

School Finance

Highlights for this Issue

- ◆ [August Payments](#)
- ◆ [163.021.1\(4\), RSMo. Impact on Payments](#)
- ◆ [Summer School ADA](#)
- ◆ [State Adequacy Target \(SAT\) and Threshold](#)
- ◆ [DVM for FY 2022 & FY 2023](#)
- ◆ [Fiscal Year 2021 Audit Submissions via Tiered Monitoring System](#)
- ◆ [Publication of the Audit](#)
- ◆ [2021-22 Contact Information on Core Data Screen 3 and Screen 4](#)
- ◆ [2021-22 Core Data Screen 6](#)
- ◆ [Attendance Claiming](#)
- ◆ [Students put on a COVID-19 Related Quarantine](#)
- ◆ [Estimated Regular Term Average Daily Attendance \(ADA\)](#)
- ◆ [School Calendar Requirements](#)
- ◆ [Missouri Accountability Portal \(MAP\) – Debt Reporting](#)
- ◆ [Nonresident Students](#)
- ◆ [Use of Birth Certificates for Enrollment Purposes](#)
- ◆ [MSPMA Annual State Conference](#)
- ◆ [National School Bus Safety Week](#)
- ◆ [School Bus Driving Record Checks](#)
- ◆ [Reminder of 2018 School Transportation Legislation](#)

PAYMENT CALCULATIONS

August Payments

Basic Formula

The payment was based on the current data available for Fiscal Years 2021-22, 2020-21, and 2019-20 weighted average daily attendance (WADA).

Classroom Trust Fund

The payment was calculated using Fiscal Year 2020-21 average daily attendance data (ADA) if the ADA was greater than zero; otherwise, Fiscal Year 2019-20 ADA was used. Adjustments will be made in future months to reflect districts' School Year 2020-21 data submissions. Due to technical difficulties we were unable to implement the necessary changes to comply with 163.021, RSMo., (see below) but are planning to implement those changes in the upcoming months. Once implemented all payments will be corrected to ensure the LEA is paid the correct year-to-date amount.

Proposition C

The payment was based on Fiscal Year 2020-21 weighted average daily attendance (WADA) used in the June Proposition C payment. Due to technical difficulties we were unable to implement the necessary changes to comply with 163.021, RSMo., (see below) but are planning to implement those changes in the upcoming months. Once implemented all payments will be corrected to ensure the LEA is paid the correct year-to-date amount.

Transportation

The payment was based on the June 2021 Transportation payment data and the Fiscal Year 2020-21 Transportation appropriation. The September payment will also use the June 2021 Transportation payment data and appropriation.

163.021.1(4), RSMo. Impact on Payments

163.021.1(4), RSMo. states “Computes average daily attendance as defined in subdivision (2) of section 163.011 as modified by section 171.031. Whenever there has existed within the district an infectious disease, contagion, epidemic, plague or similar condition whereby the school attendance is substantially reduced for an extended period in any school year, the apportionment of school funds and all other distribution of school moneys shall be made on the basis of the school year next preceding the year in which such condition existed.”

For FY 2022, districts’ Basic Formula payments will process as normal by including the greater of the FY 2020, FY 2021 or an estimate of FY 2022. For Classroom Trust Fund and Prop C, School Finance will utilize the greater of the FY 2021 or FY 2020 ADA or WADA for payment purposes. For the Small Schools Grant, FY 2021 ADA will be used to determine if a district qualifies for the grant, then the greater of FY 2021 or FY 2020 ADA will be used for payment purposes (capped at 350 ADA per statute requirements). Districts will not need to take any action for a prior year to be utilized for payment purposes when beneficial to the district under this provision. This provision does not apply to charter schools, but a similar approach will apply to the Classroom Trust Fund and Prop C payments to charters for 2021-2022 under the 5 CSR 30-660.090 Charter School Local Education Agency (LEA) Attendance Hour Reporting rule.

