



# CALENDAR REQUIREMENTS & BUDGETING

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and**

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September 2014

Missouri Department  
of Elementary and Secondary Education

# School Calendar Options

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- A traditional calendar may be adopted which requires the school board to provide a minimum term of at least 174 days and 1,044 hours of instruction, 171.031.1, RSMo.
- Minimum required hours in a school day of 3 hours of instruction per Section 160.041.1, RSMo.
- Maximum possible hours in a school day of 7 hours of instruction per Section 171.031.7, RSMo.



# School Calendar Options

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- A calendar of less than 174 days may be adopted by the school board that provides a minimum of at least 1,044 hours of instruction, 171.029.1 RSMo.
- Minimum required hours in a school day of 4 hours of instruction per Section 160.041.1, RSMo.
- Maximum possible hours in a school day of 8 hours of instruction per Section 171.031.7, RSMo.



# School Calendar Options

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- A calendar of 142 days (four days per week) may be adopted by the school board that provides a minimum of at least 1,044 hours of instruction, 171.031.1, RSMo.
- Minimum required hours in a school day of 4 hours of instruction per Section 160.041.1, RSMo.
- Maximum possible hours in a school day of 8 hours of instruction per Section 171.031.7, RSMo.



# Standard Day Length

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- Total number of hours between the starting time of the first class and the dismissal time of the last class, minus the time allowed for lunch and one passing time, and minus Channel One time.
- Passing time and recess time supervised by certificated staff are included.
- The standard day length is reported to four decimal places.



# Standard Day Length

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- If the district makes sure the minutes in the standard day length are divisible by three there will be no rounding problems that impact the standard day length.
- If the calendar for a grade level or building varies from other grade levels or buildings in the district a separate calendar must be shown in Core Data screen 10.



# Weather Make Up Requirements

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- Per 171.033.4, RSMo:
  - “In the 2009-2010 school year and subsequent years, a school district may be exempt from the requirement to make up days of school lost or canceled due to inclement weather in the school district when the school district has made up the six days required under subsection 2 of this section and half of the number of additional lost or canceled days up to eight days, resulting in no more than ten total make-up days required by this section.”



# Weather Make Up Requirements

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- Inclement weather shall be defined as:
  - Ice
  - Snow
  - Extreme cold
  - Flooding
  - Tornado
  
- Such term shall not include excessive heat.



# Weather Make Up Requirements

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- Districts must plan 6 make up days.
- This rule applies to districts that plan to attend 174 days or more as well as to those districts that plan to attend less than 174 days (per Section 171.029, RSMo).



# Weather Make Up Requirements

- Districts must make up the first 6 weather days and every other day there after to a maximum of 10.
- Which means you make up the first 7, then day 8 is forgiven etc.
- Weather Make up days may be done during the school year or tacked to the end of the school year.

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	+
M	M	M	M	M	M	M	F	M	F	M	F	M	F	F

# Weather Make Up Requirements

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- Districts must be careful to attend the minimum day length required by their calendar when releasing early for weather.
- If a district does not attend the minimum day length on a partial day then the hours do not count in the calendar and the day does not count as a day.
- Hours should not be reported in MOSIS either.



# Calendar FAQ's

- **Can inclement weather days be made up by adding minutes/hours to the end of some or all of the remaining school days?**
  - No, there is not a provision in the law to make up inclement weather days by adding minutes/hours to the end of the school day.
- **Does the inclement weather forgiveness apply to districts that are attending less than 174 days?**
  - Yes, the inclement weather forgiveness applies to all districts regardless of the planned days of school for the year. All districts are required to follow the guidelines for missed school days described above.
- **What happens if a district doesn't make up the appropriate days and hours?**
  - Districts that don't make up the appropriate days and hours will be required to use days at the beginning of the following school year to satisfy the requirements of statute pertaining to inclement weather. If this occurs the district will be required to meet all minimum day and hour requirements for the following year as well.



# Calendar FAQ's

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- **What are considered to be inclement weather days that can be forgiven?**
  - Per 177.033, RSMo, “Inclement weather” shall be defined as ice, snow, extreme cold, flooding, or a tornado, but such term shall not include excessive heat. Other circumstances, such as, water main breaks and power outages are not considered inclement weather and should be made up independently.
- **Can a district make up an inclement weather day with a partial day of school instead of a full day of school?**
  - A district is able to make up an inclement weather day with a partial day of school instead of a full day of school. When doing so the district will need to follow the criteria for minimum hours required in a school day provided above. The district will also need to be conscientious of the minimum hours required in a school year and if making up a full day with a partial day would cause the district to fall below the 1,044 hour requirement it would not be an option for the school and a full make up day of school would be required.



