any adjustment to those numbers will be corrected in the 2nd semester payment. For further questions, contact [Jeff Berger](#), 515.281.3968.

Special Education Billing – “Days” Only

The Tuition In Billing (TIB) program will be available for districts to complete their first semester billings on December 7. You will be required to enter student information by the number of “**DAYS**” the student was enrolled for FY16. This is a change from last year, when you were required to enter this information by days or hours depending on your district’s designation. Contact [Bill Roederer](#), 515.281.7972.

Special Education Estimated Billing – TIB

The Department will continue to use the predetermined daily rate feature that was implemented last year in the TIB program, which allows an additional option in determining the amount billed for first semester. A CAR upload is not required if this option is selected. The goal is to simplify the process and assure that every district is sending/receiving first semester bills. This additional option includes a basic daily rate for special education costs and general purpose percentages. Refer to the examples below:

Basic Daily Rate For a Level I Student:

Special Education Cost:

DCPP X Special Ed Weighting / 180 X 1st Semester Billing Days = Special Ed Expenditures
 $[(\$6,121 \times .72) / 180] \times 90 \text{ days} = \$2,203.20$

General Purpose Percentage:

DCPP X Level I GPP Per Pupil % (each district is different) / 180 X 1st Semester Billing Days = GPP
 $[(\$6,121 \times .82) / 180] \times 90 \text{ days} = \$2,509.20$

Basic Daily Rate For a Level II Student:

Special Education Costs:

DCPP X Special Ed Weighting / 180 X 1st Semester Billing Days = Special Ed Expenditures
 $[(\$6,121 \times 1.21) / 180] \times 90 \text{ days} = \$3,703.50$

General Purpose Percentage:

DCPP X Level II GPP Per Pupil % (all districts are the same) / 180 X 1st Semester Billing Days = GPP
 $[(\$6,121 \times .32) / 180] \times 90 \text{ days} = \979.20

Basic Daily Rate For a Level III Student:

Special Education Costs:

DCPP X Special Ed Weighting / 180 X 1st Semester Billing Days = Special Ed Expenditures
 $[(\$6,121 \times 2.74) / 180] \times 90 \text{ days} = \$8,386.20$

General Purpose Percentage:

DCPP X Level III GPP Per Pupil % (all districts are the same) / 180 X 1st Semester Billing Days = GPP
 $[(\$6,121 \times .27) / 180] \times 90 \text{ days} = \826.20

“First semester billing days” means the number of days the student was enrolled and served pursuant to the student’s Individualized Education Program (IEP). The examples above assume the student was present for the full semester or 90 days. However, some students will be enrolled and served less than a full semester. In those cases, the district would enter the actual days enrolled and served rather than 90 (i.e., $(\$6,121 \times 1.21) / 180 \times 25 \text{ days} = \$1,028.50$). If a student was Level II for part of the semester and then became Level III, the student would be shown once as Level II for the number of days served pursuant to the IEP at Level II, and again shown once as Level III for the number of days served pursuant to the IEP at Level III.

Upon entering the program, make a selection as to which option to use. The first option, “Per Day Estimated Rate,” is the option described above. The second option, “Per Day Actual Costs from Screen 1” is what districts have used in past years. The Department was able to pull in basic pieces of student information (e.g., student name, student ID, and resident district) from districts’ certified enrollment. Although the program allows this to happen, it is imperative to make sure every student’s information has been transferred successfully. The program still allows districts to add/edit student information, if needed. Additionally, districts must include additional information on the student information screen that did not pull from the certified enrollment (e.g., weighting, days enrolled, and individualized costs). The Department will continue to look at ways that will save valuable time in the process. Contact [Bill Roederer](#), 515.281.7972.

Medicaid

Did Your Local Education Agency (LEA) End the Year with a Special Education Deficit? Are You Currently Billing or Wanting To Learn More About Billable Individualized Education Program (IEP) Services?

If your LEA is not currently billing for eligible Medicaid services, please reconsider. In the 2014-2015 school year, 263 of Iowa's 338 LEAs received Medicaid payments. Most of those who did not receive Medicaid payments also reported a special education deficit on their SES. For those districts, Medicaid funding would have reduced, dollar-for-dollar, the need for additional property taxes to support the special education program.

The Department will assist your LEA to start, restart, or consider participating by:

- 1) reviewing a sample of IEPs for billable services;
- 2) offering an estimate of likely reimbursement;
- 3) providing staff education; and
- 4) explaining the availability of free billing software.

Provider enrollment or re-enrollment is a simple process.

If LEA staff wish to learn more about reading IEPs, select the names of some of your students who have IEPs, then contact the Department for a meeting. Together, you and Department staff will review the selected IEPs for covered services. This will help you learn to read IEPs, identify billable services, and identify the necessary accompanying documents, such as an Individualized Health Plan or Behavior Intervention Plan.

Medicaid Training

For those unable to attend earlier sessions, an additional Zoom webinar training will be offered later this month. Zoom requires an invitation from the Department to an individual's email address. Please send an email to [Jim Donoghue](#) if you or one of your staff wish to attend the Medicaid training Monday, November 23 from 3:00 to 4:00 p.m.

For additional information, contact [Jim Donoghue](#), 515.281.8505.

Apply to be a Green Ribbon School

The U.S. Department of Education Green Ribbon Schools (ED-GRS) is to inspire public and private schools, school districts, and Institutions of Higher Education to be recognized in three areas: 1) reducing environmental impact and costs; 2) improving the health and wellness of schools, students, and staff; and 3) providing environmental education, which teaches many disciplines, and is especially good at effectively incorporating STEM, civic skills, and green career pathways. Applicants should be high achieving in all three areas, not just one. Each year, all ED-GRS honorees are invited to Washington, D.C. for a ceremony to celebrate their success, share Information, and receive a plaque to commemorate their achievement.

Three applications for the [Green Ribbon Schools](#) program are available through the [IowaGrants.gov website](#):

- Individual School: FY15 Iowa Green Ribbon Schools – School Application
- District: FY15 Iowa Green Ribbon Schools – District Sustainability Award Application
- College/University: FY15 Iowa Green Ribbon Schools – College Application

Applications must be submitted through [IowaGrants.gov](#) to the Department by January 8, 2016. The Department will review applications based on the applicant's demonstrated progress towards the goals of each of the three pillars. Instructions for applying are located on the Department's website: [Green Ribbon Schools](#). Visit the [ED-GRS website](#) to learn more about the ED-GRS program. For assistance, contact [Gary Schwartz](#), 515.281.4743.

Limited English Proficient (LEP) Modified Supplemental Amount (MSA) — Two Distinct Requests

The first MSA request, FY16 LEP instruction to students who are beyond the five years of weighting, continues to be on the School Budget Review Committee (SBRC) application on the [Iowa Education Portal](#). The information prepopulates from the Student Reporting in Iowa (SRI) data collection and Certified Enrollment. The request will be handled as a class action item at the December SBRC hearings. Please send a copy of the school board minutes showing the approved action to [Carla Schimelfenig](#).

The second MSA request, actual excessive costs of offering LEP instruction in FY15, has been available since September. This is the last opportunity for your district to apply for this modified supplemental amount. The request will also be handled as a class action item at the December SBRC hearing. The MSA will apply to FY15, the year in which the expenditures occurred. The application has been populated from the CAR-COA, SRI, and BEDS staffing reports.

If a district had no LEP program or if resources available in FY15 were sufficient to cover the costs of the LEP program, line 19 will show 0.00 as the maximum allowable request. No action is required if a district does not wish to submit a SBRC request for MSA to cover excessive costs of providing a LEP program in FY15.

Some districts have discovered the LEP Allowable Cost application is not displaying excessive costs or inaccurately reporting excessive costs because expenditures were recoded prior to the CAR upload. While a district cannot exceed expenditures above the cost of revenues coded to project 1112 (property tax and state aid financed weighted Limited English Proficient (LEP) and SBRC Modified Supplement Amount for LEP) or project code 4644 (Title III, English Language Acquisition State Grants), the expenditures should not be changed from program codes 410 – 419. Expenditures without a program code of 410 through 419 will not appear in the LEP Allowable Cost application and will diminish your ability to submit an SBRC request for excessive LEP costs.

Maintaining appropriate codes on your financials is only one key to being able to submit an SBRC request for excessive LEP costs. The second key can be found in Fall BEDS Staff. Failure to properly identify teachers with an appropriate ESL assignment code will prevent a district from being able to submit this SBRC request. Since most of the costs of an LEP instructional program are the instructional staff's salaries and benefits, teachers will need to be appropriately assigned to an ESL assignment and hold an appropriate license to teach in a LEP program. In order to generate LEP funds, a district must have a LEP program. In order to have a LEP program, the district must have properly licensed teachers.

Please make sure all data submitted to the Department is accurate. Failure to report correctly in one application can impact reporting in another application.

If you have not yet certified the LEP Allowable Cost application and wish to submit an SBRC request, please certify by November 17 and send an email to [Carla Schimelfenig](#) indicating the date when the school board will be voting to approve the SBRC request for excessive LEP costs.

Appropriate and Inappropriate uses of LEP funds

Iowa Administrative Code 281-98.1.16

98.16(1) Appropriate uses of funding for the limited English proficiency program are those that are direct costs of providing instructional which supplement, but do not supplant, the costs of the regular curriculum. These expenditures include, but are not limited to, salaries and benefits of teachers and para-educators; instructional supplies, textbooks, and technology; classroom interpreters; support services to students served in limited English proficiency programs above the services provided to pupils in regular programs; support services to instructional staff such as targeted professional development, curriculum development or academic student assessment; and support services provided to parents of limited English proficiency students and community series specific to limited English proficiency.

98.16(2) Inappropriate uses of categorical funding. Inappropriate uses of funding for the limited English proficiency program include, but are not limited to, indirect costs, operational or maintenance costs, capital expenditures other than equipment, student transportation, administrative costs, or any other expenditures not directly related to providing the limited English proficiency program beyond the scope of the regular classroom.

Data Collections Open to Districts

School Association Report – Due November 16

The School Association Report available on the [Iowa Education Portal](#) is due November 16, 2015. This report is a requirement of Iowa Code 279.38 and 279.38A. Instructions for the School Association Report are located on the certification review page. For services or revenues received that are not listed, use the blank lines on the screen to add additional information (for associations with multiple pages, these are found on the last page). If additional entries are not needed, click the "No" radio button for each blank line. Remember to "certify" the report after completing services information for each of the associations. The "Association Status" for each association must show as "N/A" or "Complete," and the information for the contact person and certifying official must be completed to receive the Certify button. Questions may be addressed to [Gary Schwartz](#), 515.281.4743.

School Budget Review Committee (SBRC) Application

The SBRC application is pre-populated from data reported by districts in the Student Reporting in Iowa (SRI) application and Certified Enrollment. The SBRC application is located in the [Iowa Education Portal](#). An A&A account will need to be established in order to access the application. The district will need to determine the amount it is requesting, if any, note that amount on the application, attach a copy of the minutes from the meeting when the board approved the request/s, and certify the form no later than December 1. The application form includes increased enrollment (257.31(5)a), open enrollment out not on the prior year's count (282.18(9)e), and costs for providing limited English proficient (LEP) programs beyond the five years of weightings (257.31(5)j). Completing the application and requesting an amount is entirely optional to the district. The instructions for the form are provided on the web [here](#). Contact [Carla Schimelfenig](#), 515.242.5612 with questions.

Teacher Leadership Compensation (TLC)

The Department has received numerous questions regarding coding TLC.

- The source/project code is 3387 for a first-year district receiving funding from the grant. Restrict unused funds at the end of the year.
- The source/project code is 3116 for a second-year (and above) district receiving funding through the Aid and Levy. The district should expend all Project 3378 funds first. Unused funds should be restricted at the end of the year.
- A district's allocation is based on the budget enrollment x per pupil amount of \$312.68 for FY16.
- Open enrollment in (Source 1323) and open enrollment out (Object 567) should include the TLC project code that applies to the district recording the transaction for the portion of tuition related to TLC, which is paid only if both districts have TLC.

If you have further questions, contact [Lora Rasey](#), 515.281.6719 on the program side; or [Denise Ragias](#), 515.281.4741, or [Janice Evans](#), 515.281.4740 for coding questions.

Upcoming Deadlines

School Associations Report Due	11-16-15
SBRC Application for Modified Supplemental Amount for Increased Enrollment, Open Enrollment Out, and Limited English Proficient Excess Costs, for Districts that want MSA	12-1-15
First Semester Parental Claim Forms for Nonpublic Transportation Reimbursement Due	12-1-15

FY 2016 Commercial and Industrial State Replacement Payment and Property Taxes - Types and Coding

There is a tool on the bottom of the [Department of Management's homepage](#) to help districts estimate their FY 2016 Commercial and Industrial (C & I) state replacement payment. C & I is received from the counties twice a year with property taxes and is coded to source 3803. See the Department of Education's [Property Taxes – Types and Coding Document](#) for guidance on how to code the various types of taxes districts see on property tax orders received from the counties. Contact [Lisa Oakley](#), 515.281.8485 or [Janice Evans](#), 515.281.4740 for coding questions.



