Paolo DeMaria
Associate Superintendent

February 1, 2006

TO: Community School Administrators

FROM: Paolo DeMaria, Associate Superintendent, Center for School Finance

SUBJECT: February Community School Payment

This payment reflects the factors under Am. Sub. H.B. 66, which is effective for FY 2006 and FY 2007.

A. Community School Payment Report

1. This payment is based on the data in the 2005-2006 school year on the web based system as of January 15, 2006.

B. Community School Foundation Statement of Settlement Report

1. Schools may see several adjustments on this month's Statement of Settlement Report. All FY '05 adjustments will begin with the February payment. Detailed information on this adjustment appears below. Other adjustments that may appear include those coded as "JV 43 FY '05 Auditor Fee Adjustment and "JV 78 Insufficient Fund Adjustment".

C. Final FY '05 Adjustments

1. The FY '05 calculations are complete and the adjustments are included in this payment. Schools that are to receive funds will see the full amount in this month's payment. Schools repaying $500 or less will see this deduction in full in this month's payment. Unless granted a repayment extension, schools repaying over $500 will see monthly deductions that begin this month and continue over the remainder of the fiscal year. All FY '05 adjustments will be coded as "JV 42 FY '05 Final/June" on your Community Schools Statement of Settlement Report.

D. Kindergarten Programs

1. In the last release of the CSADM system, a Kindergarten Program Type field was added to the Entity Profile. All community schools need to specify the type of Kindergarten Program that they are currently offering by using the drop-down menu. The program options include: do not offer a kindergarten program; full-day everyday kindergarten program and half-day everyday kindergarten program. Schools will need to designate their program type before the February 15th extract. Beginning with the March payment, we will fund all schools based on the kindergarten program type identified in the school profile. **Schools failing to specify a program type will be funded as though they were offering a half-day kindergarten program.**

2. The release of Version 2.1 of the CSADM will include a new validation for students who have been granted early entrance to kindergarten. Under ORC 3321.01, parents may request early admission to kindergarten if the child turns five years of age after the school's kindergarten entrance date (August 1 or September 30) **and** before January 1. Each school shall determine entrance through a standardized testing program. With this new release you will only be able to enter students who were five years of age as of January 1, 2006.

E. FTE Reviews

1. Community Schools are identified for FTE Reviews in the following ways:
   a) All new community schools that receive a foundation payment by January of the current fiscal year. Schools that do not receive a foundation payment until February will receive their first FTE Review during the next fiscal year.
   b) All Community Schools that are in their fifth year of operation (those that opened in 2000-01).
   c) Community Schools that had an overpayment in the previous fiscal year that was more than ten percent of their annual amount.
   d) There is also a random selection of twenty percent of all open schools.

2. Community Schools that have been identified for FY '06 FTE Reviews will be notified by their area coordinator shortly. The Spring reviews will take place between February 1st and March 31st. The second site reviews are currently scheduled to take place between July 15th and September 30th.

F. CSADM System Update

1. Version 2.1 of the CSADM System is nearing completion and you will be notified when it is released.

2. The CSADM Manual is in its final stages and will be available on the web shortly. You will receive notification when it is posted to the website.

3. There will be additional enhancements to the system as the year progresses. We will make every effort to update you as those enhancements are completed and forward you inserts for the manual. Please feel free to forward us any suggestions for improving the system, we welcome your input.

G. EMAD

The Education Monetary Assistance Distribution (EMAD) is a secure web application administered by the Ohio Department of Job and Family Services. Through EMAD, districts and community schools identify students in poverty for the purpose of determining some aspects of Poverty-Based Assistance (PBA) funding. With the exception of Internet-based community schools, all community schools should do EMAD. The system will be made available this month and remain open through April 15th. All users must have a *SecurID* token to access the system. Instructions for ordering and registering your token can be found at the EMAD website at: http://jfs.ohio.gov/emad/ . Click on the link *Obtaining Access.* Questions concerning EMAD should be forwarded to: EMAD@ode.state.oh.us

H. Miscellaneous

1. Those students who are identified with a handicapping condition must have an I.E.P. dated by December 1st of each fiscal year in order to receive special education weighted funds. If the I.E.P. date field did not have a date prior to December 1, 2005 or was left blank, those students will be funded as a non-handicapped student, commencing with the January payment.

2. Version 2.0 of the CSADM System was launched last month. All community schools were sent an abbreviated summary of the major changes. As stated in that communication, gender, ethnicity and LEP status for past student records will be populated from your October EMIS data. This process will take place over the course of the next few months. Until the data is uploaded into the CSADM, the default codes will remain in those fields.

3. We received new annual amounts from the two retirement systems and updated the monthly deduction amount. If you have questions or believe the annual amount to be incorrect, contact Paul Snyder of STRS at (614) 227-4090 or Daryl E. Hull of School Employees Retirement System (SERS) at (614) 222-5906.

4. As previously noted, the overpayment letters were mailed using data extracted for OEDS-R. This will be our primary source of contact information and it is imperative that all schools keep this information up to date at all times.

5. Starting in November, there were 2 new errors that effected funding. Neither one appears on the CSADM system as an error because they are identified after the extract is done and the SSID's are bumped up against each other in the calculation process. One is an error identified as "SSID not funded – Concurrent enrollment at another community school." This means that more than 1 community school has reported the same student for an overlapping or same time period. There is a report that is available to you at your ITC. This monthly report will identify the other school(s) that is reporting the same SSID. You will need to work with the other school(s) to get the data reported accurately. Your area coordinators can help you if you have problems getting the data corrected. The other error is identified as "FTE for SSID greater than 1.0 – Reduced to balance available." This means that another school(s) has/have already claimed a portion of the FTE starting from July 1 of the current year and that only the balance up to a 1.0 FTE is available for funding. We can't fund a student greater than a 1.0 in a school year. The name of the report is:

   ITC_IRN_COORD_20051203.TXT_2006K_STU_CS_FATAL_ERROR

6. Special education category weights have a reduction factor of 0.90 of the following weights:
   a. Category 1 → 0.2892
   b. Category 2 → 0.3691
   c. Category 3 → 1.7695
   d. Category 4 → 2.3646
   e. Category 5 → 3.1129
   f. Category 6 → 4.7342

   REMINDER: I.E.P.'s on file must match the handicapping condition identified in the web based system. **I.E.P.'s must have been completed and dated by December 1, 2005** in order to receive special education weighted funding for these students this fiscal year.

7. The Community School payment Report and Statement of Settlement **are available on the ODE Website**. The website address is:

   http://www.ode.state.oh.us/school_finance/community_schools/default.asp

8. Community Schools must enter State Student Identification numbers (SSID's) for all of their students or face lack of funding. As you may be aware, each community school can retrieve their student level records in the CSADM web system to verify which students are missing their SSID. **A payment will not be issued for those students who do not have a valid state student identifier reported in the CSADM system.**

9. Schools must now enter student information using the new CSADM website at the following link:

   https://webapp.nwoca.org/csadm/home.do

10. If you need to update information on the web-based system or give a new person access to the web based system, contact Michelle Smith at (614) 466-4982.

11. The Community School payments are vouchered on the first working day of the month. It takes approximately seven to ten business days to receive the warrants or EFT notification slips from the Auditor of State's office. If you have not received your funds by the eleventh business day of the month, feel free to contact our office for assistance. If there are any questions in regards to the payment, please contact this office or your area coordinator.