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| **The Critical Role of the Kansas Special Education Director** |
| Special Education Administrators play an important role in the provision of services to students with exceptionalities at the local level.  Perhaps the most regulated sector of public education, special education is federally mandated and governed by both federal and state laws.  The Kansas State Department of Education is responsible for ensuring the general supervision of special education in the state and does this through the Kansas Integrated Accountability System (KIAS). Through this system, KSDE is routinely collecting, monitoring, and submitting program and fiscal data to the federal Office for Special Education Programs (OSEP) and each Local Education Agency (LEA) in the state is responsible for ongoing collection, verification, and reporting activities related to the provision and funding of special education in the state.KSDE has developed a multi-faceted system to accomplish this process and you, as a special education administrator will be responsible for interacting with all the following components of that system. Much more information and resources on the expectations of LEAs are available at KSDE.org, and a brief description of key activities within that system and generally expected of an LEA Special Education director is offered below to orient you to some of the important components of the system. The list of activities here are not exhaustive and are only intended to provide an overview of key tasks and responsibilities of a local special education director. For complete details, review applicable regulations and guidance from the Kansas State Department of Education. |
| **The NEXT 100 Days Checklist** |
| **Policy/Procedure** |
|  | ACTIVITY | DESCRIPTION | NOTES | OCT | NOV | DEC | JAN |
|  | Teacher Evaluations | Special education Teachers and Related service Personnel must be evaluated at the same rate as the General Education Licensed staff. | All Educators (Building Educators, Building Leaders, and District Leaders): 1st year of employment in district – evaluate twice, once each semester 2nd year of employment in district – evaluate twice, once each semester Evaluation Timelines | → | → | → | → |
|  | Download and review the [FY2023 Special Education Reimbursement Guide](https://www.ksde.org/Portals/0/SES/funding/CatAid/ReimbursementguideFY23.pdf)  | The [FY2023 Special Education Reimbursement Guide](https://www.ksde.org/Portals/0/SES/funding/CatAid/ReimbursementguideFY23.pdf) is intended to help users understand and prepare claims for state special education funds known as Categorical Aid. Text in red indicates a difference from the previous year. |  | → | → | → | → |
|  | Locate, bookmark/print the [KSDE Special Education Process Handbook](https://www.ksde.org/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/Special_Education/Legal-Special-Education-Law/Kansas-Special-Education-Process-Handbook) | The [KSDE Special Education Process Handbook](https://www.ksde.org/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/Special_Education/Legal-Special-Education-Law/Kansas-Special-Education-Process-Handbook) was developed to provide guidance, resources and supports necessary for those professionals who work to improve results for exceptional children.  The information provided in the Kansas Special Education Process Handbook attempts to clarify and define legal requirements of the law and regulations. Directors and leadership staff should bookmark this document or print a desktop copy for reference throughout the year.  | Download of the Handbook should be completed in July. However, ongoing review is a necessity. [KSDE Special Education Process Handbook](https://www.ksde.org/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/Special_Education/Legal-Special-Education-Law/Kansas-Special-Education-Process-Handbook) should be one of your first resources when confronted with an issue involving special education law. | → | → | → | → |