School Business Alert

IOWA DEPARTMENT OF EDUCATION

Grimes State Office Building
400 E. 14th St.
Des Moines, IA 50319-0146
FAX: 515.242.5988

DIVISION OF SCHOOL FINANCE AND SUPPORT SERVICES

Finance, Facilities, Operation, and Transportation Services

Jeff Berger

COO, CFO, Deputy Director
jeff.berger@iowa.gov
515.281.3968

Tom Cooley, Chief

tom.cooley@iowa.gov
515.725.1120

Su McCurdy

Administrative Consultant
su.mccurdy@iowa.gov
515.281.4738

Jim Donoghue, Consultant

jim.donoghue@iowa.gov
515.281.8505

Janice Evans, Consultant

janice.evans@iowa.gov
515.281.4740

Denise Ragias, Consultant

denise.ragias@iowa.gov
515.281.4741

Bill Roederer, Consultant

bill.roederer@iowa.gov
515.281.7972

Gary Schwartz, Consultant

gary.schwartz@iowa.gov
515.281.4743

Carla Schimelfenig, Consultant

carla.schimelfenig@iowa.gov
515.242.5612

Max Christensen, Executive Officer 1 (Transportation)

max.christensen@iowa.gov
515.281.4749

Joseph Funk, Bus Inspector

joseph.funk@iowa.gov
515.669.4987

Tom Simpson, Bus Inspector

tom.simpson@iowa.gov
515.326.1022

Verlan Vos, Bus Inspector

verlan.vos@iowa.gov
515.669.4994

Mary Jo Clark, Clerk

maryjo.clark@iowa.gov
515.281.5812

Click to access the [December School Leader Update](#)

December 2015 Income Surtax Payments

Message from the Department of Management

The December 2015 income surtax payment represents three-quarters of the amount of income surtaxes collected for your district from January 1, 2015, through October 20, 2015. The rest of the payment, plus or minus any adjustments made by the Iowa Department of Revenue due to their audits of income tax returns, will be paid around February 1, 2016.

This payment is based upon the income surtax rates established for your 2014-2015 budget. If you didn't have a surtax for the Physical Plant and Equipment Levy (PPEL) Fund, the entire payment should be credited to your General Fund. On the other hand, if you had both General Fund and PPEL surtax, then split the income surtax in accordance with the rates. The PPEL income surtax rate can be found on line 19.4 of the FY 2015 Aid and Levy Worksheet. The General Fund income surtax rates can be found on lines 10.15 and 11.4.

Questions can be directed to [Lisa Oakley](#), Department of Management or 515.281.8485.

The Department of Education (DE) has posted the payment amount, rates for each fund, and dollar amount for each fund on the [State Payment Information FY16](#) webpage.

Glitch on Monthly ICN Billing

Some of you may have experienced trouble when you sent your monthly Iowa Communications Network (ICN) payment for October or November. You may have had your check returned or may be seeing that the check is not yet cashed (which means it may be lost). There was a miscommunication between the US Post Office and the ICN/DE related to box rental. That issue has now been corrected, so if you mail payments to that box, everything should work now. If for some reason you received a check back and want to resend it or make multiple month payments, either is okay. Sorry for the inconvenience. For further discussion, contact [Jeff Berger](#) or 515.281.3968.

Inside This Issue

- ◇ December 2015 Income Surtax Payments
- ◇ Glitch on Monthly ICN Billing
- ◇ Coding Corner
- ◇ Special Education Individualized Costs
- ◇ State Payment Tracking and Payments Not on Department Tracking
- ◇ At-Risk/Dropout Prevention MSA Application
- ◇ SBRC Request for a Hearing
- ◇ Nonpublic Certified Enrollment and Textbook Services
- ◇ Upcoming School Foodservice Procurement Training Webinar
- ◇ Juvenile Home Budget

Coding Corner

Specific codes will again be used to assign individualized costs in special education for FY16 reporting. This will allow individualized costs to flow into the Tuition-In Billing (TIB) and Special Education Supplement (SES) programs without manual adjustment by the district. There is an individualized cost program code assigned for every level. Level I is Program 2x2, Level II is Program 2x5, and Level III is Program 2x8. Please refer to the new program codes below.

200 Special Programs

210 Special Education Programs, School Age, served pursuant to an Individualized Education Program (IEP) **(Must have a project code)**

211 Level I

212 Level I Individualized Costs **(effective FY15 reporting) (Jun14)**

214 Level II

215 Level II Individualized Costs **(effective FY15 reporting) (Jun14)**

217 Level III

218 Level III Individualized Costs **(effective FY15 reporting) (Jun14)**

219 Unallocated

220 Infants & Toddlers (Early Access/Part C), birth to age 3, served pursuant to an Individual Family Service Plan (IFSP)

(Must have a project code) (AEAs and Des Moines only)

224 Level II

225 Level II Individualized Costs **(effective FY15 reporting) (Jun14)**

227 Level III

228 Level III Individualized Costs **(effective FY15 reporting) (Jun14)**

229 Unallocated

230 Early Childhood (Part B), ages 3-5, served pursuant to an IEP **(Must have a project code)**

234 Level II

235 Level II Individualized Costs **(effective FY15 reporting) (Jun14)**

237 Level III

238 Level III Individualized Costs **(effective FY15 reporting) (Jun14)**

239 Unallocated

240 Hospital/Homebound **(Must have a project code)**

241 Level I

242 Level I Individualized Costs **(effective FY15 reporting) (Jun14)**

244 Level II

245 Level II Individualized Costs **(effective FY15 reporting) (Jun14)**

247 Level III

248 Level III Individualized Costs **(effective FY15 reporting) (Jun14)**

249 Unallocated

Special Education Individualized Costs

Districts have asked what individualized costs are. Individualized costs are defined as “costs incurred by the local education agency (LEA) for services provided to a single student. Examples include one-on-one paraprofessionals, equipment or supplies purchased for a single student, and specialized textbook for a specific student,” and would use program 2X2, 2X5, and 2X8, depending on the level of the student. Other permissive special education (SPED) costs that aren’t for an individual student would continue to use program 2X1, 2X4, and 2X7, depending on the level of the students served.

For example, if a para is serving in a Level II school-age classroom, but not assigned as a one-on-one para for an individual student, this would be coded to program 214 rather than program 215. If the para is a one-on-one para for an individual student, it would be coded to program 215 for the time spent as a one-on-one para. If a para is serving in a SPED classroom to work with multiple levels of SPED students, but not one-on-one, the district will either allocate these costs to the various levels or use the allocation tool within TIB. The expenditure would ultimately be reported in program 211, 214, or 217. Contact [Bill Roederer](#) or 515.281.7972.



School Business Alert

IOWA DEPARTMENT OF EDUCATION

Grimes State Office Building
400 E. 14th St.
Des Moines, IA 50319-0146
FAX: 515.242.5988

DIVISION OF SCHOOL FINANCE AND SUPPORT SERVICES

Finance, Facilities,
Operation, and
Transportation Services

Jeff Berger
COO, CFO, Deputy Director
jeff.berger@iowa.gov
515.281.3968

Tom Cooley, Chief
tom.cooley@iowa.gov
515.725.1120

Su McCurdy
Administrative Consultant
su.mccurdy@iowa.gov
515.281.4738

Jim Donoghue, Consultant
jim.donoghue@iowa.gov
515.281.8505

Janice Evans, Consultant
janice.evans@iowa.gov
515.281.4740

Denise Ragias, Consultant
denise.ragias@iowa.gov
515.281.4741

Bill Roederer, Consultant
bill.roederer@iowa.gov
515.281.7972

Gary Schwartz, Consultant
gary.schwartz@iowa.gov
515.281.4743

Carla Schimelfenig, Consultant
carla.schimelfenig@iowa.gov
515.242.5612

Max Christensen, Executive Officer 1
(Transportation)
max.christensen@iowa.gov
515.281.4749

Joseph Funk, Bus Inspector
joseph.funk@iowa.gov
515.669.4987

Tom Simpson, Bus Inspector
tom.simpson@iowa.gov
515.326.1022

Verlan Vos, Bus Inspector
verlan.vos@iowa.gov
515.669.4994

Mary Jo Clark, Clerk
maryjo.clark@iowa.gov
515.281.5812

Click to access the
[January School
Leader Update](#)

At-Risk/Dropout Application – Important Update

The new At-Risk/Dropout Application is scheduled to open statewide on the [Iowa Education Portal](#) Friday, January 15. The following are important informational items regarding the application.

- All districts must complete and submit an application. This holds true regardless of whether the district intends to request modified supplemental amount (MSA). Because the uses of each of these funds were unified last legislative session, the need to report on uses of both funds is necessary to ensure the intended uses of both categorical funds are allowable and for services comprising the district's approved program. The application has been simplified, so we believe this will be manageable.
- The tentative due date for initial submission is Friday, February 5, with initial Department review and response to the district by Wednesday, February 24.
- For this year, given the tight time frame for the application, board approval of the request for MSA will not be required prior to submitting the application. Board approval will be needed (and minutes submitted) before the Department completes its final approval of the application by March 9.

For reference, last year's application will also be available through the Iowa Education Portal ("Modified Supplemental Amount-Dr Prev State"). The previous application will need to be accessed separately; it is not connected to the new one.

Questions regarding the application can be directed to [Steve Crew](#) (515.326.1029) or [Tom Cooley](#) (515.725.1120).

Explanation of January 2016 Juvenile Home and Other Deductions from State Payments to School Districts

A deduction is being made for the cost of certain programs that are paid "off the top of state aid." This deduction, which occurs every year, is for the cost of educational programs for children in the state training school, mental health institutes, other licensed juvenile and foster care facilities or special education costs for foster care children with no resident district and district court placed children. As required by Iowa Code, the cost of these programs is distributed to all school districts based on each district's budget enrollment (line 1.1 of the Aid and Levy Worksheet). The deduction starts in January and will continue through the rest of the year. These deductions reduce cash flow, but have no impact on your general fund spending authority. Go to the [State Payment Information FY16](#) screen for an updated breakdown of categorical funding.

Questions regarding this deduction can be directed to [Lisa Oakley](#), Department of Management or 515.281.8485.

Inside This Issue

- ◇ At-Risk/Dropout Application
- ◇ Explanation of January 2016 Juvenile Home and Other Deductions from State Payments to School Districts
- ◇ 2016 Legislative Session Begins
- ◇ Delinquent Meal Accounts
- ◇ Open Enrollment Transportation Assistance
- ◇ Medicaid
- ◇ Accessing FY15 Financial Information
- ◇ Iowa School Business Management Academy
- ◇ Coding Corner

2016 Legislative Session Begins

The 2016 legislative session began Monday, January 11, 2016. There are various resources available to access information related to any action taken or progress made by the Legislature:

[Department of Education's Legislation Tracking Tool](#)
[Department of Education's Legislative Information page \(including legislative reports\)](#)
[Iowa Legislature Web Site](#)
[Iowa Code](#)
[Iowa Administrative Code \(also called Iowa Administrative Rules\)](#)
[School Leader Updates](#)
[Condition of Education Report](#)

Shan Seivert is the policy liaison representing education issues for the Department. For further information on legislative issues, contact [Shan Seivert](#) or 515.281.3399.

Delinquent Meal Accounts

The Department has been asked numerous questions regarding how to account for delinquent meal accounts. The AICPA Audit and Accounting Guide, Audits of State and Local Governments (AAG-SLV) section 6.15 indicates that all receivables should be measured net of estimated uncollectible amounts. Charges for uncollectible revenues should reduce revenues, deferred revenues, or the allowance for uncollectible revenues, as applicable; charges for uncollectible revenues should not be reported as expenses. This is discussed further in Governmental Accounting Standards Board Statements 33 and 34.

Statement 34, Paragraph 100, Footnote 41. "Revenues should be reported net of discounts and allowances with the discount or allowance amount parenthetically disclosed on the face of the statement or in a note to the financial statements. Alternatively, revenues may be reported gross with the related discounts and allowances reported directly beneath the revenue amount."

Annually, districts should estimate the amount of uncollectible accounts receivable which have been reported as revenue and adjust the contra account, Allowance for uncollectible accounts receivable (Account 154) to the estimated amount. If the balance in Account 154 is less than the revised estimate for uncollectible accounts receivable, debit the revenue and credit account 154. If the balance in Account 154 is more than the revised estimate, debit account 154 and credit the revenue.

If any of the receivables (account 153) are definitely uncollectible, they are written off by crediting the receivable and debiting the allowance account to remove both the receivable and the uncollectible account.

If you have further questions, please contact [Janice Evans](#) or 515.281.4740.

Open Enrollment Transportation Assistance for 2015-2016

The transportation reimbursement for the 2015-2016 school year for qualifying open enrolled families is \$487. Transportation assistance is only available to families who open enroll between contiguous districts. The cost of transportation reimbursement incurred by the resident district should be deducted from the tuition sent to the receiving district. For students with an IEP requiring transportation, resident district pays as special education cost and is not deducted from the actual tuition costs. If the application for transportation assistance is filed after the beginning of the school year, the cost of providing the transportation should be prorated. If a parent/guardian qualifies for school transportation assistance, the resident district has the authority to determine how the transportation assistance will be provided. The type of transportation assistance is not a parent/guardian choice. The resident district may meet its statutory obligation in one of three ways:

1. Provide transportation for the pupil(s) to a stop on the bus line of the receiving district;
2. Allow the receiving district to enter the resident district to pick up the pupil(s) if the receiving district requests this arrangement. If either the sending or receiving district does not approve the arrangement, the resident district is still obligated to provide transportation assistance;
3. The resident district may provide a parent/guardian with a cash reimbursement at \$487 per child each year for up to four children in a family. The maximum number of children can include only one secondary child and up to three elementary children.

Income guidelines can be found in the [Open Enrollment Handbook](#) on the Department's website. For additional information, contact [Eric Heitz](#) or 515.281.4726.