# Calendar FAQ's

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- **How is funding affected if a district is forgiven a day due to inclement weather?**
  - As mentioned above, days that are forgiven due to inclement weather will not have an adverse impact on the average daily attendance (ADA) calculation. This will create a situation which will have an effect on both components (both the total attendance hours and the hours in session) of the ADA calculation and, therefore, will not have a negative impact on the ADA. Since the ADA is not affected there also isn't a decrease in funding associated with the forgiven inclement weather days.
  
- **How should the days forgiven be reported on the calendar entered on Core Data Screen 10?**
  - All weather days, those required to be made up as well as those forgiven should be reported as a weather day on the actual calendar on Core Data Screen 10. The School Finance staff will review the actual calendar provided on Core Data Screen 10 to verify that the district has made up the appropriate days and hours based on the days and hours provided on the planned calendar and the weather days and weather make up days provided on the actual calendar.



# Calendar FAQ's

- **How should it be reported if the district has scheduled to make up an inclement weather day and the make-up day cannot be attended due to inclement weather?**
  - If a district is unable to attend a make-up day the day is reported as a not in session day. The day is not reported as a weather day since the district was using the day to make up an actual weather day. Note, since the district was unable to be in session on this day the district will still need to make up the original inclement weather day.
  
- **If a make-up day has been scheduled and the make-up day cannot be attended due to inclement weather will that day need to be made up?**
  - Since the make-up day was not originally planned to be a day in session, the day will continue to be reported as a not in session day. The day is not considered a weather day, thus there will not be an additional day that will need to be made up due to missing the make-up day. Note, since the district was unable to be in session on this day the district will still need to make up the original inclement weather day.



# Accuracy of Data

- Payment is more accurate as district data is more accurate
- School Finance has been working with schools on accuracy of June Attendance Hours and the Calendar
- Estimated ADA
  - Review throughout the year for accuracy
  - Updated estimates can be provided to School Finance as necessary



# Reminders when Estimating ADA

- Do not estimate the enrollment number for the school
- Take into consideration the attendance percentage for the school when estimating
- Be careful not to over estimate



# Basic Formula

- Percentage multiplier for FY15 has been around 93% for the July, August and September payments. The release of \$100.2 million by the Governor will increase that to around 96%.



# Classroom Trust Fund (CTF)

- Gaming monies
- Part of revenue available to fund formula
- State funds to districts will show dollars from CTF and dollars from state GR
- Paid on first preceding year ADA



# Classroom Trust Fund

- Shall be spent at discretion of charter school
  - For the 2010-2011 school year and for each subsequent year, all proceeds a charter school receives from the classroom trust fund in excess of the amount the district received from the classroom trust fund in the 2009-2010 school year shall be placed to the credit of the charter's teachers' and incidental funds.
  
- May be used for:
  - Teacher recruitment, retention, salaries
  - School construction, renovation, leasing
  - Technology, textbooks, instructional materials
  - School safety
  - Supplying additional funding for required programs



# Classroom Trust Fund

## 2013-2014

June 2013-2014 CTF was \$413.59 per 2012-2013 ADA

## Budgeting for 2014-2015

\$401 per 2013-2014 ADA

The state will only distribute funds that are actually collected into the Classroom Trust Fund



# Proposition C

2013-2014

June 2013-2014 Proposition C - \$884.49 per  
2012-2013 WADA

Budgeting for 2014-2015

Estimate is \$922 per 2013-2014 WADA

Please bear in mind that the amount appropriated may or may not be the amount actually distributed.



# Transportation

- Funding is expected to be available at the FY14 level.