Summer School ADA

One common data quality issue affecting a district’s calculation is the lack of the 2021 summer school attendance data provided through the MOSIS August submission; therefore, the payment weighted average daily attendance for the district may not include a summer school component. The weighted average daily attendance value used in the formula calculation will change in some future months once the summer school attendance data has been submitted to DESE. *Districts should submit the 2021 summer school attendance data as soon as possible.*

State Adequacy Target (SAT) and Threshold

The SAT and thresholds are as follows:

Item	Amount
State Adequacy Target FY 2022	\$6,375
Free & Reduced Lunch Threshold	29.45%
Special Education (IEP) Threshold	12.83%
Limited English Proficiency Threshold	2.07%

DVM for FY 2022 & FY 2023

The dollar value modifier (DVM) for FY 2022 and FY 2023 may be viewed at on the School Finance [Data and Reports](#) webpage.

AUDIT REPORTS

Fiscal Year 2021 Audit Submissions via Tiered Monitoring System

The following guidelines are provided for the Fiscal Year 2021 Audit Submissions:

- Audits, copies of signed board minutes approving the audit, and management letters should be submitted to DESE via the Tiered Monitoring System. The documents should be in Adobe searchable pdf format, version 11.0 or lower. The file description should easily identify the document, such as audit, management letter, or signed board minutes.
- The audit report should be uploaded as “Audit Documents (required fiscal audit)” and the board minutes, management letter and any corrective action plans should be “Audit Documents (supporting docs)” in the file upload dialog box for the 2020-21 fiscal year. The file upload box will also require adding the contact information for the auditor before the audit report can be uploaded. (Use the [global document repository \(uploads\)](#) link under “Utilities” on the right side of the screen to upload the documents.)

- The deadline for submitting audits is **December 31, 2021**.
- Copies of signed board minutes and management letters may be submitted after the December 31 deadline. These documents should include all required signatures, which is a change from current practice.
- The school, not the auditor, is responsible for ensuring that the audit, board minutes, and management letter are submitted to DESE in compliance with the provisions of the audit rule. With the change of audit submission via the Tiered Monitoring System, the auditor should not have access to this system and, therefore, not be able to upload the audit documents.
- To minimize the need for subsequent audit corrections, schools are strongly encouraged to complete the following checklist prior to submitting the audit:
 - The pages of the audit have been compared to the Table of Contents and no pages are missing or out of order. Audits with missing pages may be rejected as incomplete.
 - The audit includes the auditor's signature and the date of the audit report. Audit reports that are not signed and dated may be considered a draft, not a final report. Draft reports cannot be accepted in satisfaction of the audit requirement.
 - The ending debt balances in the audit report (reported in the financial statements and/or Notes to the Financial Statements) agree to the balances reported in Part IV, Long and Short Term Debt, of the Annual Secretary of the Board Report (ASBR). Any differences should be reconciled.
 - The audit includes the updated version of the Schedule of Selected Statistics, which can be found on the [School Audits](#) webpage.
 - The data reported on the Schedule of Selected Statistics agrees to the corresponding data on the ASBR and MOSIS/Core Data. If changes to the ASBR and/or MOSIS/Core Data are needed as a result of the review, please revise and resubmit corrections as soon as possible and notify your auditor of any changes.
 - Submit/upload corrective action plans for federal and state findings in a separate document from the audit report.
 - The audit submission includes the district's Single Audit, if applicable. There is no provision in the rule allowing the Single Audit portion of the audit to be submitted at a later date.

Publication of the Audit

Per 165.121, RSMo, within thirty days of the receipt of the audit report the school board shall cause a summary of the report to be prepared which shall include, together with any other matter the board deems appropriate, the following:

- 1) A summary statement of fund balances and receipts and disbursements by major classifications of each fund and all funds;
- 2) A summary statement of the scope of the audit examination;
- 3) The auditor's opinion on the financial statements included in the audit report.

Immediately upon the completion of the summary, the school board shall cause it to be published once in a newspaper within the county in which all or a part of the district is located which has general circulation within the district or, if there is none, then the board shall cause the summary to be posted in at least five public places within the district. The publication shall contain information as to where the audit report is available for inspection and examination. The report shall be kept available for such purposes thereafter.