Medicaid

Reminder to Double-Check Billing of Dates of Service During Late December 2015 and Early January 2016

It is important to double-check that dates of service being billed were definitely dates when school was in session. For example, there should be no billing during holiday breaks, or when school was cancelled due to weather or other reasons. If billing for services provided by another district who is serving your student, make sure to check the school calendar of the other district.

Private Duty Nurses

If your district participates in Medicaid, paid for any private duty nurses during the 2014-2015 year, and have yet to report that information, please contact the Department with the hours and dollars paid for these individuals.

Rate Setting for 2016-2017

Some districts have been contacted to clarify employee cost information on Screen 6, section 6D of the 2014-2015 Special Education Supplement (SES). These employee costs are the basis for Iowa Medicaid Enterprise setting 2016-2017 rates.

Consider a 2016 New Year's Resolution to Start Billing

Sixty-one of 78 local education agencies (LEAs) that did not bill Medicaid in FY15 ended FY15 with a special education deficit. Is your district one of the 78 LEAs that did not bill Medicaid? For districts that had a special education deficit, Medicaid funding would have reduced dollar-for-dollar the need for additional property taxes to support the special education program. For districts that had a special education positive balance, the positive balance would have increased. If a positive balance increases to an amount in excess of the allowable carryover, the excess is distributed to other districts in the state that had special education deficits, and the excess property taxes are returned to the taxpayers in the district.

For questions, contact [Jim Donoghue](#) or 515.281.8505.

Accessing FY15 Financial Information

Be reminded that your local auditors can access all FY15 financial payment information from the Department, simply by going to the secure EdInfo [website](#), and clicking “Auditor” at the bottom left of the screen. When the login page is displayed, type in FY15 in the Login ID field and click the “Submit” button. Then, on the next page, type the name of the school district in the box “Enter Headquarter Number or Name” and click “go.” If a payment does not appear on that list, it was a distribution of funds that was not managed by the Department.

If you are not receiving the automated email notifying you of a deposit of funds, or if you want others in your district to receive those notices, please contact [Jeff Berger](#) or 515.281.3968.

SAVE THE DATE!

The Iowa School Business Management Academy will be holding its **Spring Academy** in April 27-29, 2016, in the Scheman Building at the ISU Center in Ames. Sessions for Levels I-IV will be held over the three days, with the Graduate Level sessions held on April 28 & 29. Online [registration](#) will begin on Friday, March 11.

Coding Corner

The School Finance Team noticed numerous instances, where the program and project used for special education conflicted. For example, project 3301, level I was used with program 214, level II or program 217, level III, or program 219, unallocated. The following edits will be added to the CAR 2016 COA Test Records and CAR 2016 Upload and Reports applications.

- Project 3301 is used with Programs 211-212, 241-242.
- Project 3302 is used with Programs 214-215, 224-225, 234-235, 244-245.
- Project 3303 is used with Programs 217-218, 227-228, 237-238, 247-248.

If you have questions, contact [Janice Evans](#) or 515.281.4740 or [Denise Ragias](#) or 515.281.4741.

Upcoming Deadlines

Last Date to Request Authority to Charge Administrative Costs to Special Education for the Subsequent Fiscal Year	2-1-16
At-Risk/Dropout Application	2-5-16
AEA Certified Budget Deadline	2-10-16
Exhibits and Requests for SBRC for March 16, 2016, Hearing Deadline	2-12-16
Last Day to Bill for First Semester Tuition	2-15-16



School Business Alert

IOWA DEPARTMENT OF EDUCATION

Grimes State Office Building
400 E. 14th St.
Des Moines, IA 50319-0146
FAX: 515.242.5988

DIVISION OF SCHOOL FINANCE AND SUPPORT SERVICES

Finance, Facilities, Operation, and Transportation Services

Jeff Berger
COO, CFO, Deputy Director
jeff.berger@iowa.gov
515.281.3968

Tom Cooley, Chief
tom.cooley@iowa.gov
515.725.1120

Su McCurdy
Administrative Consultant
su.mccurdy@iowa.gov
515.281.4738

Jim Donoghue, Consultant
jim.donoghue@iowa.gov
515.281.8505

Janice Evans, Consultant
janice.evans@iowa.gov
515.281.4740

Denise Ragias, Consultant
denise.ragias@iowa.gov
515.281.4741

Bill Roederer, Consultant
bill.roederer@iowa.gov
515.281.7972

Carla Schimelfenig, Consultant
carla.schimelfenig@iowa.gov
515.242.5612

Gary Schwartz, Consultant
gary.schwartz@iowa.gov
515.281.4743

Max Christensen, Executive Officer 1
(Transportation)
max.christensen@iowa.gov
515.281.4749

Joseph Funk, Bus Inspector
joseph.funk@iowa.gov
515.669.4987

Tom Simpson, Bus Inspector
tom.simpson@iowa.gov
515.326.1022

Verlan Vos, Bus Inspector
verlan.vos@iowa.gov
515.669.4994

Mary Jo Clark, Clerk
maryjo.clark@iowa.gov
515.281.5812

School District Boundary Maps – Updated

The Department of Education (Department) has completed its biannual process of updating school district boundary maps. A statewide map, a statewide shape file, and individual school district maps can be found [here](#). If you are reviewing these maps and believe they are not accurate, or have questions or other issues, please contact Jeff directly by February 29, 2016. We have submitted these tentative maps to the U.S. Census, but we have a window to edit inputs through mid-April.

On a side note, we estimate that about half of the school districts in Iowa do not have an updated and functional legal description for their school district boundaries. State law requires this. We will be sending a message to county auditors/assessors giving them access to this information, but also encouraging them to work with you on the development of a legal description of your school district boundary. Our goal is for all districts to have this legal description in advance of the next round of updates in two years. Since these legal descriptions are required by statute, there should be no cost to this effort on the part of the district.

Thank you for your cooperation and effort on this project. As GIS mapping improves, the boundaries get more precise with each cycle. If there are additional questions or concerns, contact [Jeff Berger](#), 515.281.3968.

Chart of Account Change Beginning with FY17 Reporting

The Certified Annual Report (CAR) is used heavily to provide the data required for federal reporting purposes. The state files reports with the U.S. Census Bureau and the National Center for Education Statistics, as well as a smaller data collection with the National Education Association.

Changes are being made to the federal reports that will require a small change in the level of detail necessary for the CAR upload starting next year (FY17). Districts and area education agencies (AEAs) must use the detail level of reporting, rather than the header level, for the following objects:

- 350-359 Technical Services
- 430-439 Repair and Maintenance Services
- 440-449 Rentals
- 660-669 Audio-Visual Media
- 690-699 AEA Media Collections

Many districts, but not all, are already reporting at the detail level.

If your district or AEA has locally assigned any items to the object codes in the above ranges which were not assigned by the state, you will need to contact Janice Evans or Denise Ragias to have your item assigned to a specific object code. This will prevent mixed items in required detail.

Inside This Issue

- ◇ School District Boundary Maps— Updated
- ◇ Chart of Account Change Beginning with FY16-17 Reporting
- ◇ Addressing Your Special Education Questions
- ◇ Coding Concurrent Enrollment and PSEO
- ◇ Teacher Leadership Grants Budgeting and Coding
- ◇ Categorical Funding 101
- ◇ School Emergency Operations Tabletop Exercises
- ◇ February 2016 Income Surtax Payments
- ◇ Spring Academy
- ◇ Data for FY16 Certified Annual Financial Report
- ◇ State Allocations and Selected Federal Allocations
- ◇ Updated School Bus Driver Physical Forms

[Click to access the February School Leader Update](#)

Continued on page 2

Continued from page 1

These changes do not apply to the current fiscal year reporting, so do not make these changes for the FY16 CAR. These changes will not apply until the FY17 CAR is filed. We are notifying you now so that changes can be made in your chart of accounts for FY17 and eliminate the need to make correcting entries prior to reporting.

For further information, please contact [Janice Evans](#), 515.281.4740 or [Denise Ragias](#), 515.281.4741.

Addressing Your Special Education Questions

Some districts have asked questions that we thought would be helpful information for all districts.

Special Education Foster Care Claims

“Foster Care” is used as the title for this claim, but this could be misleading to school districts. It does not mean all students under foster care should be reported as such on a claim. This student status should only be used. If all the following items are applicable:

- The student is served pursuant to an Individualized Education Program (IEP);
- Parental rights have not been terminated;
- The parents do not live in Iowa, or where they live cannot be determined after reasonable efforts to locate them; and
- No Iowa school district counted them on the special education weighted headcount in October of the current school year.

If all of these items are not applicable, the district needs to bill the district where the parents lived on the dates served, or bill the district that counted the student on the special education count if the parents moved out of state or could not be located after due diligence. Use the Look Back Tool Application to find which district, if any, counted the student on the special education weighted headcount in October of the current school year.

Special Education Termination of Parental Rights Claims

This student status should only be used if all the following items are applicable:

- The student is served pursuant to an IEP;
- The parental rights of the student have been terminated; and
- No Iowa school district counted them on the special education weighted headcount in October of the current school year.

The district needs to bill the district where the parents lived on the dates served prior to termination of rights or bill the district that counted the student on the special education count if the parents' rights were terminated on the days served. Use the Look Back Tool Application to find which district, if any, counted the student on the special education weighted headcount in October of the current school year.

Special Education Nonpublic Claims

This student status should only be used if all the following items are applicable:

- The student is served pursuant to an IEP;
- The student is attending an accredited nonpublic school for general education services while receiving special education services from the public school district; and
- The cost of providing special education services to the student exceeds the funds generated by the resident district for counting the student on its special education count (billed to the resident district if you are not the resident district) and those funds generated by your district by counting the student as nonpublic shared time on the certified enrollment (if services were provided in the public school and not at the nonpublic school location).

Special Education High Cost Fund Claims

This student status should only be used if all the following items are applicable:

- The student is served pursuant to an IEP;
- The costs of educating the student exceed three times the state's average per pupil special education expenditure, as calculated annually by the Department, plus the calculated amount of Medicaid eligible expenditures; and
- The claim filed by the local education agency (LEA) or AEA does not qualify as a foster care claim, termination of rights claim, or a nonpublic claim under current Iowa law.

Continued on page 3

Continued from page 2

High Cost Fund Claims are paid by the state from a set-aside portion of IDEA Part B. The amount set aside might be less than the total of high cost fund claims received. In that case, the amount paid to each district will be prorated. If a claim is filed late, funding will not be available to cover that high cost fund claim because the available funding will already have been allocated to districts which timely filed.

Contracts and Agreements Between a District and Another Party

School districts may enter into written agreements with specified parties. Best practice would follow the guidelines noted in Iowa Code 28E, even if the agreement is not a 28E contract. All contracts and agreements obligating the funds of the district must be signed by the board president and the board secretary. Contracts signed by other school officials may not be enforceable. It's always wise to have the school's attorney review a contract or agreement prior to signing.

If you have further questions, please contact [Bill Roederer](#), 515.281.7972.

Coding Concurrent Enrollment and PSEO

Districts have asked for coding guidance for concurrent enrollment and Postsecondary Enrollment Options (PSEO). All examples will be coded to function 1000 and program 1XX or 3XX, depending on the course. Following are some examples of coding for each:

- Paying another district the supplementary weighting for a concurrent enrollment course for an open-enrolled student – object 567.
- Paying the community college for the concurrent enrollment course for each student enrolled – object 565.
- PSEO course – object 565 for community college or 566 for college/university. The maximum amount of tuition for each separate course shall equal the actual and customary costs of tuition, textbooks, materials, and fees directly related to the course or \$250, whichever is less.

For further questions, please contact [Janice Evans](#), 515.281.4740.

Teacher Leadership Grants Budgeting and Coding

Districts receiving the first year of the grant in FY17 will include that revenue on Row 12, Other State Sources, on their budget. Districts that will be in the second year of the grant in FY17 will receive the funding through state aid and will include that revenue on Row 10, State Foundation Aid.

The expenditure functions will depend on how the district uses the funds. It is anticipated that many of the expenditures would be on Row 25, Instructional Staff Support Services (Function 21xx). Be cautious of using Row 23, Instruction (Function 1xxx), as the definition of instruction includes the activities dealing directly with the interaction between teachers and students. Look at the district's application, including the estimated budget, to see how the grant will be used; that will help determine which functions are appropriate. The source and project code for the first year grants is 3387, Teacher Leadership Grants. The source and project code for the second year funding is 3116, Teacher Leadership State Aid.

For further questions, please contact [Janice Evans](#), 515.281.4740.

Categorical Funding 101

Sometimes districts ask questions related to restricted carryover of state categorical funding, such as how to identify which fiscal year's funding is included in the total restricted balance amount. Categorical funding is FIFO (first in, first out). So the "year 1" funding carried forward at the end of year 1 is expended first in year 2, prior to expending new funding received in year 2. If funding remains at the end of year 2 as a restricted carry forward amount, it is actually year 2 excess funding rather than year 1.

Contact [Su McCurdy](#), 515.281.4738.

School Emergency Operations Tabletop Exercises

The Department will host a series of tabletop exercises as part of the continued effort to support school emergency operations planning. Tabletop exercises are discussion-based sessions where team members meet in an informal setting to discuss their roles during an emergency and their responses to a particular emergency situation. These exercises will:

- Increase understanding of the roles and responsibilities in a school emergency.
- Improve coordination between internal and external teams, organizations, and community response partners.
- Assess the capabilities of available resources.
- Test or validate recently changed procedures or plans.
- Increase understanding of the plan content and process for developing fully comprehensive plans.

We encourage those who attended the Fall 2015 workshops to attend and invite any districts that have yet to begin the planning process.

[Registration](#) is required as space is limited.

