

# School Finance

August 2022



## Highlights

- [Payment Calculations](#)
- [SAT & Threshold Recalculations](#)
- [DVM for FY2023](#)
- [Impact on Payments](#)
- [1% PD Expenditures – FY2023](#)
- [Transportation Supplement](#)
- [Relief Fund Reminders](#)
- [MAP – Debt Reporting](#)
- [FY2022 Audit Report Submission](#)
- [Transfer Maximums – 7%, 5% & Transportation](#)
- [School Calendar Requirements](#)
- [Buyout-Leased Supplies/Equipment](#)
- [PDC – 1% Allocation Requirement](#)
- [FY2023 Transportation Budget](#)
- [Estimated Regular Term ADA](#)
- [Summer School Attendance](#)
- [2022-23 Attendance Hour Claiming](#)
- [Students - COVID-19 Related Quarantine](#)
- [FY2022-23 Contacts Information](#)
- [Tax Rates](#)
- [Estimated Required Local Taxes Form](#)
- [Nonresident Students](#)
- [Residency-Due Diligence](#)
- [Birth Certificates](#)
- [Transp Document Prep Manual](#)
- [MSPMA Annual State Conference](#)
- [National School Bus Safety Week](#)
- [School Bus Driving Records Check](#)
- [ELDT](#)
- [2021-22 Transp Data Collection](#)
- [SB681, 10 passengers or less including driver](#)



## Payment Calculations

### Basic Formula

The pandemic provision was applied for districts and payment was based on the current data available for Fiscal Years 2022-23, 2021-22, 2020-21, or 2019-2020 weighted average daily attendance (WADA). Calculation documentation can be found linked on the payment transmittal.

Charter schools are paid on the current year estimated ADA/WADA.

### Classroom Trust Fund

The payment was calculated as allowed by Section 163.021.1(4), RSMo using the higher of FY 2021-22, FY 2020-21 or FY 2019-20 average daily attendance (ADA) data.

### Proposition C

The payment was calculated as allowed by Section 163.021.1(4), RSMo using the higher of FY 2021-22, FY 2020-21 or FY 2019-20 weighted average daily attendance (WADA) data.

### Transportation

The August 2022 payment was based on the FY 2021-22 June Transportation payment data. The September payment will also use the June 2022 Transportation payment. The new FY 2023 appropriation will not be used until the first live payment of the year which is scheduled to be calculated in October 2022.

### Small Schools Grant

The FY 2022-23 payment will not be calculated until October.

## Point of Interest

ASBR Data is be used in a variety of reporting. Please ensure all data in the ASBR is correct and all expenditures are coded to appropriate project codes if applicable.

## State Adequacy Target (SAT) and Threshold Recalculations

The SAT and related Thresholds for Fiscal Year 2022-23 and 2023-24 are as follows:

Item	Amount
State Adequacy Target	\$6,375.00
Free & Reduced Lunch Threshold	30.95%
Special Education (IEP) Threshold	13.11%
Limited English Proficiency Threshold	2.29%

## DVM for FY 2023

The dollar value modifier (DVM) for FY 2023 may be viewed under [State Aid Payment Data](#) on the School Finance website.

## 163.021.1(4), RSMo. Impact on Payments

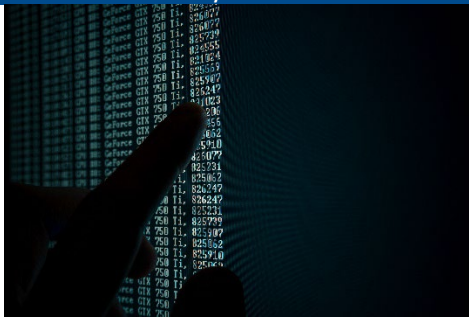
DESE has determined that FY 2022 student attendance has been broadly impacted by the COVID-19 pandemic, specifically due to the Delta and Omicron variants that occurred during the school year. As such, payment calculations for districts will include the use of FY 2020 ADA and WADA values as outlined below.

Section 163.021.1(4), RSMo indicates that “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.”

