



Finance Advisory Committee

May 19, 2022 | 8:00 to 10:00 am

District Services Center

Community Members Roster: William Markert, Stephanie Williamson, Mackenzie Meyer, Sara Shower, Allan Ege (Absent: Michael Hoban, Gabriel Benson and Sara Sommer)

PLSAS Administration Roster: Julie Cink, Executive Director of Business Services; Jim Quiram, Executive Director of Human Resources; Jim Dellwo, Director of Operations; Transportation, and Health & Safety; Andrea Murphy, Controller; Joe Kuboushek, Principal of Twin Oaks Middle School; Stacey Ruelle, School Board Treasurer; Dr. Teri Staloch, Superintendent

MEETING MINUTES
Julie Cink welcomed all in attendance.
Meeting Hand-Outs: <ul style="list-style-type: none">• COVID Funding Overview 3.31.22• Draft of FY23 Budget• General Fund FY22
FY23 Preliminary Budget: <ul style="list-style-type: none">• Julie Cink discussed the first draft of the FY23 Preliminary Budget<ul style="list-style-type: none">○ Changes will occur when State announces plans for additional funds
COVID Funding Overview: <ul style="list-style-type: none">• Julie Cink reviews the COVID Funding Report 3.31.22
Requested Information for Future Meeting: <ul style="list-style-type: none">• New State Funding for Schools• Staff Breakdown• Class Size Breakdown



Finance Advisory Committee

May 18, 2022 | 8:00 to 10:00 am

DSC - PDC (In-Person)

Community Members Roster: William Markert, Stephanie Williamson, Mackenzie Meyer, Sara Shower, Michael Hoban, Allan Ege, Gabriel Benson

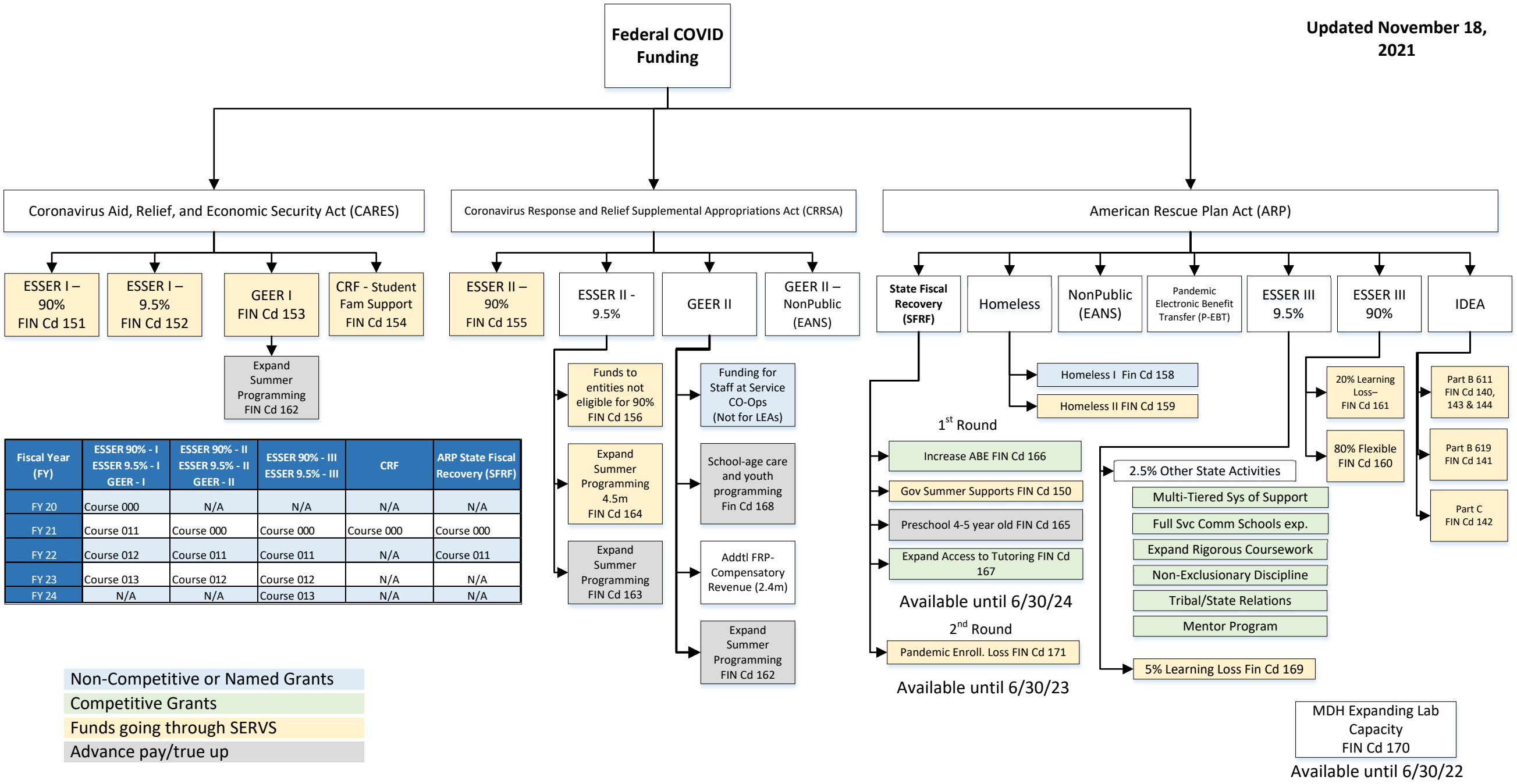
PLSAS Administration Roster: Julie Cink, Executive Director of Business Services; Jim Quiram, Executive Director of Human Resources; Jim Dellwo, Director of Operations; Transportation, and Health & Safety; Andrea Murphy, Controller; Joe Kuboushek, Principal of Twin Oaks Middle School; Sara Sommers; PLHS Teacher; Stacey Ruelle, School Board Treasurer; Dr. Teri Staloch, Superintendent