CORE DATA

2021-22 Contact Information on Core Data Screen 3 and Screen 4

Please ensure that the district has updated the contact information on Core Data Screen 3 and Screen 4 with the most current contact information. These screens provide contact information to the DESE staff and it is important that this information is kept current throughout the school year.

2021-22 Core Data Screen 6

The 2021 (School Year 2021-22) tax levies and assessed valuations are reported on Screen 6 titled "District Tax Data" of the Core Data Collection System. The tax levy information entered on Screen 6 must agree with the levies on the [Estimate of Required Local Taxes](#) form, which is to be filed with the respective county(ies) by September 1. The assessed valuation data for 2021 entered on Screen 6 is the estimated assessed valuation received from the county in June/July for the 2021 calendar year and used in the calculation of the district's tax rate ceiling. Do not enter the December 31, 2020, assessed valuation on Screen 6 and do not update the Assessed Valuation once the tax rate has been set.

August cycle data should have been entered by August 15, 2021, or as soon thereafter as possible, as this will impact the accuracy and completeness of the [Missouri School Directory](#).

OTHER IMPORTANT REMINDERS AND TOPICS OF INTEREST

Attendance Claiming

The board rule allowing for Distanced Instruction expired on July 30, 2021. There is no allowance after that date to provide instruction remotely using an AMI-X plan. Information regarding claiming attendance hours for SY 2021-22 can be found in the Attendance Reporting guidance document located on the [Finance Topics & Procedures](#) webpage. See the section regarding Homebound instruction for attendance provisions related to students under COVID-19 Quarantine.

Student put on a COVID-19 Related Quarantine

A student placed on COVID-19 related quarantine is deemed to qualify for homebound instruction which then allows for alternative instruction to be provided and attendance hours claimed outside of onsite site or virtual attendance hour claiming.

1. A student on COVID-19 quarantine can be provided five hours of one-on-one instruction to be provided in a Sunday to Saturday time period. This instruction can be done in person, through electronic methods and/or by phone.
 - a. Attendance when a student is provided five hours of one-on-one instruction is claimed as full time for the week only if the 5 hours of one-on-one instruction was provided. If less than five hours of one-on-one instruction was provided only the time provided can be counted as attendance hours, the remaining must be counted as absent hours.
2. A student on COVID-19 quarantine can video chat directly into the classroom while the teacher is teaching other students and the student participates in the class.
 - a. Attendance when a student video chats directly into the classroom is taken similar to onsite attendance where the student is counted as present for the time they are present (visible to the teacher) and they are absent for the time they are NOT present.
3. A student on COVID-19 quarantine can be provided instruction using the method of instruction approved by the Department of Elementary and Secondary Education in the districts Alternative Method of Instruction (AMI) plan.
 - a. Attendance when a student is provided instruction using the method approved in the districts AMI plan is based on each individual course and if the assignment is completed and submitted within the time frame approved in the AMI plan. Those courses where the assignments were not completed and submitted in accordance to the AMI plan the student would be considered absent.
 - i. This is separate from implementation of an AMI plan at the school or LEA level. Attendance under this method is not limited to 36 hours per student under quarantine and does not count towards the LEA limit of 36 hours of AMI use.

Estimated Regular Term Average Daily Attendance (ADA)

The estimated regular term ADA for 2021-22 may be provided to your School Finance consultant to be entered on the Estimated ADA Screen. The district would report an estimated regular term ADA for the **2021-22** year *only if the district's 2021-22 regular term ADA is expected to be greater than both the 2020-21 and 2019-20 regular term ADA figures* and the district wants to be paid in 2020-21 on the 2020-21 estimated number. Regular term average daily attendance includes qualified remediation attendance outside the regular school day. Refer to the [Attendance Reporting](#) guidance document for the description of qualified remediation attendance.

Districts who will be claiming eligible prekindergarten ADA for state aid should evaluate if there is a need to estimate their regular term ADA and should contact their school finance contact after school starts and enrollment is stable.

The local education agency (LEA) charter schools and non-LEA charter schools must provide an estimated regular term ADA to their School Finance consultant for 2020-21. Payment is made to charter schools on current year attendance.