By applying this provision to FY 2023 payment calculations that rely on pandemic-impacted attendance years, the Basic Formula, Classroom Trust Fund, Prop C, and Small Schools Grant will be adjusted. Districts’ Basic Formula payments will include the greater of the FY 2020, FY 2021, FY 2022, or an estimate of FY 2023 WADA. For Classroom Trust Fund and Prop C, School Finance will utilize the greater of the FY 2020, FY 2021, or FY 2022 ADA or WADA for payment purposes. For the Small Schools Grant, FY 2022 ADA will be used to determine if a district qualifies for the grant, then the greater of FY 2020, FY 2021, or FY 2022 ADA will be used for payment purposes (not to exceed 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 statutory provision does not apply to charter schools, but an administrative rule revision has been approved to adopt a similar approach under 5 CSR 30-660.090 Charter School Local Education Agency (LEA) Attendance Hour Reporting for FY 2022.

### Point of Interest

Calculation tools to help with revenue projects can be found on the [School Finance Calculation Tools](#) webpage.



## Miscellaneous Finance Topics

### Transportation Supplement

Transportation Supplement Grant has been extended and can now be used for funds obligated through September 30, 2022. The [Grant Guidance Document](#) can be found on the [DESE COVID Relief Information page](#).

If the LEA has claimed all funds, please make sure to submit the FER.

### Relief Fund Reminders

Grants expiring September 30, 2022 are:

- ESSER I
- Student Connectivity
- Transportation Supplement
- Teacher Retention (ESSER I Portion)

If an LEA is using expenditures from a fiscal year to claim any of the various relief funds, it is necessary to ensure the expenditures are coded with the appropriate assigned project code and ensure the Annual Secretary of the Board Report reflects the proper source of funds and project code associated with the expenditure.

### 1% Professional Development Expenditures - FY 2023

Section 160.530.1, RSMo requires districts to spend one percent (1%) of the Basic Formula monies (based on Line 17B of the district's June basic formula calculation) for professional development committee expenditures. A minimum of seventy-five percent (75%) of one percent (1%) of the current year's Basic Formula apportionment must be spent in the year received for purposes determined by the Professional Development Committee and identified in the professional development plan in relation to a school improvement plan. This is completely separate from professional development that may be required by other programs such as title or special education programs. Expenditures should be recorded to Function Code 2214. Any portion of the other twenty-five percent (25%) of the one percent (1%) not expended during the year must be shown as a part of the restricted fund balance on June 30.

If transportation funding remains at the budgeted amount of \$328,411,105, most likely the provision of Section 160.530.1, RSMo **will not** apply and districts will be required to spend one percent (1%) of the Basic Formula monies (based on Line 17B of the district's June basic formula calculation) for professional development committee expenditures. A minimum of seventy-five percent (75%) of one percent (1%) of the current year's Basic Formula apportionment must be spent in the year received for purposes determined by the Professional Development Committee and identified in the professional development plan in relation to a school improvement plan.

### 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.

If you have questions regarding accessing the portal website, please contact OA at (573) 751-2971 or [MAPBonds@oa.mo.gov](mailto: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.

### Point of Interest

All COVID Relief Fund grant information can be found on the [DESE COVID Relief Information](#) webpage.

## FY 2022 Audit Report Submission Via Tiered Monitoring System

The following guidelines are provided for the Fiscal Year 2022 Audit Submissions:

- Board approved audits, copies of signed board minutes approving the audit, and management letters must 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 board approved audit report must be uploaded as “Audit Documents (required fiscal audit)”. The board minutes, management letter, and any corrective action plans must be uploaded as “Audit Documents (supporting docs)” in the file upload dialog box for the 2022-23 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, 2022**. Failure to submit the audit in a timely fashion can result in the withholding of state aid.
- 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 will not 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 is found on [the School Audit 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.

### Point of Interest

Information regarding Attendance Hour reporting for the 2023 School Year can be found on the [Attendance Reporting Guidance](#) document located under Finance Topics & Procedures on the School Finance Webpage.

## Calendar

### 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 shall consist of 1,044 hours or 522 hours in session for half-day kindergarten or prekindergarten programs claimed for state aid.

There is also a weather make-up hour requirement.

- 36 planned make-up hours are required. Per SB 681 which takes effect August 28, 2022, 18 planned make-up hours are required for half day programs.