Purpose:

To assist the Prior Lake-Savage Area School District in financial analysis, long-range financial planning and to provide valuable input as a community member. The purposes of the committee are as follows:

- To understand school district finances in order to properly evaluate and make recommendations to district administration.
- To monitor Strategic Direction #2: Continue fiscal accountability through operational excellence and the alignment of human, financial and physical resources to district goals.
- To review, study, and make recommendations regarding specific financial issues as identified by the school board or district administration.

	AGENDA ITEMS	ACTION
8:00 am	Welcome	Julie Cink
	TOPICS	
	<ul style="list-style-type: none">● COVID Funding Report● FY23 Budget● Legislation Updates	Julie Cink
	Other shared materials: COVID Funding Flow Chart, Legislative Reports Due FY22, Section 28 Special Education Funding Calendar, Submission Calendar for Districts	
	Next Meeting tentatively September 2022	Julie Cink
10:00 am	Meeting Adjourn	Julie Cink



Fiscal Year (FY)	ESSER 90% - I ESSER 9.5% - I GEER - I	ESSER 90% - II ESSER 9.5% - II GEER - II	ESSER 90% - III ESSER 9.5% - III	CRF	ARP State Fiscal Recovery (SFRF)
FY 20	Course 000	N/A	N/A	N/A	N/A
FY 21	Course 011	Course 000	Course 000	Course 000	Course 000
FY 22	Course 012	Course 011	Course 011	N/A	Course 011
FY 23	Course 013	Course 012	Course 012	N/A	N/A
FY 24	N/A	N/A	Course 013	N/A	N/A

- Non-Competitive or Named Grants
- Competitive Grants
- Funds going through SERVS
- Advance pay/true up

Signed into Law: March 27, 2020
 Eligible: to September 30, 2022 (CRF available through December 31, 2020)

Signed into Law: December 27, 2020
 Eligible: to September 30, 2023

Signed into Law: March 11, 2021
 Eligible: to September 30, 2024



Federal COVID Funding Flowchart

Federal Covid-19 Funding

Coronavirus Aid, Relief, and Economic Security Act (CARES, signed into law March 27, 2020)

- ESSER I (90 percent) FIN Cd151 (Funds going through SERVS)
- ESSER I (9.5 percent) FIN Cd 152 (Funds going through SERVS)
- GEER I FIN Cd 153 (Funds going through SERVS)
- CRF-Student Family S (Funds going through SERVS) Support FIN CD154

Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA, signed into law December 27, 2020)

- ESSER II (90 percent) FIN Cd 155 (Funds going through SERVS)
- ESSER II (9.5 percent)
 - Funds to entities not eligible for 90 percent FIN Cd 156 (Funds going through SERVS)
 - Expands Summer Programming. \$4.5 million FIN Cd 164 (Funds going through SERVS)
 - Expands Summer Programming (not in SERVS) FIN Cd 163 (Advance pay/true up)
- GEER II
 - Funding for Staff at Service Co-Ops (not for LEAs) (Non-Competitive or Named Grants)
 - School-age care and youth programming (not for LEAs) FIN Cd 168 (Advance pay/true up)
 - Additional FRP-Compensatory Revenue (2.4m)
 - Expand Summer Programming FIN Cd 162 (Advance pay/true up)
- GEER II Non Public (EANS)

American Rescue Plan Act (ARP, signed into law March 11, 2021)

- State Fiscal Recovery (SFRF)
1st Round- Available until 6/30/2024
 - Governor Summer Supports FIN Cd 150 (Funds going through SERVS)
 - Increase ABE FIN Cd 166 (Competitive Grants)
 - Preschool 4-5 years olds FIN Cd165
 - Expand Access to Tutoring FIN Cd 167 (Competitive Grants)