|  | Review Local Special Education Policies, Procedures and Forms; Update/Revise as Needed | Every LEA must have in effect local policies, procedures and programs to ensure the implementation of special education within the LEA consistent with federal and state law. [34 CFR §300.201](https://www.ecfr.gov/current/title-34/subtitle-B/chapter-III/part-300/subpart-C/section-300.201) This includes local forms and procedural documents, as well as many required board policies. Often, within KIAS monitoring, policies, practices, and procedures are required to be reviewed for particular areas. A good place to review several of these areas of policy and procedure is through the LEA IDEA VI-B Application Assurances section. Reviews of procedures and practices often occurs as part of the KIAS monitoring activities. | This is an ongoing process. Each File review has a component which will impact local policies. Careful analysis of local procedures needs to be a part of any compliance action. | → | → | → | → |
|  | Private School Consultation | Timely and meaningful consultation 34 CFR §300.135 : Prior to other required activities, LEAs must invite and consult with private school representatives, and representatives of parents of eligible privately-enrolled students educated in the district. Topics that must be discussed are: child find process, determination of proportionate share, consultation process, provision of special education and related services, and provision of a written explanation by the LEA regarding services (in the event of disagreement between the district and private school officials). Although the initial consultation must occur prior to other required activities, additional consultation may occur. | Written affirmation following consultation 34 CFR §300.134 The LEA must obtain written affirmation confirming that timely and meaningful consultation has occurred, signed by the private school representatives. The written affirmation is confirmation that consultation has occurred—not that there is agreement among meeting participants. If such representatives do not provide such affirmation within a reasonable period of time, the LEA shall forward the documentation of consultation process to the Kansas State Department of Education (KSDE).  |  | ● |  |  |
|  | 618 Child count and proportionate share calculation | 34 CFR § 300.133(c) According to state regulation 91-40-42(b)(1), local school districts shall annually conduct a count of children with disabilities attending private schools (elementary and secondary) located within the district. This count, at the discretion of the local board, must be conducted on the last Friday of October or on December 1 each year. This count includes all children determined to have a disability that are parentally placed in private schools regardless of whether or not they are receiving special education or related services or whether the child lives within the jurisdiction of the LEA.  |  |  |  | **X** |  |
| **Budget/Fiscal** |
|  | ACTIVITY | DESCRIPTION | NOTES | OCT | NOV | DEC | JAN |
|  | Categorical Aid Payment 1 submission  | State Special Education Categorical Aid | Oct 1 Last day to update 1st Special Teacher payment  | **X** |  |  |  |
|  | Categorical Aid Payment 2 submission  | State Special Education Categorical Aid | Dec1 Last day to update 2nd Special Teacher payment |  |  | **X** |  |
|  | Maintenance of Effort  | The term “Maintenance of Effort,” often shortened to “MOE,” refers tothe requirement placed upon many federally funded grant programs that the LocalEducation Agencies (LEA) demonstrate that the amount of state and local fundsexpended for the provision of special education not decrease from the amountexpended in the previous year. Completion of this report will likely requireassistance from the district business office and/or board clerk. [Understanding Maintenance of Effort](https://www.ksde.org/Portals/0/SES/funding/IV.D.1%20Understanding%20MOE.pdf)  | November 14 – January 14 [Excess Cost and MOE Instructions](https://www.ksde.org/Portals/0/SES/funding/MOE-ExcessCostMOEinstructions.pdf) [IDEA MOE Tracker](https://www.ksde.org/Portals/0/SES/funding/IDEA-MOE_Tracker.xlsx)  |  | → | → | **X** |
|  | Excess Cost | There is a cost associated with the education of all students,regardless of whether they have a disability. VI-B funds are only intended toreimburse for the excess cost associated with providing special education servicesto students with disabilities. The Excess Cost report uses district-wide budget datato determine the average expenditure per pupil separately for both the elementaryand secondary grade level in order to calculate the minimum amount of state andlocal funds that an LEA must expend for the education of students with disabilitiesbefore accessing VI-B funds. Completion of this report will likely require assistancefrom the district business office and/or board clerk. | November 14 – January 14[Excess Cost and MOE Instructions](https://www.ksde.org/Portals/0/SES/funding/MOE-ExcessCostMOEinstructions.pdf)  |  | → | → | **X** |