All workshops will be held from 9:00 a.m. – noon

March 31	Mississippi Bend AEA 729 21st St. Bettendorf	April 14	Green Hills AEA 919 N. Chestnut Avoca
April 1	Heartland AEA 6500 Corporate Drive Johnston	April 20	Great Prairie AEA 2814 N. Court St. Ottumwa
April 4	Keystone AEA 1400 2nd St., NW Elkader	May 3	Northwest AEA 1520 Morningside Ave. Sioux City
April 5	AEA 267 3712 Cedar Heights Dr. Cedar Falls	May 4	Prairie Lakes AEA 500 NE 6th St. Pocahontas
April 11	Grant Wood AEA Linn County Emergency Management 6301 Kirkwood Blvd. Cedar Rapids		

February 2016 Income Surtax Payments

Message from the Department of Management:

The February 2016 income surtax payment is the second and final income surtax payment for the 2014 income tax year. The payment represents one-quarter of the amount of income surtaxes collected for your district, plus or minus any adjustments made by the Department of Revenue.

This payment is based upon the income surtax rates established for your **2014-2015 budget**. If you didn't have a surtax for the Physical Plant and Equipment Levy (PPEL), the entire payment should be credited to your General Fund. On the other hand, if you had both General Fund and PPEL surtax, then split the income surtax in accordance with the rates. The PPEL Income Surtax rate can be found on line 19.4. The General Fund Income Surtax rates can be found on lines 10.15 and 11.4 of the Aid and Levy Worksheet.

The Department of Education has posted the payment amount, rates for each fund, and dollar amount for each fund on the [State Payment Information FY16](#) webpage.

SAVE THE DATE!

The brochure for the April 27-29, 2016, Iowa School Business Management Academy is now available on the Academy's [website](#). Please note that online registration will begin on Friday, March 11. Be sure to **save** by registering on or before April 4!

Data for FY16 Certified Annual Financial Report

Two documents have been updated for FY16 and posted to the Department's website. The 2015-16 District AEA Flowthrough Amounts and the 2015-16 Sources for Local Projects documents are now available under the heading "Data Used to File FY16 CAR" on the webpage [Certified Annual Financial Reports \(CAR\)](#).

For further information, contact [Denise Ragias](#), 515.281.4741.

State Allocations and Selected Federal Allocations

A comprehensive listing of state, federal, and local dollars for each school district has been compiled. Please see the [2015-2016 allocation summaries](#).

Updated School Bus Driver Physical Forms

All school bus drivers are required to possess a current Medical Examiner's Certificate. To do so, they must take and pass the federal DOT physical. The DOT physical form has remained the same for many years; however, it was recently updated to reflect changes in medical conditions and interpretations. While the old forms can still be used during the 120-day phase-in period, the new forms will be required as of April 20, 2016. The new forms can be found here: [DOT Physical Form](#) and here: [Medical Examiner's Certificate](#). Please be sure your drivers use these new forms beginning no later than April 20. If you have any questions, please contact [Max Christensen](#), 515.281.4749.

Upcoming Deadlines

Last date to bill for first semester tuition	2-15-16
Determine number of students participating in whole-grade sharing for 2nd semester	2-19-16
Deadline for DE approval of at-risk/dropout application for modified supplemental amount	2-24-16
At-risk/dropout amendments/corrections due	3-9-16
Last date to submit LEA electronic annual audit of prior year to DE and Auditor of State's Office	3-31-16



School Business Alert

IOWA DEPARTMENT OF EDUCATION

Grimes State Office Building
400 E. 14th St.
Des Moines, IA 50319-0146
FAX: 515.242.5988

DIVISION OF SCHOOL FINANCE AND SUPPORT SERVICES

Finance, Facilities,
Operation, and
Transportation Services

Jeff Berger
COO, CFO, Deputy Director
jeff.berger@iowa.gov
515.281.3968

Tom Cooley, Chief
tom.cooley@iowa.gov
515.725.1120

Su McCurdy
Administrative Consultant
su.mccurdy@iowa.gov
515.281.4738

Jim Donoghue, Consultant
jim.donoghue@iowa.gov
515.281.8505

Janice Evans, Consultant
janice.evans@iowa.gov
515.281.4740

Denise Ragias, Consultant
denise.ragias@iowa.gov
515.281.4741

Bill Roederer, Consultant
bill.roederer@iowa.gov
515.281.7972

Carla Schimelfenig, Consultant
carla.schimelfenig@iowa.gov
515.242.5612

Gary Schwartz, Consultant
gary.schwartz@iowa.gov
515.281.4743

Max Christensen, Executive Officer 1
(Transportation)
max.christensen@iowa.gov
515.281.4749

Joseph Funk, Bus Inspector
joseph.funk@iowa.gov
515.669.4987

Tom Simpson, Bus Inspector
tom.simpson@iowa.gov
515.326.1022

Verlan Vos, Bus Inspector
verlan.vos@iowa.gov
515.669.4994

Mary Jo Clark, Clerk
maryjo.clark@iowa.gov
515.281.5812

Click to access the
[March School
Leader Update](#)

Indirect Costs

This article is another in a series of conversations about use of the federal indirect cost rate. We recently had a situation where a district was charging its food and nutrition program “rent” for space in the district building dedicated to the hot lunch program. We assume this was well intended – that the district wanted to charge some legitimate non-program costs to the federal program, like utilities or waste disposal – but this method of doing so is a no-no. Districts cannot rent space to themselves. The hot lunch program is a district program, in this case housed in a district building. Non-program costs associated with the delivery of that program are what the General Fund is for.

That said, the proper methodology of attempting to cover non-program costs is to capture indirect costs from the federal funds for allowable expenditures. You can find guidance on how this works, and what is and is not allowable, [here](#). In Iowa, the Department of Education (Department) calculates the restricted and unrestricted indirect cost rate for each school district and AEA each year. Those rates can be found on the previous link as well. Not all federal programs are the same, which is why cost allocating specific non-program costs to federal programs is difficult to do. For example, what specific space is allocated to federal Title IIA funding? The answer is really none. The only way this type of non-program expense cost allocation is allowable is if you treat all federal funds the same, which is why this type of direct cost allocation is virtually impossible to do. It is much easier, however, to apply the appropriate type of indirect cost rate to expenditures for that program and to use the funds captured to cover generalized non-program expenditures. This is why indirect cost rates exist. Restricted rate applies to funds that have supplement not supplant provisions. If the funds don't have that provision, use the unrestricted rate. The district has discretion of deciding whether or not to apply indirect costs to a given federal fund – nothing compels you to capture indirect costs from every federal fund.

Indirect cost rates cannot be applied to any state funding. This is why you have a General Fund – to cover the generalized costs of program delivery that go beyond what categorical (local, state and federal) funds allow. In some cases, like Statewide Voluntary Preschool, statute permits the capture of a percentage of funding for program management, etc. In those cases, the district can use the administrative funds as designated in law; but, unless this is specifically allowed, Dillon's rule would say the district can only use the funding for purposes described in law. Again, this is why the General Fund exists.

With GASB 68 adjustments and hot lunch program funds teetering on negative balance, we understand why capturing indirect costs needs to be a thoughtful and deliberate decision. But if you are cost allocating non-program costs to federal program funding, you are reducing the available funds for programming and adding to the total costs of the program, which could also push the fund into a negative position. Again, non-program costs are what the state general fund is designed to cover. If you have additional interest in this topic or questions, please contact [Jeff Berger](#), 515.281.3968.

Inside This Issue

- ◇ Indirect Costs
- ◇ Updated Student Activity Fund Guidance
- ◇ New/Updated Data Summaries and Reports
- ◇ Categorical Funding
- ◇ Explanation of March 2016 Special Education Excess Positive Balance Deduction from State Payment to School Districts

Updated Student Activity Fund Guidance

Within the week, the Department will be issuing updated guidance related to the Student Activity Fund. This updated guidance coalesces multiple prior existing documents, hearing decisions, declaratory orders, and technical assistance into one (large) document. The Department spent the better part of a year working on this update and involved multiple groups to vet the responses, including groups of school business officials and school administrators, representatives of the activity and athletic associations and unions, members of the Finance Roundtable, and multiple internal staff members. While we are confident this document covers more ground than ever before, if there is one thing we've come to understand clearly about the Student Activity Fund is that there is always another twist to the uses of funding that is new or different. A critical piece to keep in mind as you work through the document is the principle in play for a given topic. For example, a theme across multiple areas is "establishing a public purpose." To fully understand and apply the guidance consistently, the person reading the guidance must also be clear on what is meant (and what is not meant) by establishing a public purpose. In that context, the guidance can only help you to the point that you understand and accept the overarching principles in play.

The table of contents of the updated document will show that we've expanded coverage of this guidance in certain areas:

- Introduction
- Student Activity Fund Purpose and Creation
- Accounting
- Balancing Negative Accounts
- Auditing
- Tournaments
- Exclusive Vendor Contracts and Sponsorships
- Uses of Funds
- Trademarks
- Booster Clubs
- Camps and Clinics
 - ◊ General Guidance: District-sponsored Camps/Clinics
 - ◊ General Guidance: Privately-sponsored Camps/Clinics Using District Facilities
- Coaching Contact Out of Season
- Charges to Students
- Supporting Low Socioeconomic Status Students
- Construction and Facility Maintenance
- Fundraising
- Community Service Fundraising
- Shared Activity Program
- Staff
 - ◊ Paid Staff
 - ◊ Unpaid Staff or Volunteers
- Professional Development
- Transportation
- Travel/Trips
- Uniforms/Clothing
- Vendor Incentives
- Appendix A – Statutory References and Definitions

New Points of emphasis include:

- Fundraisers and the Authority for the Funds Raised
- How an Expenditure Meets the Public Purpose Test
- Scholarships or Rewards to Individual Adults or Students
- Trademarking and Resulting Revenues
- Directing Donations for Specific Purpose
- Out of Season Individual and Team Camps
- Charges to Students - What Can and Cannot be Charged
- Cheerleading, Dance Teams, and Show Choirs

Continued from page 2

- District-sponsored vs. District-approved Activities
- What is a Cash Equivalent
- When Do We Use General Fund vs. Activity Fund

This updated guidance will surely prompt a series of additional conversations locally and at the state level about how these funds are used. The general reaction to this document has been “we appreciate having this in writing.” We understand that does not translate to “we agree with this” or “all of our questions are answered.” This will be a continued topic of conversation over the next year as we clarify implementing the provisions of this updated guidance to ensure our uses of the Student Activity Fund are legal. If you have further questions or concerns, contact [Jeff Berger](#), 515.281.3968.

Online registration for the April 27-29, 2016, Iowa School Business Management Academy is now open on the Academy's [website](#)

Be sure to save by registering on or before April 4!”

New/Updated Data Summaries and Reports

Several new or updated data summaries and reports have been posted to the Department's website:

[Reorganization and Dissolution History \(updated to reflect changes effective 7/1/16\)](#)

[FY15 Carryforward of Categorical Funding](#)

[FY15 SAVE-SILO Legislative Report](#)

[FY15 School Association Legislative Report](#)

[2015-2016 IDEA Part B LEA Awards](#)

[2015-2016 State Allocation and Selected Federal Allocations](#)

[2015-2016 District AEA Flowthrough Amounts](#)

[2015-2016 Sources for Local Projects](#)

[2014-2015 Voter Approved PPEL Elections Results](#)

[2014-2015 School Bond Election Results](#)

[2014-2015 Certified Annual Financial Report](#)

[Bus Inspection Results \(updated to include results by semester for the last three school years\)](#)

Categorical Funding

The FY15 ending balances for categorical funding for state and local projects have been posted to the web.

See [Categorical Funding](#).

Explanation of March 2016 Special Education Excess Positive Balance Deduction from State Payment to School Districts

If you had a 2014-2015 special education excess positive balance, this amount is being deducted beginning with the March state foundation aid payment. These deductions will continue through the end of the fiscal year. Districts without the excess positive balance may also see a small change in their state aid payment (one-dollar increase or decrease) due to the March recalculation. Payment summaries can be found in the [State Payment Information FY16](#).

Questions regarding this deduction can be directed to: [Lisa Oakley](#), 515.281.8485

Upcoming Deadlines

Last date to submit LEA electronic annual audit of prior year to DE and Auditor of State's Office	3-31-16
Board resolutions for the budget guarantee due to the Department of Management (DOM)	4-15-16
Copy of ballot question or resolution for new VPPEL (that is not 100% property tax) or ISL to DOM	4-15-16
Electronic budget certification date (24.17)	4-15-16
Budget filed with control county auditor	4-15-16



School Business Alert

IOWA DEPARTMENT OF EDUCATION

Grimes State Office Building
400 E. 14th St.
Des Moines, IA 50319-0146
FAX: 515.242.5988

DIVISION OF SCHOOL FINANCE AND SUPPORT SERVICES

Finance, Facilities,
Operation, and
Transportation Services

Jeff Berger
COO, CFO, Deputy Director
jeff.berger@iowa.gov
515.281.3968

Tom Cooley, Chief
tom.cooley@iowa.gov
515.725.1120

Su McCurdy
Administrative Consultant
su.mccurdy@iowa.gov
515.281.4738

Jim Donoghue, Consultant
jim.donoghue@iowa.gov
515.281.8505

Janice Evans, Consultant
janice.evans@iowa.gov
515.281.4740

Denise Ragias, Consultant
denise.ragias@iowa.gov
515.281.4741

Bill Roederer, Consultant
bill.roederer@iowa.gov
515.281.7972

Carla Schimelfenig, Consultant
carla.schimelfenig@iowa.gov
515.242.5612

Gary Schwartz, Consultant
gary.schwartz@iowa.gov
515.281.4743

Max Christensen, Executive Officer 1
(Transportation)
max.christensen@iowa.gov
515.281.4749

Joseph Funk, Bus Inspector
joseph.funk@iowa.gov
515.669.4987

Tom Simpson, Bus Inspector
tom.simpson@iowa.gov
515.326.1022

Verlan Vos, Bus Inspector
verlan.vos@iowa.gov
515.669.4994

Mary Jo Clark, Clerk
maryjo.clark@iowa.gov
515.281.5812

Negative Fund Balances, Special Education Expenditures, and Special Audits

Maintaining a quality program with limited resources is certainly a challenge for all of us. Costs continue to rise, many times exceeding available new revenue. Coupled with flat student enrollment, this usually leads to conversations about how to meet student needs within available resource restrictions. One of the functions of the Iowa Department of Education (Department) is to monitor spending by local districts to ensure spending conforms with legal limitations like maximum budget authority and permissive uses of categorical funds.