2nd Round- Available until 6/30/2023

- Pandemic Enroll. Loss FIN Cd 171
- Homeless
 - Homeless I LEAs (not in SERVS) FIN Cd 158 (Non-Competitive or Named Grants)
 - Homeless II FIN Cd 159 (Funds going through SERVS)
- Nonpublic (EANS)
- Pandemic Electronic Benefit Transfer (P-EBT)
- ESSER III (9.5 percent)
 - Other state activities (2.5 percent)
 - Multi-Tiered Sys of Support (Competitive Grants)
 - Full Svs Community School exp. (Competitive Grants)
 - Expand Rigorous Coursework (Competitive Grants)
 - Non-Exclusionary Discipline (Competitive Grants)
 - Tribal/State Relations
 - Mentor Program
 - Learning Loss (5 percent) FIN Cd 169 (Funds going through SERVS)
- MDH Expanding Lab Capacity FIN Cd 170 (Available until 6/30/2022)
- ESSER III (90 percent)
 - 20% Learning Loss FIN Cd 161 (Funds going through SERVS)
 - 80% Flexible FIN Cd160 (Funds going through SERVS)
- IDEA
 - Part B – 611 FIN Cd 140, 143 & 144 (Funds going through SERVS)
 - Part B – 619 FIN Cd 141 (Funds going through SERVS)
 - Part C FIN Cd 142 (Funds going through SERVS)

Federal Covid-19 Funding Table

Fiscal Year (FY)	ESSER 90% - I ESSER 9.5% - I GEER – I	ESSER 90% - II ESSER 9.5% - II GEER – II	ESSER 90% - III ESSER 9.5% - III	CRF	ARP State Fiscal Recovery (SFRF)
FY20	Course 000	N/A	N/A	N/A	N/A
FY21	Course 011	Course 000	Course 000	Course 000	Course 000
FY22	Course 012	Course 011	Course 011	N/A	Course 011
FY23	Course 013	Course 012	Course 012	N/A	N/A

Fiscal Year (FY)	ESSER 90% - I ESSER 9.5% - I GEER – I	ESSER 90% - II ESSER 9.5% - II GEER – II	ESSER 90% - III ESSER 9.5% - III	CRF	ARP State Fiscal Recovery (SFRF)
FY24	N/A	N/A	Course 013	N/A	N/A



Legislative Reports Due during Fiscal Year 2022

Office of Government Relations | mde.govrelations@state.mn.us | 651-582-8209

Due Date	Frequency	Name	Mandate Description	Law/Statute
July 1, 2021	Annual	Report on Learning Year Programs	Summary data on graduation rates, students meeting benchmarks and the success that learning year program providers' experience.	2013 Minn. Laws, chap. 116, art. 2, sec. 15, Minn. Stat. § 120B.35, subd. 3 (2019)
July 1, 2021	Annual	Innovation Research Zone Exemptions	List exemptions granted to a district or charter school that is part of innovation research zone on the Minnesota Department of Education's website.	2017 Minn. Laws, 1st Sp. Sess., chap. 5, art. 2, sec. 52, subd. 4(b)
Sept. 1, 2021	Annual	Consultant Report	External evaluation to evaluate the state's success with implementation of the preschool development grant (PDG) strategic plan.	Minn. Stat. § 16C.08, subd. 6 (2020)
Oct. 15, 2021	Annual	Interagency Agreement and Transfer Reporting	Interagency agreements or service level agreements with another agency, if the total of all agreements with that agency total more than \$100,000; and transfers of appropriations between agencies if the cumulative value of the transfers is more than \$100,000.	2017 Minn. Laws, 1st Sp. Sess., chap. 4, art. 2, sec. 16
Dec. 1, 2021	Annual	Report on Obsolete, Unnecessary, or Duplicative Rules	List of any rules or portions of rules that are obsolete, unnecessary, or duplicative of other state or federal statutes or rules.	1995 Minn. Laws, chap. 233, art. 2, sec. 7, subd. 5, Minn. Stat. § 14.05, subd. 5 (2019)
Dec. 1, 2021	Annual	Incident Report for Minnesota Students in Travel Abroad Programs	Annually must aggregate and publish the reported data on travel abroad programs on the Minnesota Department of Education's website.	2015 Minn. Laws, 1st Sp. Sess., chap. 3, art. 12, sec. 1, Minn. Stat. § 5A.03, subd. 2 (2019)