The LEA 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 (18 for half day programs) weather hours are made up and then half the amount thereafter up to 48 (24 for half day programs) hours, for a maximum of 60 (30 for half day programs) total make-up hours.

Also, up to 36 [Alternative Method of Instruction \(AMI\)](#) 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. To use AMI the district must have a DESE approved AMI, plan for the year.

### Transfer Maximums – 7%, 5%, and Transportation

The final \$162,326 or 7% x SAT x WADA transfer, the Designated Levy or 5% x SAT x WADA transfer, and transportation transfer are available on the [School Finance Data & Reports](#) webpage. These are the final calculations for the 2021-22 year.

### Buyout of Leased Supplies or Equipment

If supplies or equipment were leased and paid for from the General (Incidental) fund, there is no allowance in law to take possession of those items at the end of the lease period or to obtain them for a buyout at the end of the lease. If the items become owned by the LEA and purchased through a type of debt, they must be paid for entirely from the Capital Projects Fund per [165.011, RSMo.](#)

### PDC – 1% Allocation Requirement

The PDC 1% allocation requirement for the 2021-22 school year is available on the School Finance website under the [Data & Reports](#) page.

### FY 2023 Transportation Budget

HB 3002 for FY 2023 provides a significant one-time increase for Transportation State Aid Payment, pending final approval by the Governor. The payment calculation is based on prior year allowable cost, riders, and mileage. Transportation is paid only for eligible riders and eligible route miles. Allowable cost (Line 26 of the Transportation State Aid Payment Calculation sheet) is the cost that flows into the transportation calculation. Eligible cost (Line 45 + Line 49) is the amount eligible for the payment calculation. The maximum Transportation State Aid Payment per law is 75% of your eligible cost (line 50). An LEA's Transportation State Aid Calculation can be found on the Payment Transmittal. Click on the word "Transportation" located on the Revenue Code column to open the payment calculation.

The ultimate funding status of the FY 2023 Transportation State Aid Payment will not be known until all LEAs submit the Annual Secretary of the Board Report (ASBR) for FY 2022. Increased fuel and driver costs in FY 2022 could impact the final funding percentage level. If 75% of total reimbursable costs exceeds the appropriation, there will be an appropriation adjustment to Line 50, represented on Line 51, to then calculate the total annualized Transportation State Aid Calculation shown on Line 52.

To help project the LEAs Transportation State Aid Payment, the department has developed a [Transportation Aid Calculator](#) LEA's can use to project their transportation funding. Information used in this calculation tool should be actual revenue, expenditures, depreciation, riders and mileage from the FY 2022 year.

#### [Point of Interest](#)

Final FY 2021-22 transfer amounts have been posted on the School Finance Website under the [Data & Reports webpage](#). Final amounts will be posted after the June payment is completed.



## Estimated Regular Term Average Daily Attendance (ADA)

The estimated regular term ADA for 2022-23 may be provided to your school finance contact to be entered on the Estimated ADA Screen. The district would report an estimated regular term ADA for the 2022-23 year only if the district's 2022-23 regular term ADA is expected to be greater than the 2021-22, 2020-21 and 2019-20 regular term ADA figures and the district wants to be paid in 2022-23 on the 2022-23 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 2022-23. 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.

## Summer School Attendance

To claim summer school attendance hours for state aid, the district must have an approved summer school. Summer school must be separate from your regular school term. Summer school also cannot be required.

Be aware that a student can only attend one school district/charter summer school. Section 167.227, RSMo states "No pupil shall attend summer school classes in more than one district during any one summer." If a student attends summer school in more than one district, the district that the student attended first will be the only district allowed to report the attendance hours for state aid.

Per the ESSER, ESSER II and ESSER III guidance documents, ESSER funds may be used to support summer school programs to the extent that such expenditures are related to preventing, preparing for, and responding to COVID 19 and the costs are reasonable and necessary. For summer school reimbursement, LEAs would be able to claim under ESSER the difference between the cost of instruction and the revenue generated by ADA through the Foundation Formula and Prop C sources. Likewise, LEAs can claim under ESSER the cost of providing supplemental or remedial service expenses during the school year in excess of what is reimbursable through the Foundation Formula. LEAs that utilize ESSER funds for all summer school or all remedial program expenses may not claim ADA for those same services. The LEA cannot be paid twice for the same supplemental service. That means no attendance hours should be included for students serviced in a summer school program paid for with ESSER, ESSER II and ESSER III funds. Attendance hours and absent hours should be zero in the August Enrollment and Attendance MOSIS file submission.

