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| --- | --- | --- | --- | --- | --- | --- |
| **The Critical Role of the Kansas Special Education Director** | | | | | | |
| Special Education Administrators play an important role in the provision of services to students with exceptionalities at the local level.  Perhaps the most regulated sector of public education, special education is federally mandated and governed by both federal and state laws.  The Kansas State Department of Education is responsible for ensuring the general supervision of special education in the state and does this through the Kansas Integrated Accountability System (KIAS). Through this system, KSDE is routinely collecting, monitoring, and submitting program and fiscal data to the federal Office for Special Education Programs (OSEP) and each Local Education Agency (LEA) in the state is responsible for ongoing collection, verification, and reporting activities related to the provision and funding of special education in the state.  KSDE has developed a multi-faceted system to accomplish this process and you, as a special education administrator will be responsible for interacting with all the following components of that system. Much more information and resources on the expectations of LEAs are available at KSDE.org, and a brief description of key activities within that system and generally expected of an LEA Special Education director is offered below to orient you to some of the important components of the system. The list of activities here are not exhaustive and are only intended to provide an overview of key tasks and responsibilities of a local special education director. For complete details, review applicable regulations and guidance from the Kansas State Department of Education. | | | | | | |
| **The First 100 Days Checklist** | | | | | | |
| **Policy/Procedure** | | | | | | |
|  | ACTIVITY | DESCRIPTION | NOTES | JULY | AUG | SEPT |
|  | Review Cooperative/Interlocal Agreement | Cooperative and Interlocal agreements generally require annual review. Plus, it is important for the director to be fully aware of and follow all provisions of the LEAs cooperative or interlocal agreement. |  | → | ● |  |
|  | Verify completion of professional negotiations and any changes as well as financial impact of negotiations on special education budget. | Negotiations processes and timing can vary from LEA to LEA, but it is generally the source for updates to staff hours, workload policies, and salary/benefits. Note, the statutory declaration of impasse date for professional negotiations is July 31. |  | ● |  |  |
|  | Prepare and submit annual July BOE meeting agenda Items. | There are many annual [July board meeting items](https://www.ksde.org/Portals/0/School%20Finance/budget/Online%20Budget%20Packet/July%20bd%20mtg%20agenda.pdf?ver=2022-07-07-114216-077), particularly for an interlocal LEA. Some special education items include appointment of due process hearing officers, MOUs, staffing contracts for outside staffing agencies, etc. For interlocal entities, ensure authorization as agent for federal funds, adoption of bank, school attorney, etc. |  | → | ● |  |
|  | Locate, bookmark/print the [KSDE Special Education Process Handbook](https://www.ksde.org/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/Special_Education/Legal-Special-Education-Law/Kansas-Special-Education-Process-Handbook) | The [KSDE Special Education Process Handbook](https://www.ksde.org/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/Special_Education/Legal-Special-Education-Law/Kansas-Special-Education-Process-Handbook) was developed to provide guidance, resources and supports necessary for those professionals who work to improve results for exceptional children.  The information provided in the Kansas Special Education Process Handbook attempts to clarify and define legal requirements of the law and regulations. Directors and leadership staff should bookmark this document or print a desktop copy for reference throughout the year. |  | ● |  |  |
|  | Review Local Special Education Policies, Procedures and Forms; Update/Revise as Needed | Every LEA must have in effect local policies, procedures and programs to ensure the implementation of special education within the LEA consistent with federal and state law. [34 CFR §300.201](https://www.ecfr.gov/current/title-34/subtitle-B/chapter-III/part-300/subpart-C/section-300.201) This includes local forms and procedural documents, as well as many required board policies. Often, within KIAS monitoring, policies, practices, and procedures are required to be reviewed for particular areas. A good place to review several of these areas of policy and procedure is through the LEA IDEA VI-B Application Assurances section. Reviews of procedures and practices often occurs as part of the KIAS monitoring activities. |  | → | → | → |
|  | Review Dispute Resolution Activity, if any, from prior year | Identify and address any carry over of active proceedings or required actions resulting from dispute resolution (state complaints, due process hearings, and mediation) in the prior year. If you are unsure about or unable to verify any active dispute resolution proceedings for your LEA within your system data and records, reach out to the KSDE Dispute Resolution Coordinator. |  | ● |  |  |
| **Budget/Fiscal** | | | | | | |
|  | ACTIVITY | DESCRIPTION | NOTES | JULY | AUG | SEPT |