A worksheet to assist districts when estimating their ADA is available on the [Calculation Tools](#) webpage.

Revisions to the 2021-22 estimated ADA may be made through **May 15, 2022**. Contact School Finance staff if you have questions about estimating ADA.

School Calendar Requirements

Missouri statute directs that *each school board shall prepare annually a calendar for the school term* per Section 171.031.1, RSMo. The school term in school year 2021-22 and subsequent years shall consist of one thousand forty-four hours of actual pupil attendance with no minimum number of school days required, and "school day" shall mean any day in which, for any amount of time, pupils are under the guidance and direction of teachers in the teaching process. For kindergarten and prekindergarten grade levels, the board shall provide a minimum of five hundred twenty-two hours of actual pupil attendance in a term with no minimum number of school days. In short:

For the 2021-22 year, there is only an hour requirement of 1,044 hours or 522 hours in session for half day kindergarten or prekindergarten programs claimed for state aid.

- There is no longer a minimum and maximum day length.

For the 2021-22 year, there is a make-up hour requirement instead of a day requirement.

- 36 planned make-up hours are required.
- The district or charter school cannot go below 1,044 hours in session, or 522 hours in session for half day kindergarten or prekindergarten programs claimed for state aid, unless forgiven by weather make-up requirements. Weather make-up requirements are:
 - The first 36 weather hours are made up, then half the amount thereafter up to 48 hours, for a maximum of 60 total make-up hours.

There is also an option to use up to 36 Alternative Method of Instruction (AMI) hours. AMI hours can be used for any hours of school lost or cancelled due to exceptional or emergency circumstances during a school year which shall include, but not be limited to, inclement weather, a utility outage, or an outbreak of a contagious disease. The alternative method of instruction, provided for in a DESE approved plan, can be used for up to 36 hours during the school year pursuant to 171.033.5, however, since these are considered hours of instruction they do not offset the requirement to plan 36 weather make-up hours.

Missouri Accountability Portal (MAP) – Debt Reporting

Section 37.850, RSMo, requires school districts to report all bonded indebtedness and requires charter schools to report all debt. This information will be supplied to Office of Administration (OA) for display on the State's Accountability Portal.

If a school district issues new bonds or a charter school enters into debt obligations, the new debts are required to be entered onto the portal within seven days of issuing a bond or incurring an obligation or debt per section 37.850, RSMo.

A user link for the portal is available on the [main page](#). In order to submit information, an entity will need to visit the portal website and obtain a secure user name and password. The user name and password can be created by selecting "create account" on the right hand side of the screen. Once credentials are granted, a user may enter the site to enter or update bond or debt information.

Most of the required fields on the reporting tool are self-explanatory; however, there have been questions regarding a couple of the fields. The description of the revenue stream is generally something such as revenue generated from a levy that was established, Classroom Trust Fund revenue, or local revenue. This is not an all-inclusive list but provides a general idea as to what would seem to be an appropriate response. The description of the project would be a description as to what the project was, for example, a building project.

If you have questions regarding accessing the portal website, please contact OA at (573) 751-2971 or MAPBonds@oa.mo.gov. For questions regarding what debt should be entered on the portal, please do not hesitate to contact School Finance at 573-751-0357.

SCHOOL GOVERNANCE

Nonresident Students

The School Administrative Services section has received a number of calls regarding the admission of nonresident students. Please note the following:

- Districts are not allowed to claim for state aid non-resident students seeking to enroll because their resident district is not providing onsite instruction. If a school district enrolls a nonresident student the district must charge tuition and this student cannot be counted for state aid purposes. There are very few exceptions to this.
- Homeless children are resident students. For more information regarding homeless children, contact Cheryl Kosmatka at 573-522-5811.
- A child of a parent employed by the school district as a teacher or regular employee, may be enrolled as a resident students.

It is the time of year when students are registering for school and the district is dealing with residency issues. It would be advisable, especially for districts with new administrators, to review the district's residency policy and enrollment forms. Additional information on residency, such as an enrollment checklist and residency waiver, can be found at the [School Governance](#) website.

