

Office of School Financial Services (Financial Updates, FETS, and National Board)

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Office of School Financial Services, Bureau Director

mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION

September 14, 2023



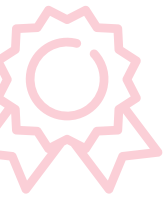
VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens



MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community



1

ALL Students Proficient and Showing Growth in All Assessed Areas



2

EVERY Student Graduates from High School and is Ready for College and Career



3

EVERY Child Has Access to a High-Quality Early Childhood Program

EVERY School Has Effective Teachers and Leaders

4



EVERY Community Effectively Uses a World-Class Data System to Improve Student Outcomes

5



EVERY School and District is Rated “C” or Higher

6



Senate Bill 2615

- W-2 contract personnel who work at least 130 hours per month are eligible to purchase insurance under the base coverage of the State and School Employees' Health Insurance Plan

Senate Bill 2749

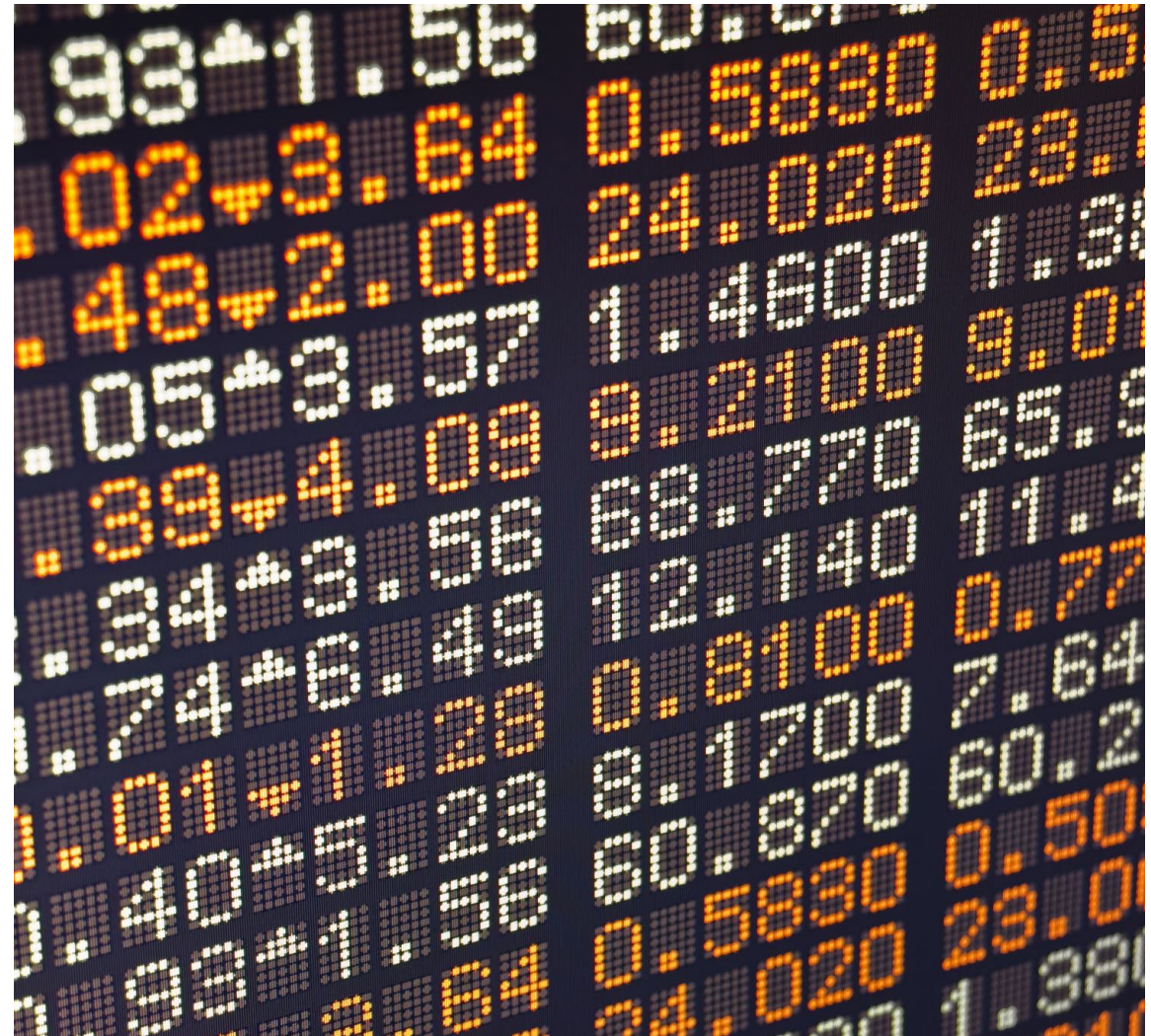
- School board members will receive a pay increase between \$4,000 and \$6,000 depending on the student enrollment of the district