Due Date	Frequency	Name	Mandate Description	Law/Statute
Dec. 15, 2021	Biennial	Education Partnerships Coalition Fund	Report on the education partnership program. At a minimum, the report must summarize grantee activities, identify grant recipients and awards, analyze program performance measures and outcomes, and make any recommendations for legislative changes.	2017 Minn. Laws, 1st Sp. Sess., chap. 5, art. 9, sec. 1, Minn. Stat. § 124D.99, subd. 6 (2019)
Jan 1, 2022	Biennial	Capital Loan Report	Report each capital loan that has been approved and received voter approval; not received voter approval; and the money remaining in the capital loan account and, if necessary, request that another bond issue be authorized.	Minn. Stat. § 126C.69, subd. 8 (2019)
Jan. 15, 2022	Annual	Report on the Minnesota State High School League	Obtain and review the league's financial audit; list of complaints; executive director's performance review; extent to which league has implemented its affirmative action policy, comparable worth plan, sexual harassment plan and rules; proposed changes.	Minn. Stat. § 28C.20 (2019)
Jan. 15, 2022	Annual	School District Revenue Reporting	Report on any adjustments under subdivision 9 in the previous year.	2010 Minn. Laws, 1st Sp. Sess., chap. 1, art. 3, sec. 3, Minn. Stat. § 123B.75, subd. 9 (2019)
Jan. 15, 2022	Annual	P-20 Education Partnership ¹	The partnership shall develop recommendations to the governor and the legislature designed to maximize the achievement of all P-20 students while promoting the efficient use of state resources.	2009 Minn. Laws, chap. 96, art. 2, sec. 58, subd. 2, Minn. Stat. § 127A.70, subd. 2 (2019)
Jan. 25, 2022	Annual	World's Best Workforce Legislative Report	Report the list of school districts that have not submitted their report to the commissioner under subdivision 5 and the list of school districts not achieving their performance goals established in their plan under subdivision 2 of this statute.	2015 Minn. Laws, 1st Sp. Sess., chap. 3, art. 3, sec. 5, Minn. Stat. § 120B.11, subd. 9 (2019)

¹ The P-20 Partnership report is alternately prepared by staff in the Office of the President at the University of Minnesota, the Minnesota Department of Education, the Minnesota Office of Higher Education, and the Minnesota State Colleges and Universities.

Due Date	Frequency	Name	Mandate Description	Law/Statute
Feb. 1, 2022	Quadrennial	Review of Education-Related Mandates	Review all education-related mandates in state law or rule to determine which mandates fail to adequately promote public education in the state.	Minn. Stat. § 127A.05, subd. 2 (2019)
Feb. 1, 2022	Annual	Options for General Education Formula Changes to Limit Revenue Disparities	Recommend options for change in the general education formula that will limit the disparity in adjusted general revenue to no more than the disparity for the previous school year.	2019 Minn. Stat. § 127A.51 (2019)
Feb. 1, 2022	Annual	A Report on Districts' Progress in Reducing the Use of Restrictive Procedures in Minnesota Schools	Report on districts' progress in reducing the use of restrictive procedures that recommends how to further reduce these procedures and eliminate the use of prone restraints.	Minn. Stat. § 125A.0942, subd. 3 (b) (2019)
Feb. 1, 2022	Annual	Rigorous Course Taking	Report on enrollment in advanced placement and int'l baccalaureate courses; teachers attending training programs; teachers participating in support programs; recent trends, expenditures, other recommendations.	Minn. Stat. § 120B.13, subd. 4 (2019)
Feb. 15, 2022	Annual	Dangerous Weapons and Disciplinary Incidents	Annual report on incidents involving the use or possession of a dangerous weapon in school zones.	Minn. Stat. § 121A.06, subd. 3 (2019)
Feb. 15, 2022	Annual	Districts with Statutory Operating Debt	Study on operating debt in school districts.	Minn. Stat. § 123B.83, subd. 3 (2019)
Feb. 15, 2022	Annual	Grants and Gifts Received and Applied for	Report on grants and gifts received and applied for under this subdivision.	2009 Minn. Laws, chap. 96, art. 7, sec. 2, Minn. Stat. § 127A.08 (2019)
March 30, 2022	Annual	Special Education Cross-Subsidies Report to the Legislature ²	Annual report on the amount each district is cross-subsidizing special education costs with general education revenue.	2007 Minn. Laws, chap. 146, art. 7, sec. 1, Minn. Stat. § 127A.065 (2019)

² Due to the timing of special education aid payments, report will be completed in mid-summer.

Due Date	Frequency	Name	Mandate Description	Law/Statute
May 15, 2022	Annual	Minnesota Part C Annual Performance Report ³	State Interagency Coordinating Council recommendations on a coordinated system of all state and local agency services for children under five with disabilities and their families.	2013 Minn. Laws, chap. 116, art. 5, sec. 9, Minn. Stat. § 125A.28 (2019)
June 20, 2022	Annual	Best Practices in High-Performing Schools	Annual report to the public and the legislature on the best practices implemented in those schools that demonstrate high performance.	2009 Minn. Laws, chap. 96, art. 2, sec. 12, subd. 4, Minn. Stat. § 120B.35, subd. 4 (2019)
Jun 30, 2022	Biennial	Students Who Are Deaf or Hard of Hearing in Minnesota	Annual report of the advisory committee.	2009 Minn. Laws, chap. 96, art. 3, sec. 17, Minn. Stat. § 125A.63, subd. 4(b) (2019)
Jun 30, 2022	Biennial	Students who are Blind or Visually Impaired	Annual report of the advisory committee.	2009 Minn. Laws, chap. 96, art. 3, sec. 17, Minn. Stat. § 125A.63, subd. 4(b) (2019)
June 30, 2022	Annual	Children Experiencing Homelessness Served by Part C	Report on homeless children served. Statistics on the number of homeless children who have received Part C services.	2013 Minn. Laws, chap. 116, art. 5, sec. 30, Minn. Stat. § 125A.125 (2019)

³ Report will be completed within 30 days of receiving the annual determination from the federal Office of Special Education, around Aug. 1.