# Contact Us

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# FOOD AND NUTRITION SERVICES

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Missouri Department  
of Elementary and Secondary Education

# Agenda

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- Community Eligibility Provision (CEP)
- Smart Snacks



# Community Eligibility Provision (CEP)

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- Available nationwide July 1, 2014
- Offer free lunches and breakfasts to all enrolled students for a cycle of 4 years
- No collection of free and reduced price application
- Meal costs in excess of the total Federal reimbursement must be covered by non-Federal sources



# CEP – eligibility criteria

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- Must have an identified student percentage of at least 40% as of April 1<sup>st</sup> of the school year prior to implementation



# Definition: Identified Students

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- Students certified for free meals without an application (not subject to verification)
- Includes students directly certified through SNAP, TANF, FDPIR, and homeless on the liaison list, income-eligible Head Start, pre-K Even Start, migrant, runaways, non-applicants approved by local officials, and foster children certified through means other than an application.



# CEP Claiming Percentages

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- 50 identified students  $\div$  100 enrolled students  
= 50% ( identified student percentage)
- 50% x 1.6 = 80% (free claiming percentage)
- 100% - 80% = 20% ( paid claiming percentage)

If served 1500 meals in one month

1500 x 80% = 1200 free meals

1500 x 20% = 300 paid meals



# The Multiplier (1.6)

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- Intended to provide an estimate of the total number of students eligible for free and reduced meals in an eligible school
- USDA is permitted to change the multiplier to a number between 1.3 and 1.6
- Schools may keep the same multiplier for the entire 4 year cycle



# CEP Claiming Percentages

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- Identified student percentage is multiplied by a factor of **1.6** to determine the % of meals reimbursed in the free category
- The remaining % of total meals is reimbursed at the paid rate



# 100% Free claiming

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What is the indentified student percentage that results in claiming all meals at the free rate?

62.5%

$$(62.5 \times 1.6 = 100\%)$$



# Identified Student Determinations

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- By individual schools
- A group of schools
- Entire LEA



# CEP in Missouri

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- 75 LEAs ( 298 buildings)
  - 50 public school districts
  - 21 charter schools
  - 4 non-public schools

(64 district-wide)



# Preliminary LEA-Wide Data

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- From Verification Report -(Identified students)
  - 3-2 Students directly certified through SNAP
    - Also include extended categorical eligibility students
  - 3-2 Students directly certified through other programs
    - TANF, FDPIR (also extended categorical eligible students), those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Evan Start, or non-applicant approved by LEA

(As of the last operating day in October)



# Notification Timeline

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- April 15<sup>th</sup> - Obtain school level information
  - Eligible – 40% and above
  - Potentially eligible - greater than 30% but less than 40%
  
- May 1<sup>st</sup> – Publish list of LEAs and schools on DESE, FNS website and USDA, FNS website



# Deadline

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- Must decide by June 30<sup>th</sup> (was extended to August 31<sup>st</sup> for the 2014-15 SY)
- Complete the required information on Web Application
- Intent to participate form provided for signature



# Updating the Claiming Percentage

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- A new identified student percentage may be established each year (do not need to use unless higher than previously established %)
- Therefore, would need to proceed with the direct certification process to provide a new number as of April 1, 2015



# Resources on Website

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- Media Release
- Sample Letter to Households for CEP
- Traditional vs CEP Comparison
- CEP Federal Reimbursement Estimator
- CEP Participants – Daily Meal Count Form



# Benefits of Implementing CEP

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- Serve free lunches and breakfasts to all students
- Reduced paper work for households and school food service because no household applications are collected and processed
- No Verification of applications
- Reduced chance of overt identification and stigma



# Smart Snacks

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- USDA established nutrition standards for all foods and beverages sold to students on the school campus during the school day.
- School day: From midnight before, to 30 minutes after the end of the official school day



# Fundraisers

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- All foods that meet the regulatory standards may be sold as fundraisers on the school campus during the school day
- The standards do not apply to items sold during non-school hours, weekends, or off-campus



# Fundraiser Exemptions for Missouri

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- A maximum of 5 fund raisers that do not meet the regulatory standards, per school building, per school year, with a duration of one day are allowed
- Exempt fundraisers may not be sold in competition with school meals in the food service area during the meal service



# Recordkeeping

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- Food Service must maintain records for all Smart Snack products sold under the nonprofit school food service account
- School Districts and Charter Schools must maintain records for all other Smart Snack products sold



# Monitoring and Compliance

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- Monitoring for compliance is part of the on-site food service Administrative Review
- If violations have occurred, technical assistance and corrective action plans will be required



# Resources on Website

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- Smart Snacks Product Calculator
- Smart Snacks Tracking Sheet
- Exempt Fundraiser Tracking Sheet
- Smart Snacks Webinar



# THANK YOU!



## Contact Us

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