|  | Verify [IDEA VI-B LEA Application](https://www.ksde.org/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/Special_Education/Special-Education-Fiscal-Resources#LEAapp) Part I has been submitted and approved. | Eligible LEAs must apply annually for [IDEA VI-B flow-through funds](https://www.ksde.org/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/Special_Education/Special-Education-Fiscal-Resources#flow). KSDE’s application is a two-part application, with Pt. I assurances and certifications generally due in June. A substantially approvable application submitted by July 1 ensures full period of availability for IDEA federal funds. |  | **X** |  |  |
|  | Complete the IDEA VI-B Part II Application for Funds. | Final approval for [IDEA VI-B funds](https://www.ksde.org/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/Special_Education/Special-Education-Fiscal-Resources#LEAapp) requires submission and approval of Pt. II (budget) application, which opens in July and is due on August 15 |  | → | **X** |  |
|  | Monitor [timely obligation and liquidation](https://www.ksde.org/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/Special_Education/Special-Education-Fiscal-Resources#grants) of all federal IDEA VI-B flow-through funds. | LEAs may incur obligations for current FFY funds as of July 1 **if** a substantially approvable application, LEA VI-B Part I, has been submitted. Period of performance continues through September 30th two years later which includes the 12-month Tydings (carryover) period; therefore, each September 30, the two-year prior FFY award period of obligation is closing. Check out this national center’s [resource](https://cifr.wested.org/wp-content/uploads/2021/04/CIFR-Understanding-Different-Fiscal-Years.pdf) for more information on IDEA fiscal years. |  | → | → | **→/X** |
|  | Apply for [Targeted Improvement Plan](https://www.ksde.org/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/Special_Education/Special-Education-Fiscal-Resources#TIP) funds. | Each year KSDE makes available Targeted Improvement funds to assist Kansas school districts in improving results for students with disabilities. The application opens in June and closes in September. The application is submitted through the Kansas Grants Management System, a KSDE Authenticated Application. |  | → | → | **X** |
|  | Ensure local *special education* budget is completed and available to LEA. | Publication, hearing, and adoption of budgets by an interlocal, sponsoring cooperative, and stand-alone districts must be completed July-September. KSDE School Finance provides extensive budget information and forms each year. More information can be found [here](https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Budget-Information). |  | ●/→ | → | **X** |
|  | Download and calendar all Federal and State Aid [payout dates](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https:/www.ksde.org/Portals/0/School%20Finance/budget/Online%20Budget%20Packet/Payment%20Dates%20FY23.pdf?ver=2022-06-28-105645-767). | State and federal aid payouts generally lag for the first few months of a schoolyear. It is important to monitor and plan for revenue flow of special education funds and to ensure operating expenses are covered until money is released by Federal and/or State agency. |  | → | → | ● |
|  | Complete Form 120-A Estimated Special Education State Aid | K.S.A. 72-3422 requires that special education state aid be distributed among school districts that participate in a special education cooperative or interlocal. [Form 120-A](https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/Online-Budget-Packet) is a form for sponsoring districts and interlocals to complete and send to each participating district estimating state special education aid. It is also to be submitted to KSDE School Finance by the sponsoring district of a cooperative or the interlocal. |  | ● |  |  |
|  | Verify dates and support completion of KSDE Annual Fiscal Audit, including audit of state categorical aid. | LEA special education director/leadership should directly [prepare](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https:/www.ksde.org/Portals/0/Auditing/Preparing%20for%20the%20KSDE%20Audit%20FY22.pdf?ver=2021-10-19-175042-883) for and support relevant staff with the [state fiscal audit](https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/Fiscal-Auditing#AuditGuides), particularly the review of state categorical aid for special education from the prior year. Director must be registered in the Audit Clearinghouse to approve the audit. |  | → | → | → |
|  | KS Deaf-Blind Fund (DBF) | The KS Deaf-Blind Fund applications for students on the KS DB Census Group 1 Application Window Closes in July, notification of Group 1 awards occurs in August, and then Group 2 opens in September. |  | **X** | → | → |
|  | Review and complete the KSDE [Federal Fiscal File Review](https://www.ksde.org/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/KIAS-Kansas-Integrated-Accountability-System#fiscalreview). | The KSDE Federal Fiscal File Review is a part of the KIAS cyclical monitoring reviews. It is a self-assessment of the LEA’s policies, practices, and procedures related to federal funds management. The collection opens in early September and closes early October. |  |  |  | → |
| **General Leadership** | | | | | | |
|  | ACTIVITY | DESCRIPTION | NOTES | JULY | AUG | SEPT |
|  | Verify staffing is in place for year and continue efforts to fill any open positions. | Review departures, fills, and additions to overall FTE within your system as well as any potential changes to assignments. Communicate with applicable staff, building and district leadership and update coop/interlocal boards on staffing. Consider posting open positions on the [Educate Kansas Job Board](https://jobs.educatekansas.org/inner.php?p=scripts/funct.search.job.list) is recommended. This job board requires a userID and PW to post positions. |  | → | ● |  |