Section 28: Special Education Finance Calendar

Minnesota Statutes require information to be turned in by the date listed. However, when a date falls on a weekend or holiday, the information and data will be due to Minnesota Department of Education (MDE) on the next business day.

For the State Aid Calculations and Tuition Agreement Adjustment Calendar, please see [Tuition Billing Timelines](#).

Acronyms

This is a list of acronyms used in the calendar below. For a more complete special education funding list, please see the [Acronyms](#) section of this guide.

Acronym	Literal Translation
ACTE-SPED	Access to Career Technical Education for Students with a Disability
ADSI	Alternative Delivery of Specialized Instructional Services
CEIS	Coordinated Early Intervening Services
FIN	Finance Code
MOE	Maintenance of Effort
MARSS	Minnesota Automated Reporting Student System
MDE	Minnesota Department of Education
PDF	Portable Document Format
SEDRA	Special Education Data Reporting Application
SEES	Special Education Evaluation Status
SpEd	Special Education
Special Pupils	Special Education Student Placement
SERVS	State Educational Record View and Submission
SFY	State Fiscal Year
SOA	Statement of Assurances
SSB	State Services for the Blind

Special Education School Finance Calendar

Month	Category	Action	Guidance	Due Date If applicable	Forms/Links
January	SERVS	Balance forward unspent funds from prior year to current fiscal year (012 Course Code funds expire September 30)	SERVS Financial		
	Child Count	Final child count submission due in MARSS for current fiscal year	Child Count Submission	January 7	
	SEDRA	SEDRA/ Uniform Financial Accounting and Reporting Standards (UFARS) reconciliation for prior fiscal year	Internal MDE Process		
	ACTE-SPED/UFARS	ACTE-SPED/UFARS reconciliation for prior fiscal year	Internal MDE Process		
February	ADSIS	Prepare ADSIS Budget Documents	ADSIS Information		
March	SERVS	SERVS Applications Posted Upcoming Fiscal Year	SERVS Financial	July 1	
	Final Federal Allocations	Final Federal Allocations Loaded Current Year	Allocation Reports		
	CEIS	Adjust Final Allocations for CEIS Adjustments in SERVS for Current Fiscal Year	SERVS Financial		
	ADSIS	Prepare ADSIS Budget Documents	ADSIS Information		
		ADSIS Budgets Reviewed for Upcoming Fiscal Year	Internal MDE Process		
	Tuition Billing	Request to Use Federal Funds for Tuition Adjustment (ED-02448) Due for Current Year	Complete Tuition Billing Federal Funds Adjustment form and submit to MDE	March 30	Request to Use Federal Funds for Tuition Adjustment Form ED-02448
CEIS	Mandatory CEIS (FIN 429) Letters Sent for Upcoming Fiscal Year	CEIS Information			

Month	Category	Action	Guidance	Due Date If applicable	Forms/Links	
April	New Year Application	Statement of Assurances (ED-01350-32) Posted for Upcoming Fiscal Year	Complete and sign the Statement of Assurances (SOA)	June 1	Statement of Assurances	
	SEDRA	Update Current Year SEDRA in Preparation for Data Roll	Watch for listserv bulletin email in early April	April 30		
	ADSIS	ADSIS Budgets Due for Upcoming Fiscal Year	ADSIS Information			
		ADSIS Budgets Reviewed for Upcoming Fiscal Year	Internal MDE Process			
	ACTE-SPED	Update Current Year ACTE-SPED Prior to May 1	Watch for listserv bulletin email in early April	April 30		
	Code Sheets	Code Sheets for Upcoming Fiscal Year Posted	Code Sheets			
	Tuition Billing	Tuition Billing Timeline Calendar Posted for Upcoming Fiscal Year	Tuition Billing Timeline Calendar	April 1		
May	ACTE-SPED	ACTE-SPED Data Rolled Over from Current to Upcoming Fiscal Year	Internal MDE Process	May 1		
		Retain All ACTE-SPED Data Lines	Watch for listserv bulletin email in April	June 1		
	SEDRA	SEDRA Data Rolled Over from Current to Upcoming Fiscal Year	Internal MDE Process	May 1		
		Retain All SEDRA Data Lines	Watch for listserv bulletin email in April	June 1		
	ADSIS	ADSIS Budgets Reviewed for Upcoming Fiscal Year	Internal MDE Process			
	New Year Application	Complete Statement of Assurances	Complete and sign the Statement of Assurances	June 1	Application for Special Education Funds - Statement of Assurances (SFY 20XX-XX)	

