NDE: Announcements/Reminders from School Finance & Organization Services (August)

**Upcoming Due Dates/Dates of Importance**

**Exempt (Home) Schools - 2019/20 School Year** [Opens in the NDE Portal the week of August 12]

Beginning the week of August 12, schools will be able to access their district’s 2019/20 Exempt Schools – School District Report.” Please advise your staff to wait until this information is available in the Portal before contacting parents or checking with NDE on filing status. Further information will be provided via email to the superintendents at the time the report is opened in the Portal.

- Exempt School Program website: https://www.education.ne.gov/fos/exempt-schools/

**Expenditure Exclusions Requiring State Board Approval** (Due August 17 for the September Board Meeting)

The expenditure exclusions requiring State Board Approval, due dates for succeeding State Board meetings, and template letters are available on the School District Budgeting website at https://www.education.ne.gov/fos/budgeting-school-district/. Requests for the September 7, 2019 State Board Meeting are due by August 17, 2019.

**Statement of Change in School District Boundaries Due to Annexation by a City or Village** (Due August 20)

Section 79-1065.02 of the Nebraska Revised Statutes allows a school district to apply for additional State Aid when property of the district is annexed by a city or village that contains a school district that grows when the city boundaries change. To qualify for the additional State Aid, the school district must complete and submit a "Statement of Change in School District Boundaries due to Annexation by a City or Village and Application for Additional State Aid Under Neb. Rev. Stat. 79-1065.02" (NDE Form 03-065), available from this office upon request. The completed form must be received in this office by no later than August 20, 2019 in order for the Department to be able to make the payment by the date specified in the law. On or before September 20, 2019, the Department shall certify to the applicant school district the amount of additional State Aid, if any, the school district will receive for the 2019/20 school year.
2019/20 School District Budget & LC-2 (Due September 20)

- NDE/LC-2 & Other Materials - https://www.education.ne.gov/fos/budgeting-school-district/
- The LC-2 is available in the NDE Portal - https://portal.education.ne.gov/site/DesktopDefault.aspx

Once the “District Approval” button at the bottom of the LC-2 has been clicked, a dialog box appears at the top of the LC-2 with steps to upload the budget documents. The budget documents must be formatted as a pdf; submissions by email or sent by mail will not be accepted.

If you have questions about the NDE Portal or about submitting data online, please contact the NDE Help Desk at (888) 285-0556, locally at (402) 471-3151 or nde.helpdesk@nebraska.gov.

- Contacts:
  - Bill Biven at (402) 471-0526 or bill.biven@nebraska.gov or
  - Janice Eret at (402) 471-2248 or janice.eret@nebraska.gov

Information/Documents Recently Made Available

School Finance & Budget Webinar
The June 26, 2019 Webinar recording is available to view at https://www.education.ne.gov/fos/webinars/.

Busing on the Lookout Program
The Department of Education has been asked to provide information for Nebraska school bus drivers to be trained to look for signs of human trafficking. The Truckers Against Trafficking (TAT) coalition has a “Busing on the Lookout” (BOTL) program with a training video for drivers to become TAT-certified. View the BOTL document on the Pupil Transportation homepage at https://www.education.ne.gov/fos/pupil-transportation/.

U.S. Department of Transportation (DOT) Drug and Alcohol Testing Information
With the new school year starting soon, the Nebraska Office of the Federal Motor Carrier Safety Agency has compiled a list of links to their website with information schools should be aware of related to drug and alcohol testing of pupil transportation drivers. If you have questions, contact Jennifer Lancaster at jennifer.lancaster@dot.gov or call 402-437-5928. This information is available at https://www.education.ne.gov/fos/pupil-transportation/. Also posted on the DOT Drug and Alcohol website is are FAQs related to Drug & Alcohol testing - https://clearinghouse.fmcsa.dot.gov/FAQ.

Pupil Transportation Rules 91 and 92 --- Effective July 1, 2019
Rule 91 and Rule 92 became effective on July 1, 2019. Some of the changes to these Rules include:

- Vehicles considered “Coach Buses” must meet more strict requirements.
- Driver physicals will be valid for two years beginning July 1.
- The Level I course has been reduced to three hours for drivers of small vehicles for routes.
- Employers of pupil transportation drivers are required to provide their drivers with a two-hour in-service each year.
- Emergency Evacuations must be conducted by a qualified school bus driver.
- The School’s Safe Pupil Transportation Plan must include a process to confirm driver’s ability to conduct daily tasks and emergency evacuations.

The new Rules 91 and 92, and summaries of the rule changes, are available at https://www.education.ne.gov/fos/pupil-transportation/rules/.
2019 Pupil Transportation Reminders and 2019/20 Pupil Transportation Checklist for Transportation Directors
These documents are located at https://www.education.ne.gov/fos/pupil-transportation/.

- Contact: Janice Eret at janice.eret@nebraska.gov or (402) 471-2248

2018/19 LEP & Poverty Allowance Expenditure Requirement
We have created reports that document the 2018/19 Calculated Poverty Allowance and the 2018/19 Calculated LEP Allowance, and what level of expenditures would need to be reported on the 2018/19 Annual Financial Report (AFR) to reach the 117.65% level. These reports are available on the web pages linked below.

- 2018/19 Calculated LEP Allowance Expenditure Requirement
  https://www.education.ne.gov/fos/lep-allowance-expenditure-requirement/
- 2018/19 Calculated Poverty Allowance Expenditure Requirement
  https://www.education.ne.gov/fos/poverty-allowance-expenditure-requirement/

School districts can use these reports to help determine whether expenditures reported under Function 1160 (Poverty) and Function 1150 (LEP) are 117.65% or more of the 2018/19 Calculated Allowances.

- Contact: Kevin Lyons at (402) 471-3323 or kevin.lyons@nebraska.gov


After reviewing the updated account code list (specifically changes which are identified on the changes tab of the 2018-19 Master Account Code list excel document, in addition to pages 4-6 of the 2018/19 Accounting Structure & Users’ Manual); please make the necessary changes and upload a current file at the following link: https://afreven.education.ne.gov/uploadafrfilerev. The test upload site will be available through September 30. The AFR system will open on October 1. Although the AFR is not due until November 1, we recommend uploading your AFR file as soon as possible to allow time to address any issues that may occur before the deadline.

If you have any questions, please feel free to contact us.

- Contacts:
  - Bill Biven at (402) 471-0526 or bill.biven@nebraska.gov or
  - Janice Eret at (402) 471-2248 or janice.eret@nebraska.gov

Upcoming

2018/19 Audit Confirmation Information
http://www.education.ne.gov/FOS/adss/auditconfirmation/auditconfirmation.aspx

- Fiscal Year ending June 30 – available now
- Fiscal year ending August 31 – available by the middle of September

Payments made to School Districts and ESUs by the Nebraska Department of Education may also be accessed from the “Program Payment Lookup” website at http://www.education.ne.gov/edpays/edpaymentlookup.asp (note - the payment information on this site is not in the audit confirmation format).

- Audit Confirmation Lookup: Contact: Beth Bolte at (402) 471-2795 or beth.bolte@nebraska.gov

This message is sent to ESU administrators and public school superintendents only.
Please forward this email to all appropriate personnel so they are aware of this information.