|  | Special Teacher Payment #1 | State Special Education Categorical Aid There are 5 payments during the year, October 15th, December 15th, March 15th, April 15th, June 1st; LEAs should ensure that their data is current before the deadline for each payment (1st of the month of the payment, final deadline May 1st). | Issued Oct 15 25% of the claimed Regular Special Teacher FTE. 100% of Teacher FTE for the prior summer term. | **X** |  |  |  |
|  | Special Teacher Payment #2 | State Special Education Categorical Aid There are 5 payments during the year, October 15th, December 15th, March 15th, April 15th, June 1st; LEAs should ensure that their data is current before the deadline for each payment (1st of the month of the payment, final deadline May 1st). | Dec 15 2nd Special Teacher payment issued 50% of the claimed Regular Special Teacher FTE. Teacher FTE. Minus the October payment. |  |  | **X** |  |
|  | Local Consolidated Plan 2020-21  carryover final expenditure  report | LCP Annual Report Federal Title I and Title III &  LCP Annual Report State At-Risk | Due Oct 15 | **X** |  |  |  |
|  | KS Deaf-Blind Fund (DBF) | The KS Deaf-Blind Fund applications for students on the KS DB Census Group 1 Application Window Closes in July, notification of Group 1 awards occurs in August, and then Group 2 opens in September. | Nov 12 Receipts/Invoices due to KSDE for Group 1 Awardees | **X** | → | → | → |
|  | Review and complete the KSDE [Federal Fiscal File Review](https://www.ksde.org/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/KIAS-Kansas-Integrated-Accountability-System#fiscalreview). | The KSDE Federal Fiscal File Review is a part of the KIAS cyclical monitoring reviews. It is a self-assessment of the LEA’s policies, practices, and procedures related to federal funds management. The collection opens in early September and closes early October.  | 20-23 Cohort 2 window closed Oct 1 | **X** |  |  |  |
|  | Time and Effort  | Records must be kept to document employees’ time when they are paid with federal funds. Employees who are paid with federal or state categorical aid funds and have a single cost objective (such as special education) —100% of their time—may semi-annually certify to this fact. Employees funded as above who work on multiple cost objectives (such as general education and special education)—must maintain monthly time reports(Personal Activity Reports). | Personal Activity Reports must be completed at least monthly, semi‐annual certificates should be completed at the end of the reporting period, so generally in December and June. | → | → | **X** | → |
| **General Leadership** |
|  | ACTIVITY | DESCRIPTION | NOTES | OCT | NOV | DEC | JAN |
|  | Verify staffing is in place for year and continue efforts to fill any open positions.  | Review departures, fills, and additions to overall FTE within your system as well as any potential changes to assignments. Communicate with applicable staff, building and district leadership and update coop/interlocal boards on staffing. Consider posting open positions on the [Educate Kansas Job Board](https://jobs.educatekansas.org/inner.php?p=scripts/funct.search.job.list) is recommended. This job board requires a user ID and PW to post positions. |  | → | ● |  |  |
|  | Review and plan for all leadership and coordination meeting dates within your system.  | Identify and calendar all applicable leadership meetings and collaborative events for your system/role, typically including district leadership meetings, BOE meetings, Board of Director meetings (for coop/interlocal), staff meetings, other. Review prior year special education BOE and/or BOD agenda items for each month to anticipate items for the current year.  | ongoing review is a necessity | → | → | → | → |
|  | [Register for the monthly KSDE Special Education Administrators Webinars](https://www.ksdetasn.org/event_groups/_AezOQ)  | KSDE Special Education leadership provides a monthly webinar for LEA special education leaders to review relevant updates, collections, resources, and more. Although these are generally recorded, it is recommended that directors [register](https://www.ksdetasn.org/event_groups/_AezOQ) (KSDE TASN) and prioritize live participation in these sessions on their calendar.  |  | ● | ● | ● |  |