Month	Category	Action	Guidance	Due Date If applicable	Forms/Links
		Complete State and Federal Cover Sheets	Complete and sign the state and federal cover sheets Mail originals to MDE	June 1	Special Education Regular School Year - Initial Expenditures
June	New Year Application	Statement of Assurances, State and Federal Cover Signed Originals Sheets due	SOA, state and federal cover sheets due to MDE	June 1	
	Federal Grant Applications	Complete Federal Grant Applications for New Fiscal Year	SERVS Financial	July 1	
	SEDRA/Eligibility MOE	Update SEDRA Data to Meet Eligibility Maintenance of Effort (MOE)	Sped Reference Guide Section 6 MOE MOE Training PDF	June 1	
	ADSIS	ADSIS Applications Approved for Upcoming Fiscal Year	Internal MDE Process	June 30	
July	Federal Grant Applications	All Federal Grant Applications Deadline to be Substantially Approved for Upcoming Fiscal Year	SERVS Financial	July 1	
	Eligibility MOE	Eligibility MOE Calculated for Upcoming Fiscal Year	Internal MDE Process		
	Compliance MOE	Compliance MOE Calculated for Closed Prior Fiscal Year	Sped Reference Guide Section 6 MOE MOE Training PDF		MOE Report
August	SERVS	Initial Allocations Loaded into SERVS for Current Fiscal Year	SERVS Financial	August	
	Allocations for SSB and CEIS	Adjust Initial Allocation for SSB and CEIS Adjustments in SERVS for Current Fiscal Year	SERVS Financial		MOE Report
September	Tuition Billing	Uniform Tuition Billing One to One Services Form (ED-02424) Due for Prior Fiscal Year	Complete the form and submit to MDE	September 10	Uniform Tuition Billing One to One Services Form ED-02424

Month	Category	Action	Guidance	Due Date If applicable	Forms/Links
	ACTE- SPED/UFARS	ACTE-SPED UFARS Comparison Report Posted Daily for Prior Fiscal Year	ACTE- SPED/UFARS Comparison Reports		
	SEDRA/UFARS	SEDRA UFARS Comparison Report Posted Daily for Prior Fiscal Year	SEDRA/UFARS Comparison Reports		SEDRA/UFARS Comparison Reports
	Child Count	Initial Child Count Reporting Due in MARSS for Current Fiscal Year	Child Count Submission	September 23	
	SERVS	Course Code 012 Expenditures Need to be Obligated	SERVS Financial	September 30	
October	CEIS	CEIS SEES 8/SEES 4 Student Tracker Reporting Deadline	MARSS Timelines	October 14	
November	ACTE-SPED	ACTE-SPED Closes for Prior Fiscal Year	Watch for listserv bulletin email in early November	November 30	
		ACTE-SPED Non-Retained Lines Deleted	MDE notifies schools with non-retained lines via email in mid-October	November 2	
		Access to Career Technical Education for Students with a Disability (ACTE-SPED) Request for Approval of Contracted Services Form due	Request for Approval of Contracted Services Form	November 30	
		Access to Career Technical Education for Students with a Disability (ACTE-SPED) Request for Approval of Special Equipment Form	Complete and submit form to MDE	November 30	Request for Approval of Special Equipment Form
	SEDRA	SEDRA X (To Be Hired) and Non-Retained Lines Deleted	MDE notifies schools with non-retained lines via email in mid-October	November 2	
		SEDRA Closes for Prior Fiscal Year	Watch for listserv bulletin email in early November	November 30	

Month	Category	Action	Guidance	Due Date If applicable	Forms/Links
	Special Pupils	Special Education Application Out-of-State Tuition for Minnesota Residents 2019-20 due	Submit applications and required documentation to MDE	November 30	Special Education Application Out-of-State Tuition for Minnesota Residents 2019-20 Form ED-02431
		Special Education Application Court Placed Non-Minnesota Residents With Individual Education Programs (IEPs) 2019-20 due	Submit applications and required documentation to MDE	November 30	Special Education Application Court Placed Non-Minnesota Residents With Individual Education Programs (IEPs) 2019-20 Form ED-02432
		Special Education Application Special Pupils With Individual Education Programs (IEPs) 2019-20 due	Submit applications and required documentation to MDE	November 30	Special Education Application Special Pupils With Individual Education Programs (IEPs) 2019-20 Form ED-02433
		Special Education Application Special Pupils Without Individual Education Programs (IEPs) 2019-20 due	Submit applications and required documentation to MDE	November 30	Special Education Application Special Pupils Without Individual Education Programs (IEPs) 2019-20 Form ED-02434
	Child Count	Second Child Count Submission Due in MARSS for Current Fiscal Year	Child Count Submission	November 4	
December	SEDRA	SEDRA Appeal Deadline for Prior Fiscal Year	Watch for listserv bulletin email in early December	December 15	
	ACTE-SPED	ACTE-SPED Appeal Deadline for Prior Fiscal Year	Watch for listserv bulletin email in early December	December 15	