Note: Summer school transportation and transportation to support supplemental instruction during the school year are allowable uses of both ESSER funds and GEER Transportation Supplement funds. Any student transportation expenses funded under the CARES/CRRSA/ARPA relief programs should be coded to Function Code 2558 – Non-Allowable Transportation to avoid double-claiming for reimbursement. The miles associated with these costs should not be reported on the Application for State Transportation Aid.

### Point of Interest

Transportation Supplement Grant has been extended and can now be used for funds obligated through September 30, 2022.

The [Grant Guidance Document](#) can be found on the [DESE COVID Relief Information page](#).

## 2022-23 Attendance Hour Claiming

Information regarding claiming attendance hours for SY 2022-23 can be found in the Attendance Reporting guidance document located on the [Finance Topics & Procedures](#) webpage.

## Students 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 or virtual attendance hour claiming.

- A student on COVID-19 quarantine can be provided five hours of one-on-one instruction during a Sunday-to-Saturday time period. This instruction can be done in person, through electronic methods and/or by phone. Attendance when a student is provided five hours of one-on-one instruction during a Sunday-to-Saturday time period is claimed as full time for the week. 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.
- 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. 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.
- 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. 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.

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.

## FY 2022-23 Contacts Information

Much of the notification process used for the ASBR, payments, and other correspondence is done by e-mail. In order to provide proper and timely notification, DESE must have an accurate e-mail address for the person(s) responsible for financial functions. The e-mail addresses must be reported on Core Data Screen 3 for the ASBR, Finance, and Bookkeeper contacts, as well as, Screen 4 for the Superintendent. Please check all of the information on the appropriate Core Data Screens to ensure the contact person's name, e-mail address, and phone number are correct.

### Point of Interest

An ASBR 101 presentation has been recorded and posted to the [School Finance Related Webinars](#) webpage.

## Tax Rates

The district should have received the 2023 State Auditor's Office forms for computing the 2023 tax rate ceiling for operations and the debt service maximum levy. The forms should be completed as soon as possible and forwarded through the appropriate channels. Establishing the tax rate ceiling is fundamental in determining the actual adjusted tax levy and the placement of the levy by fund. A tax rate calculator is available on the State Auditor's web page.

District Tax Reduction Worksheet (more commonly referred to as the Prop C Rollback Worksheet) is available on the web under Calculation Tools. For those districts completing the Prop C Rollback Worksheet, data for Line 1b (if applicable) may be found on Proposition C Compliance letter, which was made available in May. Districts who received voter approval for a full waiver of the Proposition C Rollback do not need to complete the Prop C Rollback Worksheet.

The data for Line 2a of the Prop C Rollback Worksheet and the data for Line 14 of the State Auditor's Office tax rate ceiling form can be found on the Proposition C Compliance letter, which was made available in May within Web Applications, or on the School Finance website under Calculation Tools and select Estimated State Assessed Revenues.

To access the Proposition C Compliance letter, go to the DESE Web Applications and follow the steps listed:

1. Log in to Web Applications with your userid and password
2. Select "Prop C Compliance" on the page titled user applications
3. Select "District Letter" on the left hand navigational menu
4. Select "Prop C Letter" on the next page

## Estimate of Required Local Taxes Form

The Estimate of Required Local Taxes form is available in an Excel file version for districts to enter the appropriate tax rate information and print to send to the county clerk in each county(ies) in which the district is located/has assessed valuation). This Excel file is available at Calculation Tools.

The form details out the unadjusted and adjusted levy by fund, as well as any prop c rollback required. For more information regarding the difference between unadjusted and adjusted levies can be found on page five of the Tax Rate Information guidance document

The information reported to the county(ies) on the **Estimate of Required Local Taxes** should be the same as the board approved by fund and that is reported by the district on Screen 6 of the 2022-23 August Core Data Collection Cycle.