The early warning system used by the Department to project fund balances based on spending patterns, has served to give school districts advanced notice about the potential for negative fund balances in the future. The Department has taken steps in recent years to clarify the law on uses of specific funds in an attempt to ensure that any spending is done properly. When districts actually go negative (which is still rare), steps are taken by both the School Budget Review Committee (SBRC) and the Department to get the district back in the black.

At the Iowa School Business Management Spring Academy (ISBMA), the Department will be hosting break-out sessions specifically on lessons learned by the Department through work with districts in negative positions. Two major factors that contribute to the situation when a district is negative include not adjusting staffing levels quickly enough once revenues decline and not maximizing categorical funding prior to spending general funds. We will discuss this in much more detail at ISBMA.

Recently, two districts in the state received special audits initiated by community petition related to spending of special education funds, among other issues. In both cases, the districts were in a negative position on special education fund balances (NOT unusual for many districts) and district patrons believed that some of the expenditures being called special education were in fact, not. The objection in each community stemmed, in part, from increases to property tax levies in both districts to cover the negative balances. Patrons are watching. The community deserves consideration, with the conversation about school spending occurring in full sunlight. State auditors seem inclined to investigate claims of improper spending by school districts. This means more pressure than ever to do the right thing, right at a time when it is increasingly hard to make ends meet.

This can serve as a reminder to all of us to ensure we understand the law and rules related to each fund we manage and to work in a way that supports the law and Iowa's ethics standards for educators. For further discussion, contact [Jeff Berger](mailto:Jeff.Berger@iowa.gov) or 515.281.3968.

Inside This Issue

- ◇ Negative Fund Balances, Special Education Expenditures, and Special Audits
- ◇ FLYS Placements when Students are Living in the Shelter Facility
- ◇ USDA Foods: End of Year Inventory Values
- ◇ Healthier US Challenge Incentive Awards
- ◇ FY 16 Chart of Accounts Testing
- ◇ School Budget Review Committee Action Summary
- ◇ District Reorganizations
- ◇ Medicaid

[Click to access the April School Leader Update](#)

Francis Lauer Youth Services (FLYS) Placements when Students are Living in the Shelter Facility

It has come to the attention of the Department that three students who were court ordered to shelter care, were also court ordered to attend the FLYS educational program **instead of** the educational program provided by the Area Education Agency (AEA) in the shelter.

Iowa Code section 282.30 and section 282.31 provide the statutory authority and responsibility for providing educational services to students who are placed in licensed shelter care facilities per Iowa Code section 232.2 (34).

When a student is placed in a shelter care/detention facility, the AEA is responsible for providing appropriate educational services. These services can be provided in a variety of ways; refer to Code citation below.

Iowa Code section 282.30 Special programs.

1. a. An area education agency shall provide or make provision for an appropriate educational program for each child living in the following types of facilities located within its boundaries:
 - (1) An approved or licensed shelter care home, as defined in [section 232.2, subsection 34](#).
 - (2) An approved juvenile detention home, as defined in [section 232.2, subsection 32](#).
- b. The area education agency shall provide the educational program by any one of, but not limited to, the following:
 - (1) Providing for the enrollment of the child in the district of residence of the child, subject to the approval of the district in which the child is living.
 - (2) Cooperating with the district of residence of the child and obtaining the course of study and textbooks of the child for use in the special facility into which the child has been placed.
 - (3) Providing for the enrollment of the child in the district in which the child is living, subject to the approval of the district in which the child is living.
- c. An area education agency shall not provide educational services to a facility specified in paragraph “a” unless the facility makes a request for educational services to the area education agency by either of the following dates:
 - (1) December 1 of the school year prior to the beginning of the school year for which the services are being requested.
 - (2) Ninety days prior to the beginning of the time for which the services are being requested if the facility is a newly established facility.
2. The area education agency where the child is living, the school district of residence, the other appropriate area education agency or agencies, and other appropriate agencies involved with the care or placement of the child shall cooperate with the school district where the child is living in sharing educational information, textbooks, curriculum, assignments, and materials in order to plan and to provide for the appropriate education of the child living in such facility specified in [subsection 1](#).

[87 Acts, ch 233, §483](#); [2000 Acts, ch 1121, §1, 2](#)

Referred to in [§256.7](#), [§282.31](#)

As stated above, students who are placed in a shelter facility are to be provided an appropriate education and the AEA will determine the method of delivery for this program. Since emergency shelter care services fall under the umbrella of Foster Care, the AEA must also take into consideration requirements of Fostering Connections (2008). Fostering Connections would require 1) the current school placement to be the *default setting* (wherever student was enrolled prior to placement in foster care), and 2) a team decision, **including education**, for determining the most appropriate living arrangement and school setting in the “best interest” of the child. The AEA should confer with other public and private agencies to gain information and must also consider risks associated with safety, contraband, and elopement, when making a decision for appropriate education.

As soon as the intake has been completed, the shelter care staff OR the Juvenile Court System (JCS)/Department of Human Services (DHS) referral agency should provide all relevant information for providing an appropriate education, to the AEA staff located at the shelter. It is likely there is already an interagency agreement for sharing information. If it is determined that a student shall be served in the educational program where the student was last served/attending, the AEA shall make those arrangements (option 1.b.(1), shown above). If a team approach is already used for discussing this information, that is fine. If not, we recommend that those conversations be set up on a regular basis and that roles and responsibilities are defined by all participating organizations.

If the AEA determines to provide the educational program in any other setting than the shelter classroom, the following protocols are expected by Code, rule, and the Department. When a student has an Individualized Education Program (IEP) and Free Appropriate Public Education (FAPE) is made available in the AEA shelter classroom, the IEP team must be involved if a different setting/location/Least Restrictive Environment (LRE) is being considered. The LEA and the AEA are well versed in requirements for FAPE, LRE, procedural due process, other requirements under the Individuals with Disabilities Education Act (IDEA).

Methods for providing AEA services to students who are residing in shelter care:

1) Providing for the enrollment of the child in the district of residence of the child, subject to the approval of the district in which the child is living.

This arrangement would require the AEA to make arrangements for the student to attend the resident district (keeping requirements of time being transported, in mind). The resident district is then responsible for assigning the student to the appropriate educational program. Essentially, no billing occurs in this arrangement, the student is transported to the educational setting where s/he was attending prior to placement. Typically, this happens in metro areas when districts are close enough to where this facility is located, or youth continue in the school building they were already attending, in this case Mason City Community School District (CSD).

***Could this be the FLYS Day Program?**

Maybe, if that is what the resident district has determined to be the most appropriate program for their student and assigns the student there. Depending on the arrangement between the two districts, a contract (for required services to be provided) and/or an interagency agreement (defining roles and responsibilities of all involved agencies) would need to exist.

2) Cooperating with the district of residence of the child and obtaining the course of study and textbooks of the child for use in the special facility into which the child has been placed.

This arrangement would require the AEA to make arrangements with the resident district to actually provide the materials to be used or approve curricular materials being used by the AEA educational program located at the shelter.

***Could this be the FLYS Day Program?**

No, this educational program is delivered in the shelter classroom(s) operated by the AEA.

3) Providing for the enrollment of the child in the district in which the child is living, subject to the approval of the district in which the child is living.

This arrangement would require the AEA to make arrangements with the district where the facility is located, in this case Mason City Community School District (CSD). The arrangements for a non-resident student to attend in that district would require a contract and payment from the AEA to the local school district (where the facility is located) to actually provide the educational program for the student.

***Could this be the FLYS Day Program?**

Maybe. It depends on the Mason City CSD determining the most appropriate educational program and location for this student and that could be FLYS. That decision rests with Mason City CSD/an IEP team. The AEA would provide for arrangements and completing the enrollment process with the local district, the local district assigns the student to the appropriate program to serve that student's needs.

In addition to the responsibility of providing this educational program, the AEA is also funded by the state to provide this education to students at that facility.

Iowa Code section 282.31 Funding for special programs.

1. a. A child who lives in a facility pursuant to [section 282.30, subsection 1](#), paragraph "a", and who is not enrolled in the educational program of the district of residence of the child, shall receive appropriate educational services...The department of administrative services shall pay the approved budget amount for an area education agency in monthly installments beginning September 15 and ending June 15 of the next succeeding school year. The installments shall be as nearly equal as possible as determined by the department of management, taking into consideration the relative budget and cash position of the state's resources. The department of administrative services shall transfer the approved budget amount for an area education agency from the moneys appropriated under [section 257.16](#) and make the payment to the area education agency...

4. For purposes of [this section](#), “*district of residence*” means the school district in which the parent or legal guardian of the child resides or the district in which the district court is located if the district court is the guardian of the child.
5. Programs may be provided during the summer and funded under [this section](#) if the school district or area education agency determines a valid educational reason to do so.

87 Acts, ch 233, §484; 88 Acts, ch 1284, §48; 90 Acts, ch 1272, §72; 92 Acts, ch 1163, §66;
95 Acts, ch 214, §6, 7; 2003 Acts, ch 145, §286; 2006 Acts, ch 1152, §44; 2007 Acts, ch 22, §66;
2009 Acts, ch 120, §9, 10

Referred to in [§256.7](#), [§282.19](#), [§282.27](#), [§282.29](#), [§282.32](#)

The AEA has a burden of responsibility to provide an appropriate educational program to these students per Iowa Code. The Department is concerned with the provision and delivery of this appropriate educational program, to the extent that the AEA is following all legal requirements to ensure an appropriate educational program is being provided. The method in which this is delivered/provided by the AEA is not a Department decision because there are multiple avenues to achieve the same results. However, the decision, most specifically any educational decision making, would be under the supervision of the AEA, in this case Rod Ball, AEA 267 Administrator of Shelter and Detention Educational Programs.

When the court order was created for these youth to attend the FLYS program, it circumvented the current protocols for student reporting (for accountability purposes) and educational responsibility, and essentially eliminated the funding mechanism provided in Code. This puts the district/AEA in a position to seek payment for tuition from the entity that ordered the students in to that specific program, Juvenile Court Services, something we believe was not the intent. However, now we have a situation needing to be resolved in the areas of paying for and counting these youth.

Educational programming provided for students placed in the shelter needs to follow current federal and state law/rules already in place for this type of facility. If the current practice does not follow a similar sequence, as provided below, the practices should stop immediately. When students are placed in a shelter care facility by DHS, JCS or a parent:

- 1) Educational decisions are determined by the AEA staff, shelter care programming decisions are made by the shelter facility, and court-ordered services, while in shelter care, are determined by Juvenile Court.
 - a) Decisions impacting all agencies should be discussed by the agencies involved; thus, creating team decision making, if it isn't already occurring. If there is not a team meeting, the AEA staff need to be provided all relevant information in order to make a decision for providing an appropriate education. In this case, if a student was being served by the Mason City CSD in the FLYS program prior to placement in the shelter, the team should come together (AEA, Mason City, resident district, if that is the case, juvenile court services) to discuss the options for continuing in that program while the student lives in the shelter.
- 2) If DHS, JCS, or shelter facility administration do not feel an appropriate educational program is being provided by the AEA, then a meeting should be scheduled with the AEA administrative team to discuss what is occurring. Problem solving should occur to resolve these issues.
- 3) If a court order is presented in this manner in the future, the Department will expect DHS/JCS/State Court Administration to be responsible for tuition for any students court ordered to a specific school setting other than the institution legally responsible for such education.

Please contact [Susan Walkup](#) or 515.281.5718 if further clarification is necessary or there are additional questions.

USDA Foods: End of Year Inventory Values

Participants in the National School Lunch Program (NSLP) are allotted a value of USDA foods that they can receive every school year. Previously, this allotment was referred to as Entitlement. Starting school year 15-16, this allotment is called a Planned Assistance Level (PAL). PAL is determined by multiplying the federal meal rate by the previous school year's reimbursable lunches served. The effective federal meal rate this year is \$.3125 per meal.

Along with this change, PAL funds will now be charged as close to the actual purchase price of the item as possible. This means that the value of some items will change as the school year progresses. The prices are posted on the [DE USDA Foods website](#). This means staff will need to know when an item was received to be able to calculate their end of year inventory values.

For questions contact [Sarah White](#) or 515.281.4032.

Healthier US School Challenge Incentive Awards

The Healthier US School Challenge (HUSSC) is a voluntary certification initiative established to recognize those schools participating in the NSLP that have created healthier school environments through promotion of nutrition and physical activity. Several Iowa districts have received incentive awards from the U.S. Department of Agriculture (USDA). Congratulations! We recently learned that this program was separated from team nutrition grants and has its own CFDA effective FY16. Use source/project 4304, Healthier US School Challenge: Smarter Lunchrooms (HUSSC) (USDA) (CFDA 10.543) for these incentives. These must be receipted in the School Nutrition Fund and used for allowable expenses in that fund.