Month	Category	Action	Guidance	Due Date If applicable	Forms/Links
	Child Count	Third Child Count Submission Due in MARSS for Current Fiscal Year	Child Count Submission	December 16	
	SERVS	Final SERVS Draw for Course Code 012 Fiscal Year (Closes Monday to December 15)	SERVS Financial	December	

Special Education Funding Training Opportunities

The Minnesota Department of Education has developed Special Education Funding-related training presentations. Find current training information in the [Special Education Funding and Data Training Webinars](#) document.

Past training presentations are available on the [Training: Special Education Funding webpage](#) (MDE homepage > Districts, Schools and Educators > Business and Finance > School Finance > Special Education > Training: Special Education Funding).

Tuition Billing Timelines

The Tuition Billing Timelines for local educational agencies (LEAs) provides information on when rates are calculated and what data is used for the calculation. This data will be used until the final UFARS submission by your district, charter school or cooperative. It is important that you track the timeline calendar for the fiscal year for tuition billing activities. The timeline calendar is available on the [Special Education Tuition Billing webpage](#) (MDE homepage > Districts, Schools and Educators > Business and Finance > School Finance > Special Education > Tuition Billing). This data will be used at the same time as the SEDRA data, as shown in the tuition billing timeline.

Submission Calendar for Districts

This Minnesota Department of Education (MDE) submission calendar lists major submissions or data entry periods of significant importance that affect many or all districts, by month. When available, links are provided to webpages or forms that provide more information. Find additional forms, worksheets, questionnaires, applications and more on our website's [Forms page](#).

Call 651-582-8200 or [email MDE](mailto:mde.contactus@state.mn.us) (mde.contactus@state.mn.us) if you have questions about these requirements and we will connect you with the appropriate division for assistance.

Note: This is not a complete list of all reporting requirements or data submissions the agency collects, as many relate to specific programs or a small subset of districts or schools.

Month Due	Date Due	Report Name	Description
January	1-31	Test WES	Pre-test edit for statewide testing
January	15	Seclusion Report	Quarterly report on use of seclusion with individual students with disabilities from Oct 1 through Dec 31
February	28	Early Childhood Education Outcomes	End of Winter observation period for reporting Early Childhood Assessment data. Data submission due to MDE one month from this data.
March	1	American Indian Parent Advisory Committee Resolution and Roster Postsecondary Enrollment Options (PSEO) School Improvement Plan Update	All districts with 10 or more American Indian students must have an American Indian Parent Advisory Committee PSEO information must be provided to parents by this date Comprehensive Support and Improvement (CSI) Schools reporting and updates
March	15	Achievement Integration Program Plan - every three years Achievement and Integration Annual Budget	Reports on progress toward achievement and integration plan goals and budget

Month Due	Date Due	Report Name	Description
March-Apr	-	Title I Program Application Amendment One	Revise Title I application
April	1	Early Learning Services Data - <i>every other year</i>	Describes how a program meets School Readiness program requirements
April	4	Minnesota Common Course Catalogue (MCCC) (opens)	Course classification and data collection system for Statewide Longitudinal Data System
April	15	Seclusion Report	Quarterly report on use of seclusion with individual students with disabilities from Jan 1 through March 31
April	20	Staff Automated Reporting (STAR) (for assignments as of March 1)	Employment, assignment and “highly qualified” information for educators
May	15	Career and Technical Education (CTE) Levy (estimated)	Report on estimated CTE expenditures
May	17	Carl Perkins (submissions begin) Renewal of school nutrition application - end of month Test WES (Post-test Edit) - <i>late May to mid-June</i>	Data submission for CTE programs that use Carl D. Perkins funding Sponsors of school nutrition programs application Post-test edit for statewide testing
June	1	Title I Program Application Amendment Two (spending ends June 30; closed out in 90 days) – <i>June-August</i> Carl Perkins submission window – <i>June-September</i>	World’s Best Workforce requirement Opportunity to revise Title I Application Data submission for CTE programs that use Carl D. Perkins funding
June	15	Student Support Data Collection (SSDC)	SLIFE and Immigrant Identification