House Bill 1613

- \$240M appropriated for the second year for the FY23 teacher pay raise as separate funding
- \$100M distributed to public school districts and charter schools based on average daily enrollment. This is separate funding from MAEP. These funds **may not** be used for administrative increases

Financial Services Legislative Updates (continued)

- MAEP (10.31% below full funding request) \$2,399,937,945
- Chickasaw Cession \$16,945,631
- EEF Buildings and Buses \$16,000,000
- Master Teacher Program \$22,380,000
- Teacher Pay Increase \$240,397,960
- Average Daily Enrollment \$100,000,000



Financial Services Legislative Updates (continued)

Base Student Cost
(BSC)

\$6,062.50

Senate Bill 1173

- EEF Teacher Procurement Card Program appropriated \$25,000,000 for FY24
- Charter school teachers may receive EEF cards
- Program Cards should be issued to teachers no later than August 01
- EEF Card allocation amount for each eligible teacher is \$672 compared to \$743 for FY23
- The second order of cards have been ordered from UMB Bank. The anticipated timeline of cards to be shipped to the districts has not been confirmed
- FY23 EEF cards with remaining balances were anticipated to be shipped to the districts in September 2023. Currently the MDE is working with the UMB Bank to reconcile accounts. Cards with remaining balances will be issued after this process is completed, anticipated October 2023. If a teacher employed in FY23 retired or did not return to the district for FY24, the district will need to complete the deactivation form to deactivate card with remaining balances

Educational Revolving Loan Fund Program

- Payments to districts are processed upon the receipt of final agreements from the program administrator of funds. For the FY23 program 46 of 61 districts have received loan proceeds

Annual Revenue Report

- Revenue reports for FY2023 were placed into the district SharePoint folders August 25, 2023. Due to the second request of funds drawdowns allowed for FY23 federal funds, the revenue reports were later than normal
- Revenue Verification form due by October 15. This form certifies that the district has reviewed the Year End Revenue Report

FY24 EEF Card Program

- A request was sent to school districts on July 31, 2023, regarding online access for teachers. All online access accounts shall be setup at this time per UMB Bank
- Card request should be sent directly to the UMB Bank contacts below. You do not have to email the MDE
 - Anything card related (Ex. lost or stolen card, add merchant, check balance on card) - Tyler Simpson at Tyler.Simpson@umb.com, and Staci Hopkins at Staci.Hopkins@umb.com cc Dennis Wegner at Dennis.Wegner@umb.com
 - Anything online access related (Ex. resend user credentials, reset password, change cardholder email address, setup cardholder online account) - Anita R. Dunlap at Anita.Dunlap@umb.com and Staci Hopkins at Staci.Hopkins@umb.com cc Dennis Wegner at Dennis.Wegner@umb.com
 - refund checks Staci Hopkins at Staci.Hopkins@umb.com cc Dennis Wegner at Dennis.Wegner@umb.com

FY24 EEF Card Program

- If you are reporting a card as lost or stolen or need a card reissued, provide the UMB Bank with the supply account number and the last four digits of the card. The 16-digit card number is not required