If you have further questions, please contact [Janice Evans](#) or 515.281.4740.

FY16 Chart of Accounts (COA) Testing

Department staff are currently preparing the "CAR-2016 COA Test Records" application for use by districts. We hope to open stages 1 and 2 of this application late this month to all districts for testing. The home page will be used for updates regarding the application and the status of stage edits. When complete, this site will mirror the "CAR-2016 Upload and Reports," which will become available in mid-August for final CAR reporting. Once "CAR-2016 COA Test Records" open, we recommend testing the district's Chart of Accounts to correct edits found in Stages 1 and 2.

The home page of the application will include messages related to the COA, including a list of tables that haven't been updated for 2016 since the information is not available. If the only Stage 1 edit is a negative amount on the balance sheet, the COA and CAR in FY16 will again allow progression through Stage 2. Negative amounts in revenue and expenditure accounts must be eliminated prior to proceeding to Stage 2. We will include additional guidance in the next School Business Alert about edit and warning changes.

Contact [Janice Evans](#), 515.281.4740 or [Denise Ragias](#) 515.281.4741 with any questions pertaining to the edits, edit messages, or upload process.

School Budget Review Committee (SBRC) Action Summary

The SBRC met in regular session on March 15. At that hearing, the SBRC granted permission for special education administrative costs, approved modified supplemental amount (MSA) for at-risk, alternative school and returning dropout and dropout prevention programs, acted on MSA with resubmitted corrective action plans for negative unspent balances, interfund transfers related to a dissolution, hazardous materials abatement and mitigation requests, and requests for initial staffing and furnishing and equipping new classrooms related to opening a new school building. [The summary of official action](#) is posted on the web.

For further information, contact [Su McCurdy](#) or 515.281.4738.

District Reorganizations

With any school district mergers effective July 1, 2016, the Department needs to confirm that the state's accounting system is up-to-date. We request that those districts complete a new Form W-9 for the merged school district and fax it to 515.242.5988. In addition, districts may want to update the EFT Authorization Form to reflect any new bank accounts. For more information, contact [Michael Lammers](#) or 515.281.3589.

Medicaid

2016-2017 Webinar Dates

Review and updates regarding Medicaid will be provided via a Zoom Webinar. Registration is needed to attend. Please send an email to [Jim Donoghue](#) with the selected date(s) and time(s) if you or one of your staff wish to attend a training. Dates are provided below:

Friday, August 19—9:00 to 10:00 a.m. or 2:00 to 3:00 p.m.
 Monday, August 22—10:00 to 11:00 a.m. or 3:00 to 4:00 p.m.
 Tuesday, August 23—11:00 a.m. to 12:00 p.m. or 3:30 to 4:30 p.m.
 Wednesday, August 24—11:30 a.m. to 12:30 p.m. or 2:30 to 3:30 p.m.
 Friday, August 26—8:30 to 9:30 a.m. or 12:30 to 1:30 p.m.
 Monday, August 29—3:30 to 4:30 p.m.
 Tuesday, August 30—3:00 to 4:00 p.m.

September dates will be announced in August.

Re-Enrollment

All Iowa Medicaid providers will go through re-enrollment starting in 2016. The re-enrollment cycle was going to be in two more years; however, because of the Affordable Care Act, all Medicaid providers must be re-enrolled in 2016. This is to ensure all providers have been screened according to the risk level. Enrollment renewal is expected to be completed electronically on the Iowa Medicaid Portal Access (IMPA) system. LEAs and AEAs are limited risk provider types so only online application and paperwork will be required. Iowa Medicaid will send out notification when to start re-enrollment. Information letters are expected after June 1.

Change in Retained Federal Share

On October 1, 2016, Iowa's Federal share (what you retain) increases from 54.91 percent to 56.74 percent (or \$1.83 per \$100).

For further information, contact [Jim Donoghue](#) or 515.281.8505.

Upcoming Deadlines	
Board resolutions for the budget guarantee due to the Department of Management (DOM)	4-15-16
Bond Resolution Filing (if any) with Control County Auditor	5-1-16
VPPEL Ballot Due to DOM	5-1-16
Second Semester Parental Claim Forms for Nonpublic Transportation Reimbursement Due	5-1-16
AEA Budget Proposal—Resubmit Unapproved Budget	5-15-16



School Business Alert

IOWA DEPARTMENT OF EDUCATION

Grimes State Office Building
400 E. 14th St.
Des Moines, IA 50319-0146
FAX: 515.242.5988

DIVISION OF SCHOOL FINANCE AND SUPPORT SERVICES**Finance, Facilities, Operation, and Transportation Services**

Jeff Berger
COO, CFO, Deputy Director
jeff.berger@iowa.gov
515.281.3968

Tom Cooley, Chief
tom.cooley@iowa.gov
515.725.1120

Su McCurdy
Administrative Consultant
su.mccurdy@iowa.gov
515.281.4738

Jim Donoghue, Consultant
jim.donoghue@iowa.gov
515.281.8505

Janice Evans, Consultant
janice.evans@iowa.gov
515.281.4740

Denise Ragias, Consultant
denise.ragias@iowa.gov
515.281.4741

Bill Roederer, Consultant
bill.roederer@iowa.gov
515.281.7972

Carla Schimelfenig, Consultant
carla.schimelfenig@iowa.gov
515.242.5612

Gary Schwartz, Consultant
gary.schwartz@iowa.gov
515.281.4743

Max Christensen, Executive Officer 1
(Transportation)
max.christensen@iowa.gov
515.281.4749

Joseph Funk, Bus Inspector
joseph.funk@iowa.gov
515.669.4987

Tom Simpson, Bus Inspector
tom.simpson@iowa.gov
515.326.1022

Verlan Vos, Bus Inspector
verlan.vos@iowa.gov
515.669.4994

Mary Jo Clark, Clerk
maryjo.clark@iowa.gov
515.281.5812

Click to access the
[May School Leader Update](#)

2015-2016 Mentoring and Induction Funding

As you all know, the beginning teacher mentoring and induction funds districts are receiving this year had to be prorated due to the demand exceeding the appropriation. The Department of Education (Department) is in the process of sending the 2nd semester payment and the final proration amount for the full year is 84.49 percent. The first semester payment was prorated at 81.1 percent, which was based on an estimate. The 2nd semester payment is based on actuals using information the district provided in BEDS. From BEDS, we added both semesters, determined the request by district, determined the proration amount, then subtracted off the first semester payment, which left us with the 2nd semester amount. This payment completely depletes the fund for the year, so there is no ability to do further corrections other than situations where an over claim was made and funding is returned.

We've received questions about what to do in a prorated situation, given that the prorated per teacher allocation is \$1098.37 versus the full \$1300 in the statute. Please remember the \$1300 allocation was \$1000 for the mentor and \$300 for the district to cover costs of the program. The Department is on record strongly encouraging districts to continue to pay mentors the full \$1000, despite the proration, but also understand that this is a local district decision and there may be agreements in place that will dictate other considerations.

Funding for FY17 was not increased, so we will be in the same position next year – proration of funds is likely unless the demand for funds (numbers of new teachers) significantly decreases.

Questions, contact [Jeff Berger](#), 515.281.3968.

Title I, Part A Budgets; CAR Reporting and Related Issues

As the Department has said or included in presentations recently, we now have the capability to compare CAR reporting of expenditures related to Title I, Part A with budgets submitted in the Title I, Part A application. In our initial review this past year, we found 50 or so districts where the CAR expenditures did not match the Title I, Part A budgets in the system. The dilemma in this situation on the Department side of the issue is that the Title I, Part A budget is a plan to spend for the given fiscal year. CAR reporting and Title I, Part A budgets should reconcile. There were some common themes to why these situations existed, but the primary reason was a lack of coordination between the person entering information into the Title I, Part A application and the person(s) completing the CAR. In most cases, we were able to work with districts to modify prior year budgets and to create carry-forward budgets

Inside This Issue

- ◇ 2015-2016 Mentoring and Induction Funding
- ◇ Title I, Part A Budgets, CAR Reporting and Related Issues
- ◇ Finalizing Title I Budgets for 2015-2016
- ◇ PMIC, Parental Placement, and Tuition
- ◇ Foster Care Claim Expansion
- ◇ Reporting Nonprogram Food Costs Webinar
- ◇ FY16 Chart of Accounts Test Records
- ◇ Medicaid
- ◇ Nonpublic Transportation Reimbursement Application
- ◇ Uniform Financial Accounting Manual
- ◇ Indirect Cost Rates
- ◇ Title II, Part A—End of the Year Reimbursements
- ◇ Perkins Consortium Accounting
- ◇ District Communication

Continued from page 1

that would reconcile differences between the numbers in both systems. In about 10 cases, this reconciliation was not possible and districts were required to return fund balances that were not spent according to the Title I, Part A budget submitted. In some cases, these unspent funds were a result of years of accumulation (translation: years of lack of coordination between Title I, Part A budgets and Certified Annual Report [CAR]).

Another issue that arose in this conversation was a discussion about Title I, Part A being on a cash basis versus a modified accrual basis. GAAP provisions require districts to use accruals. This requirement transcends individual program guidance. If you are calculating your accruals properly (and this should be known in June), those accruals were included in the Title I, Part A application budget submitted for that given fiscal year. Moving forward, the Title I, Part A application will occur in May and June rather than the fall in an effort to pin down your annual Title I, Part A allocation earlier. Please ensure that your accruals for Title I, Part A are included in whatever is submitted for your Title I, Part A budget for the upcoming fiscal year. In the end, the key is not really cash versus accrual basis; the key is that your Title I, Part A application budgets and CAR expenditure reporting on Title I, Part A reconcile.

Also, please remember all employees paid out of federal funds must document employee time and effort in accordance with OMB Super Circular. This stipulates that an employee who works solely on a single cost objective must furnish a semi-annual certification that he/she has been engaged solely in activities that support the single objective. If an employee works on multiple activities or cost objective/s, he/she must maintain time and effort distribution records by individual pay period which documents the portion of time and effort dedicated to the Federal program or cost objective/s and the portion of time supported by other revenue sources.

Contact [Jeff Berger](#), 515.281.3968, for further information.

Finalizing Title I Budgets for 2015-2016

It is that time of year for the school business official and the Title I coordinator to work together to finalize Title I budget/s for the 2015-2016 school year. All budgets (general, carryover, migrant, School in Need of Assistance [SINA], local delinquent, and School Improvement Grant [SIG]) must be finalized with all expenditures through June 30 no later than July 15. The expenditures reported on the Title I budgets must match the amounts your district will be submitting in September on the CAR.

Before finalizing any budget (general, carryover, migrant, SINA, local delinquent, and SIG), please consider these things first:

- Check with your Title I coordinator and come to agreement regarding actual expenditures for each Title I project budget. Remember that you will only be reimbursed by Title I for approvable expenditures up to (not exceeding) the Title I budget allocation.
- Ensure all costs approved on the Title I budget have been expended before finalizing expenditures.
- Verify before finalizing the budget, that all three of these conditions are true: 1) the district did not spend less than the approved budget amount; 2) the district does not have additional expenditures that should be included in the approved budget; 3) district expenditures do not exceed the approved budget amount in any particular category.

If the three conditions listed above are not true, the district must amend the appropriate Title I budget before finalizing expenditures. Refer to section "General Budget Local & Neglected" in the Title I Reference Manual for guidance on the amendment process. The recommended due date for amendments is June 1, 2016. Don't forget, after you amend, you will need to go back into the budget and finalize it.

If you have a SINA building and were required to set aside 20 percent for school choice and supplemental educational services (SES), and you did not expend the full 20 percent on school choice and SES, you must complete the "Notification of Unexpended Funds" form prior to amending your budget to utilize those funds elsewhere. The form can be found on the Department's [website](#) under Title I, Part A. As soon as you have submitted the form to the Title I office, you should begin your amendment process.

If the expenditures on the Title I budget are accurate, final, match the ledger, and approved by the Title I Coordinator and the school business official as the figures to be reported on the CAR report, please select the "Finish" button on the appropriate Title I project budget screen. You are reminded that the "Finish" button should not be selected until you are certain all project budget expenditures are final and accurately listed in the project budget being certified as complete. Don't forget to hit the "Submit" button after you finalize the budgets.

Continued from page 2

The district is required to complete the final project budget completion process for each approved project no later than July 15, 2016. The final Title I payment will be received after the project has been certified as final and the "Submit" button is pushed.

Contact [Geri McMahon](#), 515.281.3944, if you have further questions.

PMIC, Parental Placement, and Tuition

As a general rule, and supported by case law, parental placements are at the expense of the parents, including tuition. This applies to students with and without Individualized Education Programs (IEPs), except that the parent may not be required to pay tuition if the parent can prove the special education program offered by the resident district could not provide a Free Appropriate Public Education (FAPE) for their child. The burden of proof is on the parent, and this exception does not apply to students without IEPs.

Iowa Code section 282.27 is an Iowa legislative exception to the general rule and applies to a very narrowly defined situation. Under Iowa Code section 282.27, students, living in a psychiatric unit of a hospital licensed under Iowa Code chapter 135B or a psychiatric medical institute for children (PMIC) licensed under Iowa Code chapter 135H, where the hospital or the PMIC is not operated by the state, shall be provided an educational program by the district of location, and the resident district shall pay the tuition.

There is no exception to the "shall" in section 282.27 except that the hospital or the PMIC cannot be a state operated facility or program. Currently this excludes programs such as The University of Iowa programs and Mental Health Institutions (MHIs).