Please contact David Tramel, Coordinator – School Administrative Services, at (573) 751-0357 if you have any questions relating to residency or other questions relating to the operation of your school district.

Use of Birth Certificates for Enrollment Purposes

The Department of Health and Human Services - Bureau of Vital Records receives a large number of requests for birth certificates from parents attempting to enroll their child in a Missouri public school. According to the Bureau, the parents are told that they cannot enroll their child in a school district without a birth certificate containing the father's name and information on the certificate. The Bureau has questioned the Department about the use of birth certificates for this purpose.

Neither the Missouri Constitution, the Public School Laws of Missouri, nor Department rules require public school districts to request a birth certificate for enrollment purposes. In fact, school districts requiring this information before allowing a student to enroll may, in effect, be denying the student access to a public education for which they are otherwise legally qualified to receive. While a district may request a birth certificate at the time of enrollment, documents other than a birth certificate can be used to verify the age of a student. Finally, the U.S. Department of Education's Office for Civil Rights has cautioned school districts about relying solely on birth certificates when other documents, such as parent affidavits or hospital records, are equally suitable as reliable sources of information.

In sum, the fact that a parent cannot provide a birth certificate with or without the father's name on it should not—by itself—prevent a child from enrolling in a public school.

MSPMA Annual State Conference

The annual state conference of the Missouri School Plant Managers Association will be held on September 19 – 21, 2021, at the Hilton Branson Convention Center. Please provide the conference information to the person in your district in charge of facilities. Additional information about the conference can be obtained by calling Mr. Charley Branham, Executive Director, at (636) 775-9101. Registration and conference information [here](#).

STUDENT TRANSPORTATION

National School Bus Safety Week

National School Bus Safety Week is October 18-22 2021. This year's theme is Red Lights Mean Stop! A resource guide and activity booklet may be accessed by clicking on the following link: [A National School Bus Safety Week Resource Guide and Activity Booklet](#). School Bus Safety Week posters can be obtained from the American School Bus Council at info@americanschoolbuscouncil.org.

School Bus Driving Record Checks

Driving records can be obtained for \$2.82 (plus \$2.00 at the fee offices). A verbal driver's status check can be obtained by calling DOR, General Issuance, (573) 751-2730 (ext. 2) or by calling an automated line at (573) 751-2730 (ext. 1).

It is recommended that the driving record or S endorsement status be checked *at least every 6 months*. School bus drivers are notified by letter when any S endorsement status change occurs. Driving record checks are also run when the applicant is applying for an S endorsement.

Reminder of 2018 School Transportation Legislation

SS HCS HB 1606

162.064, RSMo. Each school district shall have on file a statement from a medical examiner which indicates that the driver is physically qualified to operate a school bus for the purpose of transporting pupils. Such statement shall be made on a **biennial** basis. The term "medical examiner" includes, but is not limited to, doctors of medicine, doctors of osteopathy, physician assistants, advanced practice nurses, and doctors of chiropractic. For new drivers, such statement shall be on file prior to the driver's initial operation of a school bus. This section shall apply to drivers employed by the school district or under contract with the school district.

Federal Entry Level Driver Training – (ELDT)

Effective February 7, 2022 there are new regulations regarding training for new bus drivers required for their initial license. The regulations address knowledge and skill requirements with 93 classroom and behind the wheel topics to be covered. Trainers must hold a CDL of the same or higher class with appropriate endorsements for the vehicle for which training is provided along with at least 2 years of experience as a trainer. Drivers must demonstrate 80% proficiency on a locally developed assessment.

Information on the ELDT rule along with curricula for the training can be found [here](#).

School Finance

**P.O. Box 480
205 Jefferson Street
Jefferson City, MO 65102
Phone # (573) 751-0357
Fax # (573) 526-3897**

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



The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, national origin, age, veteran status, mental or physical disability, or any other basis prohibited by statute in its programs and activities. Inquiries related to department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Director of Civil Rights Compliance and MOA Coordinator (Title VI/Title VII/Title IX/504/ADA/ADAAA/Age Act/GINA/USDA Title VI), 5th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov.