

# IMPORTANT DUE DATES FOR SUPERINTENDENTS



## KENTUCKY DEPARTMENT OF EDUCATION

NOTE: Items having an asterisk (\*) indicate these should occur during the month under which they are listed.

## Important Due Dates for Superintendents JULY

Date	Program	Activity / Description	KDE Contact	District Contact
*	School Salaries	Superintendent must notify all teachers of the best estimate of their salary no later than 45 days before first student attendance day or June 15, whichever is earlier. <b>KRS 161.760(1)</b>	Cassie Trueblood (502) 564-4606	
*	Teacher Assignments	Teachers who refuse their assignment must notify superintendent in writing no later than 30 days before first student attendance day of the following school year. <b>KRS 161.760(1)</b>	Cassie Trueblood (502) 564-4606	
*	Transfers	Transfers or change in appointment of teachers by the superintendent are limited if later than 30 days before the first student attendance day. <b>KRS 161.760(2)</b>	Cassie Trueblood (502) 564-4606	
*	Non-discrimination	Between July 1-Day before the start of school, non-discrimination statement to be published in largest circulation newspaper serving the community or in a prominent position on the school's website. <b>Federal law</b>	Amy Ortwein (502) 564-3716	
*	KETS	Window opens for Kentucky Digital Readiness Survey to be submitted on-line to KDE by September 30. <b>KRS 156.670</b>	Mike Leadingham (502) 564-2020	
*	eTranscripts	Final transcripts should be sent by July 31. KDE, KHEAA and CPE subsidize costs for students through July after graduation. On August 1, former students are considered alumni and will be charged for electronic transcripts.	Nick Easter (502) 564-2020	
<b>1</b>	Fiscal Year for Schools	Fiscal school year begins July 1. <b>KRS 158.050; KRS 160.450</b>	Steve Lyles (502) 564-3930	
<b>1</b>	Fidelity (Performance) Bond	Each local board of education must execute a bond for the faithful performance of its duties. <b>KRS 160.570; 702 KAR 3:090</b>	Jackie Chism/Gail Cox (502) 564-3846	
<b>1</b>	Bond of Depository	The administrative regulation requires bonding of each local board of education treasurer and other school employees. <b>KRS 150.560; 702 KAR 3:080</b>	Jackie Chism/Gail Cox (502) 564-3846	
<b>1</b>	Medication Administration Training for Non-licensed School Personnel	Beginning on July 1, school employees who accept the designation to administer emergency or non-emergency medications to students begin their training for the upcoming school year.	Angela McDonald (502) 564-5279	
<b>1</b>	Safe Schools	Beginning 2019-2020 School year, each district superintendent shall appoint an administrator to serve as school safety coordinator.	Victoria Fields? (502) 564-3791	
<b>8</b>	Certification of School Bus Transportation Mileage	Daily school bus mileage to and from school is submitted for certification.	Karen Conway (502) 564-3846	

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## Important Due Dates for Superintendents JULY (Continued)

Date	Program	Activity / Description	KDE Contact	District Contact
15	Alternative Education	Update all Alternative Program Contacts in Person Role Manager by July 15.	Sherri Clusky/Lacheena Carothers (502) 564-4772	
15	Alternative Education	Identify all onsite A5 and A6 alternative programs in the Infinite Campus.	Sherri Clusky/Lacheena Carothers (502) 564-4772	
15	IDEA Exit Data Verification	Report for children and youth with disabilities exiting special education	Amy Patterson (502) 564-4970	
15	School Report Card	School Report Card secure site opens for school/district validation. Validation period/due dates begin with safety data validation in July, data validation will continue through September. The public opening of the School Report Card is scheduled for late September. <b>KRS 158.6453(20); 703 KAR 5:140</b>	DeDe Conner (502) 564-2020	
15	Secondary Career & Technical Education	Career & Technical Agriculture Extended Employment Plan and Report submitted	Brandon Davis (502) 564-4286	
25	Unaudited Annual Financial Report (AFR)	Submit Unaudited Annual Financial Report (AFR) to Division of District Operations. <b>KRS 157.060; 702 KAR 3:110</b>	Carol Buell/Karen Conway (502) 564-3846	
25	Tax Collector Reports (3)	(1) Tax Collection Information – <b>702 KAR 3:245</b> ; (2) Tax Collector’s Report to Local Board – <b>702 KAR 3:245</b> ; and (3) Local District’s Reconciliation of Taxes Collected Reports – <b>702 KAR 3:245</b>	Krystal Smith (502) 564-3846	
25	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP): IDEA-B Basic, Stewart B. McKinney Homeless  Migrant Education, Title I, Part A, Title I School Improvement, Title I School Improvement Section 10039g, Title I Neglected and Delinquent, Title III Limited English Proficient (LEP) and Immigrant.  Secondary Career & Technical Education	Dru Hawkins (502) 564-1979  Thelma Hawkins(Title I)/Lindsey Kimbleton (Title III) (502) 564-1979  April Vermillion (502) 564-4286	

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## Important Due Dates for Superintendents JULY (Continued)

Date	Program	Activity / Description	KDE Contact	District Contact
25	Federal and State Grant Programs	<p>Math Achievement Fund, Read to Achieve, Gifted and Talented</p> <p>Title IIA Teacher Quality</p> <p>Final Expenditure Report for Community Education</p> <p>ESS, State Preschool, Textbooks, Professional Development and Safe Schools</p> <p>Title I School Improvement, Title I School Improvement Section 10039g, and Title Rural And Low Income</p>	<p>Shelby Power (MAF)/Leesa Unger (RTA) Kristin Burton (GT) (502) 564-1979</p> <p>Lindsey Kimbleton (502)564-1979</p> <p>Kristin Burton (502) 564-1979</p> <p>Nicole Crosthwaite (502) 564-1979</p> <p>Vickie Terry (502) 564-1979</p>	
25	Locally-Operated CTE Centers	Quarterly Expenditure Report (email hard copy of each report to KDE contact)	Lea Lewis  (502) 564-4286	
25	Read to Achieve	Quarterly Expenditure Report (email hard copy of each report to KDE contact)	Teri Mason  (502) 564-1979	
25	21 <sup>st</sup> Century Community Learning Centers	A Quarterly Reimbursement Request (QRR) and full MUNIS report must be submitted separately for each grant. PDF format emailed to KDE contact.	Thelma Hawkins  (502) 564-1979	

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## Important Due Dates for Superintendents JULY (Continued)

<b>Date</b>	<b>Program</b>	<b>Activity/Description</b>	<b>KDE Contact</b>	<b>District Contact</b>
<b>30</b>	State Preschool	Preschool Program approval form	School Readiness Branch (502) 564-7056	
<b>31</b>	Gifted and Talented	Final MUNIS Program Budget Report	Kristin Burton (502) 564-1979	
<b>31</b>	IDEA CEIS/CCEIS	Count of children receiving Coordinate Early Intervening Services (CEIS) or Comprehensive Coordinated Early Intervening Services (CCEIS), where applicable	Jarrod Slone (502) 564-4970	
<b>31</b>	Superintendent Compensation	Superintendent Compensation Survey	Carol Buell (502) 564-3846	
<b>31</b>	Safe Schools	Districts and schools review all safe schools data in the school report card	Victoria Fields (502) 564-4772	

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## Important Due Dates for Superintendents AUGUST

Date	Program	Activity / Description	KDE Contact	District Contact
*	Certified Evaluation	Each school year, all certified employees have to receive, within the first thirty (30) calendar days of that employee reporting for employment each year, an explanation and discussion of the professional practice rating domains, components, and performance criteria of their evaluation. <b>KRS 156.557 and 704 KAR 3:370</b>	Todd Davis (502) 564-5846	
*	Local Tax Levy (July-Dec)	Local tax levy within 45 days of receipt of certified assessment from KDE to local school district. <b>KRS 132.0225(1)</b>	Krystal Smith (502) 564-3846	
*	Local Tax Rates (July-Dec)	Receive certified property assessment and tax rate.	Krystal Smith (502) 564-3846	
*	Tax Hearing (July-Dec)	Schedule tax hearing, if required.	Krystal Smith (502) 564-3846	
*	District Budgets	Begin preparing a working budget for the school district.	Carol Buell/Karen Conway (502) 564-3846	
*	Annual Financial Report (Aug-Nov)	Local school districts to publish notice of availability of annual financial reports in local newspaper within 60 days after the close of the fiscal year. <b>KRS 424.120; KRS 424.220, HB200/VO (2018).</b>	Steve Lyles (502) 564-3930	
*	Pupil Transportation	School Bus Driver Database updated with annual update before first day of school with other information changes as needed	Monica Napier (502) 564-5279	
*	Pupil Transportation	Bus Evacuation #1 due during the first full week of school; Bus Evacuation #2 due before the end of the first semester	Elisa Hanley (502) 564-5279	
*	Community Education	In order for the district to receive ½ payment of funds, the district Finance Officer must submit an invoice and the district expense report outlining salary and fringe. KDE will continue to review the quarterly CDIP reports.	Kristin Burton (502) 564-1979	

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## Important Due Dates For Superintendents AUGUST (Continued)

Date	Program	Activity/Description	KDE Contact	District Contact
*	Annual notifications to parents	Distribute annual notifications required under Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 CFR Part 99 and Protection of Pupil Rights Amendment (PPRA) 20 U.S.C. § 1232h; 34 CFR Part 98. (1) <u>FERPA rights</u> ; (2) <u>Directory Information</u> ; (3) <u>PPRA</u> . Templates are available on the <u>Protecting Student Privacy website</u> .	Linda Burton (502) 564-2020	
*	Annual notifications to parents	Distribute annual notifications required under ESSA Section 1112(e)	David Millanti (502) 564-3791	
*	Safe Schools	Superintendents shall require principals to annually provide written notice of <b>KRS 508.078, 532.060 and 534.030</b> to all students, parents, and guardians within 10 days of the first instructional day. <b>KRS 158.1599</b>	Victoria Fields (502) 564-3791	
1	Minority Report KEPS/MERR	Minority Educator Recruitment and Retention Annual Report (Access available at all times via KEPS; Report due August 1).	Renee Scott (502) 564-1479	
1	Pupil Transportation	Annual Incident Report due (submitted electronically via daily incident reports)	Monica Napier (502) 564-5279	
8	School Report Card	School Report Card secure site opens for school/district validation. Validation period/due dates vary but all end prior to the public opening of the School Report Card in November. KRS 158.6453(17); 703 KAR 5:140	DeDe Conner (502) 564-2020	
30	Pupil Transportation	Bus Inventory Update for Depreciation Opens (System closes on October 30)	Carl Meehan (502) 564-5279	
31	KETS	School district data security and breach procedures. <b>702 KAR 1:170</b> . Must acknowledge to local board by August 31 annually.	Bob Hackworth (502) 564-2020	
30	Secondary Career & Technical Education	All TEDS data from prior school year is due.	Claude Christian (502) 564-4286	
30	Instructional Leadership Act	End-of-cycle Instructional Leadership Report to Division of Next Generation Professionals	Daniel Clark (502) 564-1479	
31	Title IV, Part A	Title IV, Part A Application as part of the Consolidated Plan in GMAP.	Lalah Brewer (502) 564-4772	

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## Important Due Dates for Superintendents SEPTEMBER

Date	Program	Activity / Description	KDE Contact	District Contact
*	SBDM	Adjustments of allocations for materials and supplies due to increases or decreases in enrollment must be provided to each SBDM Council by end of second month of school year. <b>702 KAR 3:246 Section 6 (4b)</b>	Natasha Napier/Ashlie Cox (502) 564-3791	
*	Comprehensive Improvement Planning	Districts receive disaggregated data from KDE (Late September or early October due to weather affecting testing)	Kevin Hill (502) 564-9853	
*	KETS	Kentucky Digital Readiness Survey submitted on-line to KDE by September 30. <b>KRS 156.670</b>	Mike Leadingham (502) 564-2020	
*	Textbook and Instructional Materials	Selection of basal instructional materials follows the District Off-List Notification process. <b>KRS 156.445(1)</b>	Kimberly McDaniel (502) 564-2106	
<b>1</b>	Pupil Transportation	Download, update and email bus inventory for depreciation	Carl Meehan (502) 564-5279	
<b>15</b>	School Staffing	Adjustments of school staffing and professional development allocations due to increases or decreases in enrollment must be provided to each SBDM Council. <b>702 KAR 3:246 (4b)</b>	Natasha Napier/Ashlie Cox (502) 564-3791	
<b>15</b>	KETS	Technology Activity Report submitted electronically to KDE contact.	Mike Leadingham (502) 564-2020	
<b>15</b>	Safe Schools	Each school to annually provide suicide prevention awareness information in person, by live streaming, or via a video recording to all students grades six (6) through twelve (12). The information may be obtained from the Cabinet for Health and Family Services or from a commercially developed suicide prevention training program. <b>KRS 156.095</b>	Victoria Fields (502) 564-3791	
<b>30</b>	Flexible Focus Grants	Final report with encumbrances as of 9/30 followed by final report with encumbrances zeroed out as soon as invoices are paid.	Nicole Crosthwaite (502) 564-1979	
<b>30</b>	Class Size Compliance	Maximum class size update report to KDE (Non-SBDM schools and districts with one school)	Jennifer Baker (502) 564-1479	
<b>30</b>	District Budgets	Each local board must submit a working budget to the Kentucky Board of Education. <b>KRS 160.470(6)(a) and (b) and 702 KAR 3:110</b>	Carol Buell/Karen Conway (502) 564-3846	
<b>30</b>	Title I, Part A	During the first 15 months that a district's Title I, Part A funds are available, the district must, by September 30, obligate at least 85% of the total allocated to it. The district may carry over a maximum of 15% into the next fiscal year and must obligate those funds by the following September 30.	Thelma Hawkins (502) 564-1979 Jennifer Akin (502) 564-3791	

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## Important Due Dates for Superintendents SEPTEMBER (Continued)

Date	Program	Activity/Description	KDE Contact	District Contact
<b>30</b>	Federal Cash Request Statement of Assurances	Submit statement of assurance in GMAP and send email from Superintendent's Inbox to <a href="mailto:fcr.requests@education.ky.gov">fcr.requests@education.ky.gov</a> by September 30 each year.	Ken Greene (502) 564-1979	
<b>30</b>	District Funding Assurances	Submit assurances in GMAP and upload statements in GMAP by September 30 each year.	Nichole Crosthwaite (502) 564-1979	
<b>30</b>	Intervention Tab Data Pull (ESS)	Intervention Tab submission of data (Summer school)	April Pieper (502) 564-4970	

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## Important Due Dates for Superintendents OCTOBER

<b>Date</b>	<b>Program</b>	<b>Activity / Description</b>	<b>KDE Contact</b>
<b>*</b>	Title IV-A	Title IV-A desk audit notifications sent to districts	Lalah Brewer (502) 564-4772
<b>1</b>	School District Personnel	Professional (certified) Staff Data (PSD) report (financial data) due	Carol Buell/Karen Conway (502) 564-3846
<b>1</b>	School District Personnel	Classified Staff Data (PSD) report (financial data) due	Carol Buell/Karen Conway (502) 564-3846
<b>1</b>	Energy Management Report (EMR)	Collect energy consumption data and square footage of all school buildings in each district due to the Kentucky School Boards Association (KSBA).	Martha Casher (502) 783-0065
<b>1</b>	Pupil Transportation	Inform KISTA if bus orders are to be financed	Carl Meehan (502) 564-5279
<b>1</b>	Pupil Transportation	School bus ordering system live	Carl Meehan (502) 564-5279
<b>1</b>	Writing Policy	Window opens for school writing policy submission to KDE	Pam Wininger (502) 564-2106
<b>1</b>	Title I	Deadline to submit certification for constitutionally protected prayer.	Tonia Hickman (502) 564-3791
<b>1</b>	CSIP/CDIP	Due in eProve by October 1: a) continuous improvement diagnostic for schools; b)continuous improvement diagnostic for districts	Natasha Napier (502) 564-3791
<b>1</b>	Safe Schools	School safety report due via eProve.	Victoria Fields (502) 564-4772
<b>25</b>	Federal and State Grant Programs	<p>Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP):</p> <p>IDEA-B Basic, Stewart B. McKinney Homeless</p> <p>Migrant Education, Title I, Part A, Title I School Improvement, Title I School Improvement Section 10039g, Title I Neglected and Delinquent, Title III Limited English Proficient (LEP) and Immigrant.</p> <p>Secondary Career &amp; Technical Education</p> <p>Math Achievement Fund, Gifted and Talented, and Read to Achieve</p> <p>Title IIA Teacher Quality</p>	<p>Dru Hawkins (502) 564-1979</p> <p>Thelma Hawkins (Title I) Lindsey Kimbleton (Title III) (502) 564-1979</p> <p>April Vermillion (502) 564-4286</p> <p>Shelby Power(MAF)Kristin Burton(GT)Leesa Unger(RTA) (502) 564-1979</p> <p>Lindsey Kimbleton (502) 564-1979</p>

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## Important Due Dates for Superintendents OCTOBER (Continued)

Date	Program	Activity/Description	KDE Contact	District Contact
<b>25</b>	Federal and State Grant Programs (Continued)	Final Expenditure Report for Community Education  ESS, State Preschool, Instructional Resources, Professional Development and Safe Schools  Title I School Improvement, Title I School Improvement Section 10039g, and Title IV Rural and Low Income	Kristin Burton (502) 564-1979  Nicole Crosthwaite (502) 564-1979  Vickie Terry (502) 564-1979	
<b>25</b>	Read to Achieve	Quarterly Expenditure Report (email hard copy of each report to KDE contact)	Leesa Unger (502) 564-1979	
<b>25</b>	21 <sup>st</sup> Century Community Learning Centers	A Quarterly Reimbursement Request (QRR) and full MUNIS report must be submitted separately for each grant. PDF format emailed to KDE contact.	Thelma Hawkins (502) 564-1979	
<b>25</b>	Locally Operated CTE Centers	Quarterly Expenditure Report (email hard copy of each report to KDE contact)	Lea Lewis (502) 564-4286	

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## Important Due Dates for Superintendents OCTOBER (Continued)

<b>Date</b>	<b>Program</b>	<b>Activity/Description</b>	<b>KDE Contact</b>	<b>District Contact</b>
<b>30</b>	Pupil Transportation	School Bus Inventory Due	Carl Meehan (502) 564-5279	
<b>31</b>	School Nutrition Programs	Report Qualifying Data/Site Enrollment Reporting to SCN	Lauren Moore (502) 564-5625	
<b>31</b>	Child and Adult Care Food Program (CACFP) Renewal Application	If applicable, complete CNIPS Application must be approved.	Lauren Moore (502) 564-5625	
<b>31</b>	Intervention Tab Data Pull (ESS)	Intervention Tab submission of data	April Pieper (502) 564-4970	
<b>31</b>	CEIS (Comprehensive Early Intervening Services) and CCEIS (Coordinated Early Intervening Services), if voluntary or required	1 <sup>st</sup> Quarter Student Identification due (flagged in Infinite Campus)	April Pieper (502) 564-4970	
<b>31</b>	CEIS (Comprehensive Early Intervening Services) and CCEIS (Coordinated Early Intervening Services), if voluntary or required	CEIS/CCEIS strategic plan report due to GMAP	Karla Miller (502) 564-4970	

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## Important Due Dates for Superintendents NOVEMBER

Date	Program	Activity / Description	KDE Contact	District Contact
*	SEEK Trend Data	Trend form reviewed and sent via web submission to KDE. This date may vary.	Krystal Smith (502) 564-3846	
*	Achievement Gap Targets	Begin planning for SBDM council and superintendent discussions and agreements upon targets for closing achievement gaps <b>KRS 158.649</b> and per local board policy on planning. (Note: Final agreement due by February – Annually)	Natasha Napier/Ashlie Cox (502) 564-3791	
1	LEAD	Local Educator Assignment Data Report	Melinda Penny (502) 564-5846	
1	Secondary Career & Technical Education	Locally-operated and ATC's 1 <sup>st</sup> semester imported into TEDS	Claude Christian (502) 564-4286	
1	District SBDM Council Programs	Principals are to report through the local superintendent to KDE the names of SBDM Council members and verify that each has completed the required training. KRS 160.345	Natasha Napier/Ashlie Cox/ Windy Newton (502) 564-3791	
1	Pupil Transportation	Transportation Growth Factor Adjustment Form due	Jana Cox/Karen Conway (502) 564-3846	
1	Growth Factor Report	Growth Factor Report (due within 10 business days of end of second month of school year)	Brad Kennedy (502) 564-5279	
1	Nonacademic Data	Nonacademic Data Report	David Curd (502) 564-5279 or 9853	
1	Safe Schools	District safety report due via eProve.	Victoria Fields (502) 564-4772	
1	Title I	Title I Comparability Report due in GMAP.	Jennifer Akin (502) 564-3791	
1	CSIP/CDIP	Due in eProve November 1: a) Needs Assessment for Schools b) Needs Assessment Districts; c) School Assurances; and d) District Assurances	Natasha Napier (502) 564-3791	
1	Safe Schools	Superintendents are required to annually report to the Kentucky Center for School Safety the number, placement, and funding source(s) for each School Resource Officer in the district. <b>KRS 158.4414</b>	Victoria Fields (502) 564-3791	
1	Safe Schools	Staff with job duties requiring direct contact with students shall receive a minimum of one hour of active shooter training annually. KRS 156.095	Victoria Fields (502) 564-3791	
1	Safe Schools	Superintendents required to annually report to KDE the number and placement of school counselors in the district, including source of funding, a summary of job duties and the approximate percentage of time devoted to each duty over the course of the year. <b>KRS 158.4416</b>	Damien Sweeny (502) 564-9850	

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## Important Due Dates for Superintendents NOVEMBER (Continued)

Date	Program	Activity/Description	KDE Contact	District Contact
8	Locally-Operated CTE Centers	LAVEC Attend Hours Report Due to KDE	April Vermillion (502) 564-4286	
15	Audited Financial Statements and AFR	Upon completion of the independent auditor's report, submit post-audit adjusted Annual Financial Report (AFR) and audited financial statements from CPA to KDE Division of District Support. <b>KRS 156.275</b>	Kim Carter (502) 564-3846 Nicole Vanover (502) 564-3846 Carol Buell (AFR) (502) 564-3846	
15	Pupil Transportation	School bus purchase due (Available on the KDE Transportation webpage) There is no guarantee for a May delivery date if submitted after this date.	Carl Meehan (502) 564-5279	
30	Codes of Acceptable Behavior & Discipline	Update codes of acceptable behavior and discipline, <b>KRS 158.148</b>	Victoria Fields (502) 564-4772	
30	IDEA-B	Excess Cost and Maintenance of Fiscal Effort Report (Secure file transfer)	Karla Miller (502) 564-4970	

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## Important Due Dates for Superintendents DECEMBER

<b>Date</b>	<b>Program</b>	<b>Activity / Description</b>	<b>KDE Contact</b>	<b>District Contact</b>
<b>*</b>	Budget Development	Complete the annual needs assessment and work on a DRAFT budget for the next school year for presentation to the local board in January.	Chay Ritter (502) 564-3846	
<b>1</b>	Transition to Adult Life	Transition to Adult Life data for prior year graduates must be entered on the Graduation tab in Infinite Campus.	Scott Usellis (502) 564-4286	
<b>1</b>	Writing Policy	School writing policy is due to KDE.	Pam Wininger (502) 564-2106	
<b>7</b>	State Preschool	Enrollment Count Report December 1 due to KDE.	School Readiness Branch (502) 564-7056	
<b>15</b>	E-Rate	Free/Reduced Lunch Data submitted to KDE contact from District Technology Coordinator	Mike Leadingham (502) 564-2020	
<b>15</b>	IDEA-B Basic/Preschool	IDEA-B Child Count (as of Dec. 1), Personnel Employed for Special Education Report, Implementation of FAPE (Educational Placements) Report	Amy Patterson (502) 564-4970	
<b>30</b>	Pupil Transportation	Verify school bus inventory data from KDE	Carl Meehan (502) 564-5279	

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## Important Due Dates for Superintendents JANUARY

<b>Date</b>	<b>Program</b>	<b>Activity / Description</b>	<b>KDE Contact</b>	<b>District Contact</b>
*	Local Board Meetings (January School Board Mtg.)	Local board must adopt a regular board meeting schedule and make it available to the public. <b>KRS 61.820</b>	Todd Allen (502) 564-4474	
*	Staffing Policies	Review/revise school staffing formula and submit to the KDE Division of School and Program Improvement prior to May 1 in order to use them the same year. <b>702 KAR 3:246</b>	Natasha Napier/Ashlie Cox (502) 564-3791	
*	Pupil Transportation	Bus Evacuation #3 due during the first full week of school after Winter Break; Bus Evacuation #4 due before the end of school	Elisa Hanley (502) 564-5279	
*	Alternative Education	Visits to alternative programs January-April as part of consolidated monitoring.	Donna Montgomery (502) 564-4772	
*	Title IV-A	Visits to districts January-April as part of consolidated monitoring.	Lalah Brewer (502-564-4772)	
<b>1</b>	CSIP/CDIP	Due in eProve: a) Comprehensive Improvement Plan for Schools; b) Comprehensive Improvement Plan for Districts; c) Closing the Achievement Gap Diagnostic; d) Executive Summary for Schools; e) Executive Summary for Districts; f) Superintendent Gap Assurance; g) Title I Annual Review (for schools operating schoolwide programs with Title I funds.)	Natasha Napier (502) 564-3791	
<b>15</b>	E-Rate	The E-Rate Form 471 filing window typically opens mid-January and runs through mid-April	Mike Leadingham (502) 564-2020	
<b>15</b>	E-Rate	Download and submit the SLD's Children's Internet Protection Act Compliance (Form 479) from to KDE contact.	Mike Leadingham (502) 564-2020	
<b>15</b>	KEES	Kentucky Educational Excellence Scholarship Report for eligible fall graduates	Rebecca Gilpatrick (502) 696-7394	

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## Important Due Dates for Superintendents JANUARY (Continued)

Date	Program	Activity / Description	KDE Contact	District Contact
25	Federal and State Grant Programs	<p>Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP):</p> <p>IDEA-B Basic, IDEA-B Preschool, and Title IV-A Student Support and Academic Enrichment</p> <p>Migrant Education, Title I, Part A, Title I Neglected and Delinquent, Title III Limited English Proficient (LEP) and Immigrant</p> <p>Secondary Career &amp; Technical Education</p> <p>Math Achievement Fund, Gifted and Talented, and Elementary Arts and Humanities</p> <p>Title IIA Teacher Quality</p> <p>Final Expenditure Report for Community Education</p> <p>ESS, State Preschool, Instructional Resources, Professional Development and Safe Schools</p> <p>Title I School Improvement, Title I School Improvement Section 10039g, and Title V Rural and Low Income</p>	<p>Dru Hawkins (502) 564-1979</p> <p>Thelma Hawkins(Title I) Lindsey Kimbleton (Title III) (502) 564-1979</p> <p>April Vermillion (502) 564-4286</p> <p>Shelby Power (MAF)/Kristin Burton(GT) Leesa Unger (RTA) (502) 564-1979</p> <p>Lindsey Kimbleton (502) 564-1979 Kristin Burton (502) 564-1979</p> <p>Nicole Crosthwaite (502) 564-1979</p> <p>Vickie Terry (502) 564-1979</p>	

NOTE: Items having an asterisk (\*) indicate these should occur during the month under which they are listed.

## Important Due Dates for Superintendents JANUARY (Continued)

<b>Date</b>	<b>Program</b>	<b>Activity/Description</b>	<b>KDE Contact</b>	<b>District Contact</b>
<b>25</b>	Read to Achieve	Quarterly Expenditure Report (email hard copy of each report to KDE contact)	Leesa Unger (502) 564-1979	
<b>25</b>	21st Century Community Learning Centers	A Quarterly Reimbursement Request (QRR) and full MUNIS report must be submitted separately for each grant. PDF format emailed to KDE contact.	Thelma Hawkins (502) 564-1979	
<b>25</b>	Locally Operated CTE Centers	Quarterly Expenditure Report (email hard copy of each report to KDE contact)	Lea Lewis (502) 564-4286	
<b>30</b>	Intervention Tab Data Pull (ESS and K-3)	Intervention Tab quarterly submission of data	April Pieper (502) 564-4970	
<b>31</b>	IDEA – MoFE	Maintenance of Fiscal Effort, Non-Supplanting and Excess Cost Report	Karla Miller (502) 564-4970	
<b>31</b>	CEIS (Comprehensive Early Intervening Services) and CCEIS (Coordinated Early Intervening Services), if voluntary or required	2nd Quarter Student Identification due (flagged in Infinite Campus)	Amy Patterson (502) 564-4970	
<b>31</b>	District Budgets	Draft budget review by local board (start of new year budget). KRS 160.470(6)(a)	Chay Ritter (502) 564-3846	

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## Important Due Dates for Superintendents FEBRUARY

<b>Date</b>	<b>Program</b>	<b>Activity / Description</b>	<b>KDE Contact</b>	<b>District Contact</b>
*	Council Targets	Superintendent approves targets established by councils for closing the achievement gap in schools under provision of <b>KRS 158.649 (SB 168)</b> and local board policy.	Natasha Napier/Ashlie Cox (502) 564-3791	
*	Council Targets	Board approves targets established by councils and approved by superintendent for closing the achievement gaps in schools under provisions of <b>KRS 158.649 (SB 168)</b> and local board policy.	Natasha Napier/Ashlie Cox (502) 564-3791	
*	Read to Achieve	Submit Mid-Year Report to KDE	Whitney Hamilton (502) 564-2106	
*	Math Achievement Fund	Submit mid-year report	Erin Chavez (502) 564-2106	
<b>1</b>	EOP	CTE End-of-Program Assessment Registration	Sherri Craig (502) 564-4286	
<b>1</b>	Council Targets	Councils set targets for closing the achievement gaps in schools under provisions of <b>KRS 158.649 (SB168)</b> and local board policy.	Natasha Napier/Ashlie Cox (502) 564-3791	
<b>1</b>	Non-Resident Contracts	Non-resident contracts should be approved by the local board for the following school year. <b>702 KAR 7:125 (9)</b>	Ronda Devine (502) 564-5279	
<b>1</b>	Appointment of Employees	Superintendent can begin appointing employees for the next fiscal year anytime after February 1. <b>KRS 160.380 (2) (a)</b>	Matt Ross (502) 564-1976	
<b>2/24 - 3/31</b>	Sec. Career and Tech. Education	CTE End-of Program assessment window for students in career and technical education	Sherri Craig (502) 564-4286	
<b>25</b>	Class Size Compliance	Maximum Class Size Update Report to KDE from Non-SBDM schools and districts with only one school.	Jennifer Baker (502) 564-1479	
<b>29</b>	LEAD	Spring Reporting Period	Melinda Penny (502) 564-5846	

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## Important Due Dates for Superintendents MARCH

<b>Date</b>	<b>Program</b>	<b>Activity / Description</b>	<b>KDE Contact</b>	<b>District Contact</b>
*	Title IV-A	Intent to participate opens	Lalah Brewer (502) 564-4772	
<b>1</b>	School Staffing	The board must give each SBDM Council the tentative school staffing and budget allocations for the next fiscal year by March 1 and notice of an updated allocation by May 1. <b>KRS 160.345; 702 KAR 3:246</b>	Natasha Napier/Ashlie Cox (502) 564-3791	
<b>1</b>	Preschool Report	School Enrollment Count due to KDE March 1.	School Readiness Branch (502) 564-7056	
<b>15</b>	Indirect Costs	Indirect Cost Rate adjustments due via web form to Division of District Support	Karen Conway (502) 564-3846	
<b>15</b>	Secondary Career & Technical Education	Second semester TEDS data imported	Claude Christian (502) 564-4286	
<b>30</b>	Intervention Tab Data Pull	Intervention Tab data pulled	April Pieper (502) 564-4970	
<b>31</b>	Title IIA, III, IV, and IDEA-B	Declaration of Participation	Thelma Hawkins (502) 564-1979	
<b>31</b>	CEIS (Comprehensive Early Intervening Services) and CCEIS (Coordinated Early Intervening Services), if voluntary or required	3rd Quarter Student Identification due (flagged in Infinite Campus)	Amy Patterson (502) 564-4970	
<b>31</b>	School Nutrition Programs	School Nutrition Programs Financial Reporting	Lauren Moore (502) 564-5625	

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## Important Due Dates for Superintendents APRIL

<b>Date</b>	<b>Program</b>	<b>Activity / Description</b>	<b>KDE Contact</b>	<b>District Contact</b>
*	District Budget	District staff should begin preparing the Tentative Budget after notification of final SEEK from KDE.	Chay Ritter (502) 564-3846	
*	Front Door Project	Mapping geographical coordinates for schools and district offices. New schools or changes to front door location of existing schools should be updated at least annually.	Ryan Adcock (502) 564-2020	
*	School District Review Program	School district boundary review period begins. Begin submitting any district boundary changes to KDE.	Margalee Conley (502) 564-3791	
<b>1</b>	School Nutrition Programs	If application, complete Community Eligibility Provision Reporting (number of directly certified students) to SCN	Lauren Moore (502) 564-5625	
<b>6</b>	Locally-Operated CTE Centers	LAVEC Changes Verification Due to KDE	Scott Usellis (502) 564-4286	
<b>14</b>	E-Rate, KETS	Submit District Technology Plan to KETS Engineer	Mike Leadingham/KETS Engineers; (502) 564-2020	
<b>15</b>	Title III (EL)	Intent to Participate completed in GMAP typically due on April 15. (Tentative, depending on the release date of preliminary allocations from the Federal Department of Education.	Neil Watts/Jessica Sanderson (502)564-3791	
<b>25</b>	Federal and State Grant Programs	Quarterly Expenditure Reports (submitted electronically as a group; known as CDIP):  IDEA-B Basic, Stewart B. McKinney Homeless  Migrant Education, Title I, Part A, Title I School Improvement, Title I School Improvement Section 1003(g), Title I Neglected and Delinquent, Title III Limited English Proficient (LEP) and Immigrant.  Secondary Career & Technical Education  Math Achievement Fund, Gifted and Talented, and Read to Achieve	Dru Hawkins (502) 564-1979  Thelma Hawkins (Title I) Lindsey Kimbleton (Title III) (502) 564-1979  April Vermillion (502) 564-4286  Shelby Power (MAF)/Kristin Burton (GT) Leesa Unger (RTA) (502) 564-1979	

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## Important Due Dates for Superintendents APRIL (Continued)

Date	Program	Activity/Description	KDE Contact	District Contact
25	Federal and State Grant Programs (Continued)	Title IIA Teacher Quality  ESS, State Preschool, Textbooks, Professional Development and Safe Schools  Final Expenditure Report for Community Education  Title I School Improvement, Title I School Improvement Section 10039g and Title IV Rural and Low Income	Lindsey Kimbleton (502)564-1979  Nicole Crosthwaite (502)564-1979  Kristin Burton (502)564-1979  Vickie Terry (502) 564-1979	
25	Locally Operated CTE Centers	Quarterly Expenditure Report (e-mail hard copy of each report to KDE contact)	Lea Lewis (502) 564-4286	
25	Read to Achieve	Quarterly Expenditure Report (e-mail hard copy of each report to KDE contact)	Leesa Unger (502) 564-1979	
25	21 <sup>st</sup> Century Community Learning Centers	A Quarterly Reimbursement Request (QRR) and full MUNIS report must be submitted separately for each grant. PDF format emailed to KDE contact.	Thelma Hawkins (502) 564-1979	
30	Written Notice (non-renewal certified)	Superintendent must give written notice by May 15 of non-renewal to each limited contract certified employee whose contract will not be renewed for the next year. <b>KRS 161.750(2)</b>	Cassie Trueblood (502) 564-4606	
30	Written Notice (non-renewal classified)	Superintendent must give written notice by May 15 of non-renewal to each limited contract classified employee whose contract will not be renewed for the next year. <b>KRS 161.011</b>	Matt Ross (502) 564-1976	

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## Important Due Dates for Superintendents MAY

<b>Date</b>	<b>Program</b>	<b>Activity / Description</b>	<b>KDE Contact</b>	<b>District Contact</b>
*	Reduction in Duties	Superintendent must give written notice of reduction in duties and reduction in pay that will impact certified employees 90 days before the first student attendance day of the following school year or May 15, whichever is earlier. <b>KRS 161.765; KRS 161.760</b>	Cassie Trueblood (502) 564-4606	
*	Read to Achieve	Submit End-of-Year Report	Whitney Hamilton (502) 564-2106	
*	Math Achievement Fund	Submit year-end report	Erin Chavez (502) 564-2106	
*	Reduction in Duties	If superintendent decides to demote an administrator with three or more years of administrative experience, must comply with terms of <b>KRS 161.765</b> .	Cassie Trueblood (502) 564-4606	
*	Textbooks and Instructional materials	Schools complete purchasing plans for textbooks and instructional materials in accordance with local board policy. Selection of basal instructional materials follows the District Off-List Notification process. <b>KRS 156.445(1)</b>	Kimberly McDaniel (502) 564-2106	
<b>1</b>	NBC Salary Supplement	Request for National Board Certification Salary Supplement Reimbursement. <b>KRS 157.395</b>	Jana Cox (502) 564-3846	
<b>1</b>	Nutrition Programs	A summary of the findings and recommendations of the nutrition report required by <b>KRS 158.856(6)</b> .	Stephanie Bunge (502) 564-2106	
<b>1</b>	Physical Activity – Elementary Schools	The report on how much time is provided for physical activity in the elementary schools, as required in <b>KAR 160.345(11)</b> , and a summary of the findings and recommendations of the assessment of the physical activity environment, as required by <b>KRS 158.856(6)</b> .	Stephanie Bunge (502) 564-2706	
<b>1</b>	Staffing Allocations	Notice of an updated allocation shall be given to school councils by May 1 of each year for the funds and positions identified in sections 4, 5 6 and * of <b>702 KAR 3:246</b> .	Ashlie Cox/Natasha Napier (502) 564-3791	
<b>15</b>	Agricultural Education	SAE Annual Report for Agricultural Education	Brandon Davis (502) 564-4286	
<b>15</b>	School Calendar	Local board of education to approve the school calendar for the next school year on or before May 15.	Ronda Devine (502) 564-5279	
<b>20</b>	Gifted and Talented	Annual Gifted and Talented Education End-of-the-Year Report and Summative Evaluations	April Pieper (502) 564-4970	
<b>28</b>	Audit Contracts	Audit Contracts must be approved by local boards and are due to KDE by May 28.	Kim Carter (502) 564-3846 Nicole Vanover (502) 564-3846	

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## Important Due Dates for Superintendents MAY (Continued)

Date	Program	Activity / Description	KDE Contact	District Contact
<b>30</b>	District Budget	Submit board approved Tentative Budget by May 30 with at least a 2% contingency. <b>KRS 160.470(6) (a)</b>	Carol Buell/Karen Conway (502) 564-3846	
<b>30</b>	SBDM, Section 7 Allocations	Section 7 allocations, if any or if available, must be provided to each school council. 702 KAR 3:246	Natasha Napier/Ashlie Cox (502) 564-3791	
<b>30</b>	Capital Funds Request	Capital Funds Requests (CFR) are due for current fiscal year.	Jana Cox (502) 564-3846	
<b>31</b>	Secondary Career & Technical Education	End-of-year data imported into TEDS	Claude Christian (502) 564-4286	
<b>31</b>	Pupil Transportation	Certification for Transportation for KSB & KSD Home Trips for Resident Pupils Certification for Transportation for KSB & KSD Daily Trips	Carol Buell (502) 564-3846	
<b>31</b>	CEIS (Comprehensive Early Intervening Services) and CCEIS (Coordinated Early Intervening Services), if voluntary or required	Final student identification due (flagged in Infinite Campus)	Amy Patterson (502) 564-4970	
<b>31</b>	CEIS (Comprehensive Early Intervening Services) and CCEIS (Coordinated Early Intervening Services), if voluntary or required	CEIS/CCEIS strategic plan evaluation due	Karla Miller (502) 564-4970	