This means that school-age students will be counted and tuition SHALL be paid without regard to who made the placement.

Certain conditions must be met:

- The students must be Iowa residents. Iowa law only applies to Iowa residents.
- The students must be school age. Remember that preschool students with instructional IEPs are defined as "school age."
- The students must be living at the PMIC facility; therefore, residential.
- The PMIC must be an Iowa PMIC, located within the state of Iowa, and hold proper licensure from the appropriate state agency in Iowa. This does not apply to placements outside the state of Iowa.
- The PMIC (or hospital) cannot be a state-operated facility.
- The educational program duration is the regular session school year of the district of location (calendar) and does not include summer school except when extended school year services is on the IEP of the student.
- The student must be placed in the PMIC unit of the facility. Some facilities have multiple licenses and a specific number of beds authorized under each specific license. Only those students placed in the PMIC unit, receiving the PMIC treatment, and in the PMIC authorized beds are eligible under section 282.27.
- The "receiving the PMIC treatment" aspect is important because there is always a rare possibility that parental placement was for other than treatment purposes. Iowa Code section 256.46 allows students in mental health programs to be immediately eligible for participating in extracurricular interscholastic contests or competitions.
- Substance abuse treatment centers fall under Iowa Code section 282.19 and not section 282.27.

Resident districts are required (no exceptions in 282.27) to pay the tuition even if they did not get to count the student on certified enrollment because the student was not present and enrolled on October 1. This includes situations such as:

- The student was homeschooled.
- The student was enrolled in a private school.
- The student was enrolled in an accredited nonpublic school.
- The student was a dropout.
- The student was expelled.
- The student moved in after count date.

Continued on page 4

Continued from page 3

The legislature added a method for the resident district to recover the equivalent tuition that the resident district was required to pay when those students were not enrolled in the resident district on count date. The resident district is now permitted to include those resident students in the foster care claim process to recover the required tuition.

If you have questions, contact [Carla Schimelfenig](#), 515.242.5612.

Foster Care Claim Expansion

In order to address the change in Iowa Code 282.27, the foster care claim application is being modified to account for regular education students placed in a residential PMIC facility who were not included in the resident district's October 1 certified enrollment count. The change requires no additional work on the part of districts. Districts with PMIC facilities will continue to report students residing in a PMIC placement using the same Student Reporting in Iowa (SRI) reporting requirements:

- Enter students into the student information system.
- Identify the students as residing in a PMIC facility.
- Associate each student with the resident district responsible for paying the educational costs.
- Maintain accurate entry and exit dates.

At the end of the school year, each district will submit the end-of-year SRI data. SRI data will populate the foster care claim for applicable regular education students. This year's application will include students identified as foster care who were living in the district only because of the foster care placement, as well as regular education students who were living in a PMIC facility during the school year and not included in the resident district's certified enrollment count.

Once the application opens in July, each district generating a claim will need to:

- Review the data.
- Notify the Department with questions/discrepancies.
- Certify the application by August 1.

The state will reimburse the district at the district's cost per pupil daily per diem rate. Warrants will be issued in August. More information will be available when the foster care claim application is available.

Contact [Carla Schimelfenig](#), 515.242.5612.

Reporting Nonprogram Food Costs: How and Why - Webinar Monday, May 23, 2016, 2:00 p.m. to 3:00 p.m.

The targeted audience for this webinar is school nutrition directors and school business officials who submit the Certified Annual Report.

The agenda will include:

- Monthly memo update as needed.
- A brief review of USDA Nonprogram Food Revenue Requirement.
- Calculations of nonprogram food costs and nonprogram revenue available through the School Nutrition Financial Report on IowaCNP.
- Methods and Tools for Calculating Nonprogram Food Costs.
- How nonprogram food costs, the Iowa Public School Certified Annual Report and the School Nutrition Financial Report work together.

Representatives from the Bureau of Nutrition and Health Services and the Bureau of Finance, Facilities, Operation, and Transportation Services are working together on the content of this presentation and will be available to answer questions. Follow this [link](#) to register on the Department's calendar. For more information contact [Jan Steffen](#), 515.681.2301.

FY16 Chart of Accounts (COA) Test Records

The FY16 COA Test Records site is accessible to all districts as voluntary testers while Department staff also continues testing. During the test period, some edits and warnings may not be working properly, so they may change as corrections are made. Currently stages 1, 2, and 3 are available, and stage 4 will be available soon. Any known edits or warnings not working properly will be noted on the Home page. Districts are encouraged to start uploading and correcting their books. A district may test an individual account code or an entire file in accordance with the 2016 COA-CAR rules. The test site mirrors the "live" site, with the inclusion of the reports when they are updated. The application is available on the [Iowa Education Portal](#). Once logged in, go to EdInfo, Finance Applications.

Many of the COA-CAR edits are programmed to check tables for information. These tables may not be completely loaded during the testing period. This information is entered as we receive it; therefore, there may be some edit messages that appear during testing that normally would not. The incomplete tables are noted on the Home page of the application. Also, districts may get many Stage 4 reconciliation messages as all revenue, receivables, or restricted fund balances would not be entered prior to the end of the fiscal year.

We strongly urge districts to test their files early and often. Please be sure to update your financial software to the most current version before creating a text file. Districts should not fix their books just to pass edits, as the edit may need to be modified.

If you come across issues with the upload or edits and/or warning messages that don't make sense or don't seem to be working properly, please contact [Denise Ragias](#), 515.281.4741. Contact [Janice Evans](#), 515.281.4740, with coding questions and for journal entries.

Medicaid

Iowa's Medicaid Managed Care Modernization Initiative has not Changed Iowa's LEA, AEA and Infant Toddler Programs
On April 1, the Department of Human Services (DHS) launched the Iowa HealthLink Medicaid Managed Care project. The majority of the Medicaid, Healthy and Well Kids in Iowa (hawk-i), and Iowa Health and Wellness Plan enrollees were enrolled in comprehensive managed care organizations (MCOs). For more details, click [here](#). Iowa's local education agencies (LEA), area education agencies (AEA), and Infant Toddler program providers will continue to operate in the same manner, not through managed care organizations.

International Classification of Diseases 10th Edition (ICD-10) Transition Plan for Local Education Agencies

All LEA, AEA and Infant Toddler claims for services starting last October 1 required an ICD-10 diagnosis. A crosswalk was offered for LEAs to use until the child was next seen by their provider. As these students should see a medical provider annually at a minimum, LEA providers should be able to have a confirmed ICD-10 diagnosis by September 30, 2016.

Reminder for 2016-2017 School Year to Check Exclusions List

As an Iowa Medicaid provider, it is important you are not submitting claims for services provided by someone who is excluded from participation, listed [here](#). Each Iowa Medicaid provider has agreed, in their contract, to comply with this provision. Prior to starting the 2016-2017 school year, please check the exclusions list for any of your staff delivering billable services.

For further information, contact [Jim Donoghue](#), 515.281.8505.

Nonpublic Transportation Reimbursement Application

The Nonpublic Transportation Reimbursement Application is open for data input. Please double-check the data and certify the application by June 15. If you entered data in the system prior to May 17, those data were deleted when the system opened, so they will need to be reentered. The Department intends to issue reimbursements to districts in July, but needs to have all district data in by June 15 to meet this goal. A short training video regarding the application is available [here](#). The general “how to” content of the video is current; however, the process mentioned for accessing the application is not (the now defunct EdInfo site is referenced). The reimbursement application can only be accessed via the [Iowa Education Portal](#). If you have questions, contact [Max Christensen](#), 515.281.4749.

Uniform Financial Accounting Manual

Any updates to the [Uniform Financial Accounting](#), Iowa Chart of Accounts Coding are posted to the web the beginning of each month at Uniform Financial Accounting. Contact [Janice Evans](#), 515.281.4740.

Indirect Cost Rates

[Indirect cost rates](#) for FY16-17 Federal programs, when allowable, are now available on the web. Contact [Janice Evans](#), 515.281.4740.

Title II, Part A – End of the Year Reimbursements

Please send your final Title II, Part A invoices for 2015-2016 to [Isbelia Arzola](#) by June 3, 2016. Submit a cover letter including the total amount requested and a copy of the ledger including finance codes. Requests may also be submitted as an attachment via email to [Isbelia](#).

Perkins Consortium Accounting

Districts that are part of a Perkins consortium should expect to receive some journal entries from the grant fiscal agent to record in the district’s records, including transactions done by the fiscal agent on behalf of the consortium. The Finance, Facilities, Operation and Transportation Services Bureau worked with the Department’s Bureau of Career and Technical Education on the document [Accounting for Perkins Funds: Consortia](#). Although the document was shared with program staff, we realize that program staff doesn’t always share with fiscal staff.

Contact [Tom Cooley](#), 515.725.1120 or [Pat Thieben](#), 515.281.4707 for general Perkins or [Janice Evans](#), 515.281.4740 for coding questions.

District Communication

Much of the communication to superintendents/business managers from the Department is done via e-mail. This allows the Department to provide timely communication. If you are not planning on being with the district next year, please reply to [Marcia Krieger](#) and let her know. If you know your replacement and the replacement’s email address, we would appreciate that information as well.

Upcoming Deadlines	
AEA Budget Proposal—Resubmit Unapproved Budget	5-15-16
Deadline for District Budget Amendments	5-31-16
Nonpublic Transportation Reimbursement Claim Due	6-15-16
Last Day to Pay PSEO Tuition Due to Eligible Postsecondary Institutions	6-30-16



School Business Alert

IOWA DEPARTMENT OF EDUCATION

Grimes State Office Building
400 E. 14th St.
Des Moines, IA 50319-0146
FAX: 515.242.5988

DIVISION OF SCHOOL FINANCE AND SUPPORT SERVICES

Finance, Facilities, Operation, and Transportation Services

Jeff Berger
COO, CFO, Deputy Director
jeff.berger@iowa.gov
515.281.3968

Tom Cooley, Chief
tom.cooley@iowa.gov
515.725.1120

Su McCurdy
Administrative Consultant
su.mccurdy@iowa.gov
515.281.4738

Jim Donoghue, Consultant
jim.donoghue@iowa.gov
515.281.8505

Janice Evans, Consultant
janice.evans@iowa.gov
515.281.4740

Denise Ragias, Consultant
denise.ragias@iowa.gov
515.281.4741

Bill Roederer, Consultant
bill.roederer@iowa.gov
515.281.7972

Carla Schimelfenig, Consultant
carla.schimelfenig@iowa.gov
515.242.5612

Gary Schwartz, Consultant
gary.schwartz@iowa.gov
515.281.4743

Max Christensen, Executive Officer 2
(Transportation)
max.christensen@iowa.gov
515.281.4749

Joseph Funk, Bus Inspector
joseph.funk@iowa.gov
515.669.4987

Tom Simpson, Bus Inspector
tom.simpson@iowa.gov
515.326.1022

Verlan Vos, Bus Inspector
verlan.vos@iowa.gov
515.669.4994

Mary Jo Clark, Clerk
maryjo.clark@iowa.gov
515.281.5812

Click to access the
[June School Leader Update](#)

Community Eligibility Provision for Schools

In the 2014-2015 school year, the U.S. Department of Agriculture rolled out a new initiative called Community Eligibility Provision (CEP) to enhance the ability of districts to ensure all students have access to good nutrition through the National School Lunch Program. Eligible buildings have the potential for more students to qualify for free/reduced meals through this program. Buildings accepted into the program are also not required to collect completed free/reduced price meal applications from parents.

As the question below discusses, this does require the district to “rethink” how it collects information on low socioeconomic status (SES) students in CEP buildings. The Iowa Department of Education (Department) is **requiring** CEP buildings to use a Household Survey to gather information from parents on income eligibility for things like fee waivers and accountability provisions. See the [Community Eligibility Provision](#) web page for more information.

Top four questions about Community Eligibility Provision:

Do I qualify? Qualification for free/reduced meals by direct certification, food assistance number, migrant, homeless, foster, and Head Start all contribute to the Identified Student Percentage (ISP) minimum of 40 percent.

Is it financially feasible? While 40 percent of students is the minimum ISP allowed for a school or group of schools to participate, a level closer to 62.5 percent, when all meals are reimbursed at the free level, contributes more to sustain the food service operations. The calculator on the [Community Eligibility Provision](#) web page can estimate reimbursement.

If there are no meal eligibility applications, how do I indicate low SES status for a student?

While no meal eligibility applications may be processed by food service for buildings participating in CEP, the list of students directly certified through the Department download may be provided by the food service department. For non-meal use (e.g., Title 1, fee waivers, etc.) information for additional students is provided through the use of Household Surveys. Best practice ideas include:

- Keep the survey simple.
- Tell the parents what services, benefits this information is used for.
- Have the survey be a part of registration materials.
- Include a checkbox that allows a family to decline and not report income information.

Continued on page 2

Inside This Issue

- ◇ Community Eligibility Provision for Schools
- ◇ Annual Reminder: Billing for Supplementary Weighting
- ◇ Purchasing School Busses on State Contract and the National Joint Powers Alliance Purchasing Process
- ◇ Ideas for a Successful End of Year and CAR Process
- ◇ Teacher Leadership and Compensation Grants Coding
- ◇ Local Source Codes
- ◇ FY16 COA Test Records
- ◇ Special Education Finance
- ◇ Annual Transportation Report
- ◇ Nonpublic Transportation
- ◇ Title II, Part A — End of the Year Reimbursements
- ◇ Garage Star Nominations Needed
- ◇ Local Auditor Access to Prior Year LEA Financial Information
- ◇ School Board Officers
- ◇ District Communication

Continued from page 1

School districts will use multiple data sources to identify students who are low-SES in their Student Reporting in Iowa (SRI) systems. Students identified as low-SES will include 1) students qualified on the direct certification list, 2) students qualified on the Household Survey, and 3) homeless, migrant, and foster care students who are not already qualified in items 1 and 2. The low-SES indicator in SRI is the new proxy for free/reduced price lunch lists in CEP buildings, since those lists are specific to use by the school hot lunch program and are not to be used for any other local purposes. For accountability provisions, the low-SES indicator is still the accountability measure used.