Month Due	Date Due	Report Name	Description
June	30	Minnesota Continuous Improvement Process Title I Limitation Waiver Fully Initiate Title I Applications	Special education compliance monitoring and continuous improvement plan Request for wavier from Title I requirements Finalize Title I application
July	1	Cyber-Linked Interactive Child Nutrition System (CLiCS) <i>(final claims due July-January)</i> SERVS Special Education Substantially Approved Reading K-3 Data Upload	Food and Nutrition data entry for meal reimbursements Special education student information Reading proficiency for all students K-2
July	15	Early Learning Services Data Quarterly Seclusion Report Restrictive Procedures Summary	Report and questionnaire on ECFE, School Readiness, and Early Childhood Health and Development Screening Report on use of seclusion with individual students with disabilities from Apr 1 through June 30 Summary of the use of restrictive procedures from July 1 through June 30
July	26	Early Learning Minnesota Common Course Catalogue (MCCC) Due	Course classification and data collection system for Early Learning
July	31	Disciplinary Incident Reporting System (DIRS)	Suspensions, expulsions, special education and dangerous weapons
August	15	Minnesota Automated Reporting System (MARSS) (opens for current year)	Student data required by more than one area of (MDE) via one system
August	31	Q Comp Program update form (select link to find the Q Comp Annual timeline)	Form required for districts receiving Q Comp funds

Month Due	Date Due	Report Name	Description
September	1	Title I Applications (for following year)	Application for Title I programs
September	15	Uniform Financial Accounting and Reporting (UFARS) (unaudited)	Financial reporting for districts
September	30	Levy Information System	Required for MDE to compute the district's 2015 payable 2016 levy limitations
October	1	American Indian Education Aid Application Levy Certification System (proposed) MARSS WES (final year-end data) - date determined each year "Q Comp Site Goals"	Per-pupil funding for districts, charter schools, and tribal schools with 20 or more American Indian students Required for MDE to compute the district's 2015 payable 2016 levy limitations Integration Rule requirement per Minn. Stat. § 120B.11 Student data required by more than one area of (MDE) via one system Annual submission of academic improvement goal – Q Comp only)
October	15	Athletics Data Reporting Career and Technical Education (CTE) Levy (actual) Quarterly Seclusion Report	Intramural and interscholastic athletics report Report on actual CTE expenditures Report on use of seclusion with individual students with disabilities from July 1 through Sept 30
November	1	Intent to Become New Schoolwide Title I Program Consolidated State Performance Reporting (CSPR) – <i>Nov-Dec</i>	Notice of intent to become a Title I program Data needed by MDE to complete the federal CSPR for Title I programs

Month Due	Date Due	Report Name	Description
November	15	Assurance of Compliance Verification of Education Benefits data (number of free and reduced-price meal students)	Assurance districts do not discriminate in their use of MDE special education funds Verify benefit data for student meals
November	20	Staff Automated Reporting (STAR) (for assignments as of October 1)	Employment, assignment and “highly qualified” information for educators
November	30	Comparability Report Fiscal Compliance Table Neglected and Delinquent Child Count Uniform Financial Accounting and Reporting (UFARS) EDRS Special Education Expenditures Early Childhood Special Education Outcomes - <i>date determined each year</i> 0-4 Census	Report on Title I school services compared to non-Title I school services Confirm that UFARS balance sheet data matches results of the independent audit. Student data for this student group Multiple use financial data reporting Special education expenditures report Outcomes achieved by infants, toddlers and preschool children with disabilities Number of resident children ages 0-4
December	1-31	Facilities Age and Square Footage Report Test WES (pre-test Edit) MARSS WES (final fall data) - <i>date determined each year</i>	District’s inventory of buildings used to calculate the operating capital portion of general education revenue Pre-test editing window for District Assessment coordinators Student data required by more than one area of (MDE) via one system

Month Due	Date Due	Report Name	Description
December	1	Achievement Integration Actual Expenditures Report Compulsory Instruction Compliance	Numbers of home-school and nonpublic school students, aged 5-18
December	9	Minnesota Common Course Catalogue (MCCC) (closes)	Course classification and data collection system for Statewide Longitudinal Data System
December	15	Achievement Integration Progress Report World's Best Workforce Summary Report	Progress toward goals in approved Achievement and Integration Plan Annual Summary Report, required of all Districts and Charters, reporting progress on their World's Best Workforce plan.
December	28	Levy Certification System (final)	Required for MDE to compute the district's 2015 payable 2016 levy limitations
December	31	Charter School Audit Report CPA Audited Financial Statements	Fiscal year-end audit report Independent audit to be compared to UFARS data

Ongoing Reports

The following reports are due at various times or on an ongoing basis throughout the year.

- [ADM Web Estimates \(ADMWE\)](#)
- [Continuing Education Clock Hour Reporting](#)
- [Cyber-Linked Interactive Child Nutrition System \(CLiCS\)](#)
(no later than 60 days after meals served between Sept-Aug)
- [District and School Site Verification](#)
- [Graduation Requirements \(GRR\)](#) (formerly SERVS Student)
- [Minnesota Continuous Improvement Process](#) (special education compliance)
- [School Readiness Reporting](#)
- [Student ID Validations](#)