|  | Register for Special Education Administrators Quarterly Workshops | KSDE Special Education and Title Services provides quarterly professional learning and collaboration opportunity for LEAs, particularly for new directors of special education or Title services. The first session is in July as a pre-session event to the KSDE Leadership Conference in July. Register for this year’s sessions and check out prior session materials [here](https://www.ksdetasn.org/tasn/ksde-sets-special-education-quarterly-meetings). |  | ● |  |  | ● |
|  | Special Education Advisory Council (SEAC) | The purpose of the Kansas State Special Education Advisory Council is to provide policy guidance to the State Board of Education with respect to special education and related services for children with disabilities in the state. The Council meets as mandated by both the State and Federal Legislation. All council meetings are public meetings and include a time for public comments to be received. | To make a request to provide public comment at the hybrid meetings to be held in the 2022-2023 school year please contact:klove@ksde.orgTo submit written Comments please send them to:klove@ksde.org | → | → | → | → |
|  | Identify appropriate staff to attend Educational Benefits Review training |  |  | → | ● |  |  |
| **Kansas Integrated Accountability System (KIAS)** |
|  | ACTIVITY | DESCRIPTION | NOTES | OCT | NOV | DEC | JAN |
|   | Download and Review [KIAS Calendar](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.ksde.org%2FPortals%2F0%2FECSETS%2FKIAS%2FKIASCalendar.pdf&data=05%7C01%7Celincoln%40air.org%7Cdda764749e524282900908da653e6d75%7C9ea45dbc7b724abfa77cc770a0a8b962%7C0%7C0%7C637933616218958387%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Ejs%2BlCU1bMz4SGgInNls6GhFBOxj%2F3N10NN1o8vWsfg%3D&reserved=0)  | KSDE provides a **Kansas Integrated Accountability System (KIAS) Calendar** of critical fiscal and monitoring data collection windows and report submission dates. The calendar and all KIAS information summaries, FAQs, and other resources are available [[here](https://www.ksde.org/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/KIAS-Kansas-Integrated-Accountability-System)](file:///C%3A%5CUsers%5Celincoln%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CICR3KARZ%5CKIASCalendar%2022-23.pdf).  | ongoing review is a necessity | → | → | → | → |
|  | [Dynamic Learning Maps](https://www.ksde.org/Agency/Division-of-Learning-Services/Career-Standards-and-Assessment-Services/CSAS-Home/Assessments/Dynamic-Learning-Maps-DLM-Essential-Elements) Justifications | a State must require an LEA that assesses more than 1.0 percent of its assessed students in any subject with an AA State justifying the need to exceed the 1.0 percent threshold. | Window Dec 1-22 |  |  | **X** |  |
|  | Begin entry of discipline data for current year. | The **KIAS Discipline Data Collection** is a building-level collection of specific discipline incidents by the responsible building within the KIAS Authenticated Application. The current year collection window opens in July. Buildings *may* report incidents that occurred on or between July 1 and June 30 of the current year but *must not submit* that data to KSDE until all reportable incidents for the year have been entered. Collection closes June 30.  | The Discipline Data entry is now open year-round | → | → | → | → |
|  | Prepare for and facilitate entry of **Emergency Safety Intervention (ESI)** data collection. | The [ESI data collection](https://www.ksde.org/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/KIAS-Kansas-Integrated-Accountability-System/Emergency-Safety-Interventions-ESI) is a building-level collection of (Report incidents that occurred on or between June 1 and November 30). Emergency safety interventions law sets forth standards for the use of restraint and seclusion to ensure that all Kansas students and staff have a safe learning environment. The standards found in the emergency safety intervention statutes and regulations are required to be followed in all Kansas public school districts and accredited private schools. Resources on ESI can be found [here](https://www.ksdetasn.org/ksde/emergency-safety-interventions-esi-resources). | Data Collection Window Closes (Report incidents that occurred on or between June 1 and Nov 30) | → | **X** |  |  |
|  | MIS DECEMBER1 COUNT | December 1 report - A list of all Claimed IDEA students with IEP services intersecting the December 1 date. | [KSDE MIS page](https://www.ksde.org/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/Special_Education/MIS-and-Student-Data)TASN MIS Presentation<https://ksdetasn.org/resources/3483> |  | → | **X** |  |