What is the deadline to sign up? August 31 is the deadline; however, earlier decisions are more successful in returning an adequate number of Household Surveys.

For more information including guidance, a calculator, decision tree, and sample Household Surveys, check out the [Community Eligibility Provision](#) web page.

Contact [Jeff Berger](#), 515.281.3968.

Annual Reminder: Billing for Supplementary Weighting Concurrent Enrollment Supplementary Weighting

Districts offering concurrent enrollment courses and eligible Project Lead the Way (PLTW) courses may bill resident districts for the supplementary weighting generated on open-enrolled students enrolled in the contracted courses. Bills for the supplementary weighting can be generated using the information provided in the SRI application. Before paying a bill for supplementary weighting, the resident district can verify the information by reviewing the Supplementary Weighting (Non-Fall) application in the Iowa Education Portal. When computing the supplementary weighting, use the student's resident district cost per pupil of the year in which the course was taken. Directions for generating and verifying the bills are located [here](#).

For districts in a whole grade sharing arrangement, supplementary weighting generated on resident students remains with the resident district unless some other arrangement has been articulated in the whole grade sharing agreement. Iowa Code is silent on the subject of billing a whole grade sharing partner for concurrent enrollment supplementary weighting. If not addressed in Iowa Code, then it cannot be done. Options for distributing this supplementary weighting include:

- negotiating a higher per pupil rate for whole grade shared students in grades 9-12
- having the community college contract directly with the sharing partner for concurrent enrollment courses taken by the sharing partner's resident students

Shared Teacher

When two districts agree to share a teacher, only one district holds the contract for the teacher. The district that is buying a portion of the contract can generate supplementary weighting on their resident students enrolled in courses taught by the shared teacher. Eligibility for supplementary weighting is dependent on the district not having a licensed and endorsed teacher available within the school district to teach the course(s) being provided by the shared teacher. There is no provision in Iowa Code for sharing the supplementary weighting between the two districts.

Often Misunderstood Concepts

1. There is no billing of costs incurred for students taking high school, concurrent enrollment, or postsecondary enrollment options (PSEO) courses who are in the public district as:
 - Competent private instruction (CPI) dual enrolled
 - Open enrolled CPI dual enrolled
 - Independent private instruction (IPI) for concurrent enrollment only
 - Nonpublic shared timeThe dollars generated were, or will be, included in the attending district's certified enrollment.
2. No parent or student shall be billed for costs incurred from concurrent enrollment courses, even if the cost to the district exceeds the supplementary weighting.
3. Districts cannot bill students or parents for failed concurrent enrollment courses.

Continued on page 3

Continued from page 2

4. A district can only bill the resident district of an open enrolled student for tuition, supplementary weighting generated from concurrent enrollment, English language learner (ELL or LEP) supplementary weighting, and the teacher leadership district cost per pupil when both the resident and receiving districts are receiving Teacher Leadership and Compensation (TLC) funds.
5. A district can bill a parent (or student if 18 years of age) for the tuition cost of a failed PSEO course, the cost of equipment that becomes the property of the student, and the cost of a school-owned textbook that is not returned.

For reference, see Iowa Code 282.18(7), 284.13, and Iowa Administrative Rule, 281-17.10(8). Contact: [Carla Schimelfenig](#), 515.242.5612.

Purchasing School Busses on State Contract and the National Joint Powers Alliance Purchasing Process

Last year the state of Iowa maintained a state contract with two school bus vendors that allowed all school districts to purchase busses directly off that contract without having to bid locally. That specific state contract will not be in effect for 2016-2017. Instead, the state of Iowa will be coordinating with an existing purchasing group, the National Joint Powers Alliance (NJPA), to continue to provide access to purchasing busses from two vendors directly without having to bid locally.

Several school bus purchasing contracts are accessible to Iowa schools via NJPA. NJPA is a national purchasing alliance that in many instances can reduce the amount that a school district will pay for a product or service. BlueBird Corporation from Fort Valley, Georgia and Hoglund Bus & Truck from Monticello, Minnesota have prepared contracts to serve as vendors for the sale of school busses in Iowa through NJPA. The Iowa Department of Administrative Services (DAS) will allow these NJPA contract prices to serve as formal bids for school busses in Iowa. To access these contracts, click on [NJPA](#). For more information, please contact [Max Christensen](#), 515.281.4749.

Ideas for a Successful End of Year and CAR Process

- Bank reconciliations should be done monthly throughout the year, but if these are not to date, get them caught up. Look at the major sources of income (property taxes and state aid) and make sure they've been coded properly.
- Look at state and federal grants and get those reconciliations started. If the money hasn't all been spent, talk to the superintendent or project managers, and let them know a balance is remaining, and find out what the plans are for this balance.
- In the nutrition fund, make sure state and federal, breakfast, and lunch revenues have been coded properly. Make sure student accounts are in good order.
- Look at fund balances and determine how they should be cleaned up or redefined. Committed and assigned funds should be adjusted if funds were used. Make sure the board has taken formal action on any new funds that should be committed by June 30.
- Take a look at general ledger balances to date. Is there anything that shouldn't be there? Are there negative balances? Do the balances look reasonable? Start researching early.
- Upload early! Test the account codes. A district should be able to get through Stage 1 and Stage 2 edits before the end of the year. Research any incorrect coding and negative balances and get those cleaned up early. Many Stage 3 and Stage 4 edits will appear since we are not at year-end yet.

More ideas can be found in the document "Best Practices for a Successful and Timely CAR" located on the [Certified Annual Financial Report](#) page of the Department's website. Also on this webpage is a PowerPoint, "How to Use the CAR-COA Upload," which walks a user through the upload process, and the CAR Instructions.

Contact [Denise Ragias](#), 515.281.4741 or [Janice Evans](#), 515.281.4740.

Teacher Leadership and Compensation Grants Coding

Congratulations on receiving the Teacher Leadership and Compensation (TLC) grant for next year. Districts in their first year of the grant should code the source and project for these grants to 3387, Teacher Leadership Grants until expended. The expenditure functions will depend on how the district uses the grant. It is anticipated that at least part of it would be Instructional Staff Support Services and possibly some Instruction, but there may be others. Review the district's application, including the estimated budget, to see how the grant will be used, and that will help determine which functions are affected.

Districts entering the second and third years of TLC in FY17 will receive funding through the state aid formula. These funds should be coded to Source/Project 3116.

Open enrollment for TLC in FY17 is \$312.16 for those in the first year of the program and \$312.68 for those in the second and third years of the program.

If you have further questions, please contact [Janice Evans](mailto:Janice.Evans@iowa.gov), 515.281.4740 or [Denise Ragias](mailto:Denise.Ragias@iowa.gov), 515.281.4741.

Local Source Codes

On the CAR, most state project codes (3xxx) go through a reconciliation process to verify that beginning balances plus revenues minus expenditures equal the reported ending restricted fund balance (for state projects). Local source codes (1112, 1113, 1116, 1118 and 1119) also go through this reconciliation process; however, it is not required that districts record revenue separately for these funds which are built into the state aid formula. To assist districts in this reconciliation, a table has been posted on the web with the amounts considered as revenue, either through state aid, modified supplemental amount from the School Budget Review Committee, or local match as required by law. The 2015-2016 Sources for Local Projects table can be found on the [Certified Annual Financial Reports \(CAR\) webpage](#).

Contact [Denise Ragias](mailto:Denise.Ragias@iowa.gov), 515.281.4741 or [Janice Evans](mailto:Janice.Evans@iowa.gov), 515.281.4740.

FY16 Chart of Accounts Test Records

The CAR 2016 Chart of Accounts (COA) Test Records is now available through the Iowa Education Portal. The COA Test Records mirror the CAR Upload and Reports. The COA Test Records allows for both individual account testing (use only Stages 1 and 2 to determine success) and full file account testing. Districts and AEAs are encouraged to begin testing now and fix as many problems as possible so that only matching sources and reconciliation edits are left to deal with over the summer. Messages for districts will be updated on the home screen as information is known.

Contact [Denise Ragias](mailto:Denise.Ragias@iowa.gov), 515.281.4741 for assistance with the uploads, edits, and reports. Contact [Janice Evans](mailto:Janice.Evans@iowa.gov), 515.281.4740 for assistance with account codes and journal entries.

Special Education Finance

The Tuition In Billing (TIB) program is now available for districts to complete their FY16 final year billings. Please remember that all school districts will need to submit their final year billings by July 15.

For FY16, enter student information by number of **'DAYS' only**. This is a change from FY15 where you were to enter student information by "days" or "hours" based on your district's designation. As in past years, the Certified Annual Financial Report (CAR) upload must be completed to activate the TIB program.

As a reminder, between June 1-22, districts should ensure all students have been entered into their TIB program, including all special education foster care, termination of rights, nonpublic, and high cost claims. Also to be entered, are students who are educated in day programs, residential programs, and hospitals.

Between June 20-July 1, all school districts should review and verify the accuracy of the Tuition Out information through the special education supplement (SES). If it is determined that a student has been omitted, contact the district that provided educational services to ensure they add the student in their TIB program.

As you work to complete the TIB, if you have questions, submit them to TIB@iowa.gov. If you have questions on other special education finance issues, contact [Bill Roederer](mailto:Bill.Roederer@iowa.gov), 515.281.7972.

Annual Transportation Report

In an effort to reduce reporting work for districts, the Annual Transportation Report (ATR) will be pre-populated with depreciation information from the Vehicle Information System (VIS) and financial information from the CAR. This financial information will first be pulled together on a Transportation Report in the CAR for a quick review by the district. The VIS must be updated with complete vehicle purchase information by September 1. The ATR is due September 15.

In FY16, the ATR will continue to use source number 1981 for Fuel Tax Refund, when the refund is not in the same fiscal year as the expenditure. When the refund is received in the same year, it will be shown as net against the expenditures. Contact [Janice Evans](#) or [Denise Ragias](#) for questions regarding refund coding.

Nonpublic Transportation

Districts must have their nonpublic transportation reimbursement claims filed with the Department by June 15. The application to file the claim can be found on the [Iowa Education Portal](#), titled, "Transportation Nonpublic Claim" within the Transportation Applications group. More information is available on the web page [Nonpublic Reimbursement](#). Contact [Max Christensen](#), 515.281.4749.

Title II, Part A – End of the Year Reimbursements

Please submit your final 2015-2016 requests for reimbursement for Title II, Part A via [IowaGrants.gov](#) by Friday, July 8. Make sure to upload a cover letter including the total amount requested, and a copy of the ledger including finance codes for Title II, Part A.

Here are the steps to upload your request via [IowaGrants.gov](#):

1. Go to <https://www.iowagrants.gov/index.do>
2. "My Grants"
3. "Title II A Application FY 16"
4. "Claims"
5. "Add"
6. Type: Reimbursement
7. Enter Reporting Period
8. "Save"
9. "Return to Components"
10. Reimbursement
 - a. Enter info
 - b. "Save"
 - c. "Mark as Complete"
11. Reimbursement Signature
 - a. Enter Info
 - b. "Save"
 - c. "Mark as Complete"
12. Reimbursement Documentation
 - a. "Add"
 - b. Attach general ledger (you will need to attach the general ledger showing finance codes and a cover letter requesting reimbursement for the specific amount)
 - c. "Save"
 - d. "Mark as Complete"
 - e. "Preview"
 - f. Double check info
 - g. "Submit"

Garage Star Nominations Needed

School Transportation News (STN) Magazine is seeking nominations for “Garage Stars” to be featured in the August issue of STN. These can be fleet managers, technicians, foremen, etc., who are highly knowledgeable and doing great things at their local district. Ryan Gray, editor-in-chief for STN, would greatly appreciate any nominations you send to him for this recognition. Submission of the online [Nominate Your Garage Star](#) form is requested by June 24.

Local Auditor Access to Prior Year Local Education Agency Financial Information

To view information on a local school district’s prior year revenues from the state, go to [Edinfo](#) and click on the Auditor button in the bottom left-hand corner. You will then enter FY16 in the “Login ID” and click “Submit.” You will see the “Payments to Department of Education Subrecipients” screen. Enter the district’s headquarter number or district name and hit the go button.

School Board Officers

The Department of Education sends financial communications to the CFO/Business Manager(s) and Additional Financial Officer contacts from the information provided in the School Board Officer Application. If your district has a change in personnel, be sure to update the information on the Iowa Education Portal. Questions may be addressed to [Marcia Krieger](#), 515.281.5293.

District Communication

Much of the communication to superintendents from the Department is done via e-mail. This allows the Department to provide timely communication. If you are not planning on being with the district next year, please reply to [Marcia Krieger](#) and let her know. If you know your replacement and the replacement’s email address, we would appreciate that information as well.

Upcoming Deadlines	
Nonpublic Transportation Reimbursement Claim Due	6-15-16
Last Day to Pay PSEO Tuition Due to Eligible Postsecondary Institutions	6-30-16
Joint Employment Whole Grade Share Applications Due	7-1-16
Last Day to Bill for Second Semester Special Education Tuition	7-15-16
Last Day to Bill for Second Semester Tuition	7-15-16