|  | Sign Up for relevant KSDE and KSDE TASN listservs and newsletters. | Special Education Directors Listserv from KSDE  MIS Monthly FAQ and Reminders (Directors, Data Clerks, Case Managers)  [Kansas Alternate Assessment (KAA) Listserv](https://www.ksde.org/Agency/Division-of-Learning-Services/Career-Standards-and-Assessment-Services/CSAS-Home/Assessments/Dynamic-Learning-Maps-DLM-Essential-Elements)  [Secondary Transition Listserv](https://www.ksde.org/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/Special_Education/Secondary-Transition)  TASN Professional Learning Newsletter, School Finance Interest Letter |  | ● |  |  |
|  | Join professional organizations/make connections with peers. | Consider local, state, and national professional memberships, such as the Kansas Association of Special Education Administrators (KASEA). Locate your KASEA Representative and determine dates of monthly meetings to add to your calendar. <http://kasea.org/regions/> |  | ● |  |  |
|  | Review and plan for all leadership and coordination meeting dates within your system. | Identify and calendar all applicable leadership meetings and collaborative events for your system/role, typically including district leadership meetings, BOE meetings, Board of Director meetings (for coop/interlocal), staff meetings, other. Review prior year special education BOE and/or BOD agenda items for each month to anticipate items for the current year. |  | ● |  |  |
|  | Review and prepare for implementation of district/coop/interlocal professional learning plan. | Professional learning plans vary from system to system and planning for this typically starts in the spring of the prior year. Decisions regarding the inclusion of special education staff and leaders within a district overall plan as well as determination of any special education only training workshops, PLCs, paraprofessional learning plans, and other professional learning supports for the year are important considerations of a special education director. |  | ● |  |  |
|  | [Register for the monthly KSDE Special Education Administrators Webinars](https://www.ksdetasn.org/event_groups/_AezOQ) | KSDE Special Education leadership provides a monthly webinar for LEA special education leaders to review relevant updates, collections, resources, and more. Although these are generally recorded, it is recommended that directors [register](https://www.ksdetasn.org/event_groups/_AezOQ) (KSDE TASN) and prioritize live participation in these sessions on their calendar. |  | ● |  |  |
|  | Register for Special Education Administrators Quarterly Workshops | KSDE Special Education and Title Services provides quarterly professional learning and collaboration opportunity for LEAs, particularly for new directors of special education or Title services. The first session is in July as a pre-session event to the KSDE Leadership Conference in July. Register for this year’s sessions and check out prior session materials [here](https://www.ksdetasn.org/tasn/ksde-sets-special-education-quarterly-meetings). |  | ● |  |  |
|  | Register for and attend the Annual Summer Leadership Conference | KSDE Special Education and Title Services provides a Summer Leadership Conference each year to communicate updates, provide professional learning, and facilitate collaboration among local special education directors, KSDE SETS staff, and KSDE TASN providers. Register [here](https://www.ksdetasn.org/tasn/2022-ksde-sets-summer-leadership-conference). |  | ● |  |  |
|  | Identify appropriate staff to attend Dynamic Learning Maps (DLM) webinars | KSDE Special Education and Title Services provides a series of DLM webinars focusing on key topic areas in administering the DLM. These webinars are appropriate for all staff administering the DLM. Have your staff register and review the schedule and content [here](https://www.ksdetasn.org/search/events?page=1&q%5Bstart_time_or_end_time_date_gt%5D=2022-07-11&search_term=DLM). |  | → | ● |  |
|  | Identify appropriate staff to attend Secondary Transition Professional Development | KSDE Special Education and Title Services provides ongoing Professional Learning supports around Secondary. Transition webinars will occur monthly focusing on resources and supports for you and your staff around Secondary Transition. Review Professional Development opportunities and webinars schedule [here](https://www.ksdetasn.org/tasn/secondary-transition). |  | → | ● |  |
| **Kansas Integrated Accountability System (KIAS)** | | | | | | |
|  | ACTIVITY | DESCRIPTION | NOTES | JULY | AUG | SEPT |
|  | Read/review the **Kansas Integrated Accountability System (KIAS)** Overview document. | The [KIAS Overview](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https:/www.ksde.org/Portals/0/ECSETS/KIAS/KIAS-Overview.pdf) is a resource for directors to use to gain an overall knowledge of the SETS team integrated IDEA and ESEA systems of general supervision and accountability. NOTE: The Kansas Integrated Accountability System (KIAS) is the system of general supervision for KSDE. The KIAS *application* is the authenticated application that houses many of the collection and review applications relevant to KIAS. |  | ● |  |  |