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## Important Due Dates for Superintendents JUNE

Date	Program	Activity / Description	KDE Contact	District Contact
*	Title IX	Title IX forms sent to KHSAA	Darren Bilberry (859) 299-5472	
*	School Nutrition Programs	File completed Agreement for Participation in National School Lunch and School Breakfast Programs (updated electronically)	Lauren Moore (502) 564-5625	
*	Pupil Transportation	Driver Trainers 6-Hour Updates; School Bus Inspectors 4-Hour Updates	Elisa Hanley/Carl Meehan (502) 564-5279	
6/2017	Community Education	In order for the district to receive ½ payment of funds, the district Finance Officer must submit an invoice and the district expense report outlining salary and fringe. KDE will continue to review the quarterly CDIP reports.	Kristin Burton (502) 564-1979	
1	Gifted and Talented	Annual Gifted and Talented Education End-of-the-Year Reports, including Summative Evaluation	April Pieper (502) 564-4970	
1	Title II	Title II Part A Budget	Jennifer Baker (502) 564-1479	
1	Title IV-A	Application opens in GMAP as part of consolidated application	Lalah Brewer (502) 564-4772	
15	Summer Food Service Program	If applicable, file completed agreement for participation in Summer Food Service Program with KDE.	Lauren Moore (502) 564-5625	
15	School Salaries	Superintendent must notify all teachers of the best estimate of their salary no later than 45 days before first student attendance day or June 15, whichever is earlier. <b>KRS 161.760(1)</b>	Cassie Trueblood (502) 564-4606	
15	Limited Contract Teachers	Teachers renewed for the next year are assumed to have accepted the contract unless they have provided written notice by June 15 that they do not accept employment. <b>KRS 161.750(3)</b>	Cassie Trueblood (502) 564-4606	
30	State Preschool	Annual Performance Report	School Readiness Branch (502) 564-7056	
30	ESS	2019-2020 ESS Program Projection Report for next school year	April Pieper (502) 564-4970	
30	ESS	Daytime Waiver Evaluations Report	April Pieper (502) 564-4970	
30	ESS	Infinite Campus regular term reports – pulled from Infinite Campus (IC)	April Pieper (502) 564-4970	

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## Important Due Dates for Superintendents JUNE (Continued)

Date	Program	Activity / Description	KDE Contact	District Contact
30	Preschool	Kentucky Preschool Performance Report	School Readiness (502) 564-7056	
30	District Funding Assurances	Submit assurances by email from Superintendent's Inbox to KDE Assurances Mailbox by June 30 each year.	Karen Wirth (502) 564-1979	
30	Nutrition Programs	Notification due to SCN for participation in the Community Eligibility Program	Lauren Moore (502) 564-5625	
30	Pupil Transportation	Vocational Reimbursement Claim Forms due by June 30.	Karen Conway (502) 564-3846	
30	Pupil Transportation	Pupil Transportation Adjustment Form End-of-Year	Karen Conway (502) 564-3846	
30	ESS	ESS Student SIS/Infinite Campus reports pulled from Infinite Campus (IC): Summer Term	April Pieper (502) 564-4970	
30	Safe Schools	Safe Schools Data Verification Report	Victoria Fields (502) 564-3472	
30	Safe Schools Special Education	Safe Schools Data Verification Report for students with active IEPs on December 1 of reporting year	Amy Patterson (502) 564-4970	
30	Indicator 11 & 13 Report	Submit spreadsheet for IDEA Indicators 11 & 13	Amy Patterson (502) 564-4970	
30	Fiscal Year for Schools	End-of-school fiscal year <b>KRS 158.050; KRS 160.450</b>	Steve Lyles (502) 564-3930	
30	Non-resident Contracts	Amendments to contracts for non-resident students. <b>702 KAR 7:125 (9)</b>	Ronda Devine (502) 564-5279	
30	SAAR Report	The Superintendent's Annual Attendance Report (SAAR) is due to KDE by June 30.	Brad Kennedy (502) 564-5279	
30	KEES	Kentucky Educational Excellence Scholarships (KEES) Report (Grades 8-12) to KDE	Rebecca Gilpatrick (502) 696-7394	
30	New School Calendar	School calendar for upcoming school year due to KDE by June 30. <b>702 KAR 7:140 (2)</b>	Ronda Devine (502) 564-5279	
30	Revised School Calendar	Amended school calendar for current school year due to KDE by June 30. <b>702 KAR 7:140 (2)</b>	Ronda Devine (502) 564-5279	
30	Secondary Career and Technical Education	All data cleaned up and verified in TEDS	Claude Christian (502) 564-4286	
30	School Facilities	School Facilities Construction Commission (SFCC) needs assessment is calculated	Greg Dunbar (502) 564-4326	

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## Important Due Dates for Superintendents JUNE (Continued)

<b>Date</b>	<b>Program</b>	<b>Activity/Description</b>	<b>KDE Contact</b>	<b>District Contact</b>
<b>30</b>	Extended School Services	End of year submission of data (Infinite Campus Intervention Tab)	April Pieper (502) 564-4970	
<b>30</b>	K-3 Intervention	End of year submission of data (Infinite Campus Intervention Tab)	April Pieper (502) 564-4970	
<b>30</b>	Schools with Changed School Service Area	Deadline for notification of any school that has an unstable population (less than 60%) compared to the prior year. 703 KAR 5:240(6)	Kevin Hill (502) 564-9853	

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