If adjustments are made to the levies during the year, please ensure that the appropriate corrections are made with the county, State Auditor's Office and DESE on Screen 6 of Core Data. Direct questions regarding the completion of the **Estimate of Required Local Taxes** Excel file form to the School Finance Section at (573) 751-0357.

### Point of Interest

A tools to help with track grant expenditures and revenue can be found on the School Finance Calculation Tools webpage.



## School Governance & Transportation

### Nonresident Students

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

- In most cases, if a school district enrolls a nonresident student, the district must charge tuition and the student cannot be counted for state aid purposes. There are very few exceptions to this.
- Homeless children are resident students.
- A child of a parent employed by the school district as a teacher or regular employee and agriculture exemptions are situations where a nonresident student may be enrolled and counted for state aid purposes.

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, is found on 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.

### Residency – Due Diligence

As you begin to prepare for registration, it is important to provide due diligence to residency. It is important to accurately report the residency status of students in all reporting done throughout the year. Acceptable forms of verification are provided on our [Residency](#) webpage.

### 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 summary, 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.

### Transportation Document Preparation Manual

The FY2023 [Transportation Document Preparation Manual](#) has been posted

#### [Point of Interest](#)

An ASBR 101 presentation has been recorded and posted to the [School Finance Related Webinars](#) webpage.

## MSPMA Annual State Conference

The annual state conference of the Missouri School Plant Managers Association will be held on September 18-20, 2022, 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 is also available on the [MSPMA website](#).

## National School Bus Safety Week

The 2022-23 poster contest theme will be *Safely Rolling to My Destination*, ASBC members will announce details in the near future; entries for the 2022-23 National School Bus Safety poster contest may be submitted between August 15, 2022 – March 31, 2023. To order posters, contact the American School Bus Council at [info@americanschoolbuscouncil.org](mailto:info@americanschoolbuscouncil.org).

## School Bus Driving Records Checks

Driving records can be obtained for a small fee. 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.

## Federal Entry Level Driver Training (ELDT) Effective as of February 7<sup>th</sup> 2022 Key Information

Information on the new Federal Entry Level Driver Training can be found on the [Student Transportation](#) website. This became effective February 7, 2022, and after that date, entry-level employees who are obtaining their CDL or Bus Endorsement are required to undergo the training outlined under these [federal guidelines](#). For more information, contact David Tramel at [David.Tramel@dese.mo.gov](mailto:David.Tramel@dese.mo.gov) or 573-751-0357.

## 2021-22 Transportation Data Collection

The transportation data are collected through the Annual Secretary of the Board Report via the ASBR web applications process. The data required for the Application for State Transportation Aid and School Bus and Facility Depreciation Schedules have not changed. The ASBR must be submitted via the Web Application by midnight, August 15, 2022.

## SB 681, Transportation of 10 passengers or less including the driver

Senate Bill 681 goes into effect August 28<sup>th</sup> changing the definition of a school bus and subsequent qualifications to operate certain vehicles.

- The bill effectively removes vehicles that are designed to transport 10 passengers or less from the current definition of a school bus as used by DESE.
- In order to operate a district owned vehicle capable of transporting 10 passengers or less the driver needs to only possess a class F operator's permit after this law goes into effect.
- The Department of Revenue is not requiring these drivers to hold a Class E license.
- It is important to note that the bill describes these vehicles as less than 12,000 lbs GVWR. Any vehicle capable of transporting more than 10 including the driver must still meet the minimum safety standards for a school bus.

### Point of Interest

Calculation tools to help with calendar creation and inclement weather tracking and required make-up can be found on the [School Finance Calculation Tools webpage](#).

## School Finance Contact Information & Staff Changes

Kara Shumate has accepted another position within the Department of Elementary and Secondary Education Administrative and Financial Services. We wish her well in her new adventure.

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



### School Finance

P.O. Box 480 • 205 Jefferson Street, Jefferson City, MO 65102  
 Phone # (573) 751-0357 • Fax # (573) 526-3897 • [finadmgov@dese.mo.gov](mailto:finadmgov@dese.mo.gov)  
<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](mailto:civilrights@dese.mo.gov).