|  | [Ensure access to](https://apps.ksde.org/authentication/login.aspx) [[KSDEs Authenticated Portal](https://apps.ksde.org/authentication/login.aspx)](https://apps.ksde.org/authentication/login.aspx) for all relevant applications. | Each director should ensure appropriate access to the [**KSDE Authenticated Applications**](https://www.ksde.org/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/KIAS-Kansas-Integrated-Accountability-System#KIAS-app) for all applicable special education fiscal and KIAS applications is in place or requested for the director and all necessary support/leadership staff. This includes Categorical Aid Personnel System (CAPS); Directory Updates (calendar, building, and contact information must be updated each year); Special education MIS Collection System; Kansas Integrated Accountability System (KIAS); Kansas Grants Management (KGMS); and several other applications as applicable for your LEA type and your role. |  | ● |  |  |
|  | Download and Review [KIAS Calendar](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.ksde.org%2FPortals%2F0%2FECSETS%2FKIAS%2FKIASCalendar.pdf&data=05%7C01%7Celincoln%40air.org%7Cdda764749e524282900908da653e6d75%7C9ea45dbc7b724abfa77cc770a0a8b962%7C0%7C0%7C637933616218958387%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Ejs%2BlCU1bMz4SGgInNls6GhFBOxj%2F3N10NN1o8vWsfg%3D&reserved=0) | KSDE provides a **Kansas Integrated Accountability System (KIAS) Calendar** of critical fiscal and monitoring data collection windows and report submission dates. The calendar and all KIAS information summaries, FAQs, and other resources are available [[here](https://www.ksde.org/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/KIAS-Kansas-Integrated-Accountability-System)](file:///C:\Users\elincoln\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\ICR3KARZ\KIASCalendar%2022-23.pdf). |  |  |  |  |
|  | Identify districts and student files for **IDEA/Gifted File Review** | IDEA/Gifted File review is a cyclical monitoring component of the KSDE KIAS. Check the cohort list of districts for on the [KSDE KIAS](https://www.ksde.org/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/KIAS-Kansas-Integrated-Accountability-System) web page to identify which district(s) are in review for the applicable school year. |  | ● |  |  |
|  | Begin collection and verification of IDEA/Gifted File Review data. | Data Collection Window Opens for the applicable cohort. Student files to be reviewed are selected for review by KSDE. Check for communication from KSDE regarding Cohort 2 student ID numbers for IDEA/Gifted File Review for your district(s) on review. Collection closes September 15. |  | → | → | **X** |
|  | Prepare for current year **618 MIS Data** collection and verify prior year data. | 618 MIS data collections require transition and set-up from one year to the next. Watch for communications from KSDE Data Manager regarding the availability of and procedures for current year set up and data entry tasks. Set-up for the current year overlaps with verification of prior year data – ensure all prior year data is finalized and verifications are addressed by September 15. |  | ●/→ | → | **X** |
|  | Begin collection and verification of **Indicator 11 Timely Evaluation** data. | Indicator 11 is a compliance indicator of the IDEA Annual Performance Report (APR). This indicator monitors timeliness of initial evaluations within an LEA. Look for communication from KSDE regarding the data collection window opening and procedures for reviewing and submitting data. |  | → | → | **X** |
|  | Review your LEA’s **Kansas APR Public and Expanded Reports**. | LEA’s [Kansas Annual Performance Reports (APR)](https://www.ksapr.org/KansasAPR/Login.aspx) are available through a link on the KSDE Technical Assistance System Network (TASN) site. Access to the site must be requested. Every LEA receives a public annual performance report and an expanded annual performance report. The expended report includes the LEAs Level of Determination rating from KSDE and is not publicly posted. |  | → | ● |  |
|  | Begin coordination of **Indicator 8 (Parent Engagement)** data collection. | Indicator 8 is a performance indicator of the IDEA APR. This indicator is a parent survey that gathers data about parent engagement within an LEA. Watch for data collection procedures and forms from KSDE and prepare a plan for collecting parent within your system. |  | → | → | → |
|  | Begin entry of discipline data for current year. | The **KIAS Discipline Data Collection** is a building-level collection of specific discipline incidents by the responsible building within the KIAS Authenticated Application. The current year collection window opens in July. Buildings *may* report incidents that occurred on or between July 1 and June 30 of the current year but *must not submit* that data to KSDE until all reportable incidents for the year have been entered. Collection closes June 30. |  | → | → | → |
|  | Prepare for and facilitate entry of **Emergency Safety Intervention (ESI)** data collection. | The [ESI data collection](https://www.ksde.org/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/KIAS-Kansas-Integrated-Accountability-System/Emergency-Safety-Interventions-ESI) is a building-level collection of (Report incidents that occurred on or between June 1 and November 30). Emergency safety interventions law sets forth standards for the use of restraint and seclusion to ensure that all Kansas students and staff have a safe learning environment. The standards found in the emergency safety intervention statutes and regulations are required to be followed in all Kansas public school districts and accredited private schools. Resources on ESI can be found [here](https://www.ksdetasn.org/ksde/emergency-safety-interventions-esi-resources). |  | → | → | → |