MSIS Annual Update of District Information

- Review board member information for accuracy
- Update the district pay scale – This information will be used in the FY25 MAEP calculation
- Roll employee data – Ensure there are no \$0 salaries
- Update the district building information
- Enter square footage of all buildings in the district
- All personnel information must be input by December 06, 2023, by 12 noon

Annual Report of Tax Revenue

- A school district is required to file the annual report with Department of Revenue within 90 days of the close of the fiscal year (September 28)
- Form can be located on the OSFS website under forms

FY2025 MAEP Calculation

- FY2025 MAEP Preliminary estimate of Base Student Cost and formula calculation are complete
- Final calculation will occur following the submission of FY2023 FETS in October and FY2024 Personnel reports in December

Extended School Year (ESY)

- Request for reimbursement should be submitted to OSE office by September 30, 2023
- After approval, amounts are provided to OSFS
- Reimbursements are made in November (50%), March (25%), and May (25%)
- For the 2021-22 program (paid in FY2023), reimbursements were made at 89.50%. The 2022-2023 program (paid in FY2024) is estimated to be funded at 89.69%

- Information regarding textbooks and TIMS subscription was sent via the business manager listserv Tuesday, September 12, 2023
- New business managers send request to be added to the business manager listserv to ljohnson@mdek12.org



Introduction

Introducing guest user portal, this portal can be used to request access to various resources in SharePoint Online. For example, if you are a business manager and needs access to School Financial Services content in SharePoint Online. Another example could be, you are replacing the current business manager or SPED director or CTE director and needs access to the program office content in our SharePoint environment. By using guest User portal, not only you can request access to various resources, but you can raise tickets and report missing information not populating in request access form.

Advantages

- No need to send emails to our Microsoft 365 MDE admin
- Reduction of tickets with Help Desk at MDE
- Automated process to self-service/request access to Program office document library such as Special Education, School Financial Services, CTE, SBAC, MIRC, Gifted Programs
- Reduction of errors, related to directory and user accounts, faced by guest users.

How this works?

Getting access to Guest user portal works in 2 steps

Step 1: You are or need to be a registered guest user in our Microsoft 365 environment

Step 2: You need to be able to access site

<https://mdek12.sharepoint.com/sites/GuestUserPortal> and then you can fill up the various forms. Example: access request form

In this document we will only cover step 1, the most important step.

Let us get started

Tip: We have tried our best to capture every click that is involved in the process to get access to guest user portal. Please follow along and read the instructions carefully. Each click is represented by a red box or a yellow pointer in the screenshots.

Please try to navigate to the URL <https://mdek12.sharepoint.com/sites/GuestUserPortal> and sign in with your work email and password.



Step 2: How to request access to your Program Office data

This guide is a step-by-step instruction book for end users

02 Jul 2021

- To register for access to SharePoint, email ljohnson@mdek12.org for instructions for registering
- Go to School Financial Services navigator [School Financial Services Navigator - Home \(sharepoint.com\)](https://sharepoint.com)
- Once you have successfully completed the registration process, I will receive an email to approve the request
- If a business manager or employee retires or leaves the district, the district will need to remove the employee access

September

- 06 National Board Process Cost Fee/Moving Expense Reimbursement *
- 12 Request for Funds
- 28 Annual Report of Tax Revenue (Department of Revenue)

October

- 01 Ad Valorem Tax Request Worksheet *
- 05 National Board Process Cost Fee/Moving Expense Reimbursement *
- 12 Request for Funds

* Upload to the district SharePoint folder

October

- 15 Financial Exchange Transaction System (FETS) Data
- 15 FETS - Revenue Verification Form (Funds distributed through the state) *
- 15 Fund Balance Report for Fund 1120 from the school district accounting software *
- 15 Cash Flow Report for Fund 1120 *
- 15 Amended Budget FY2023 (combined & combining-**signed**) *
- 15 Master Teacher Certification input into MSIS for full salary supplement
- 15 FETS - Revenue Reconciliation Report (excel spreadsheet provided to district auditor)

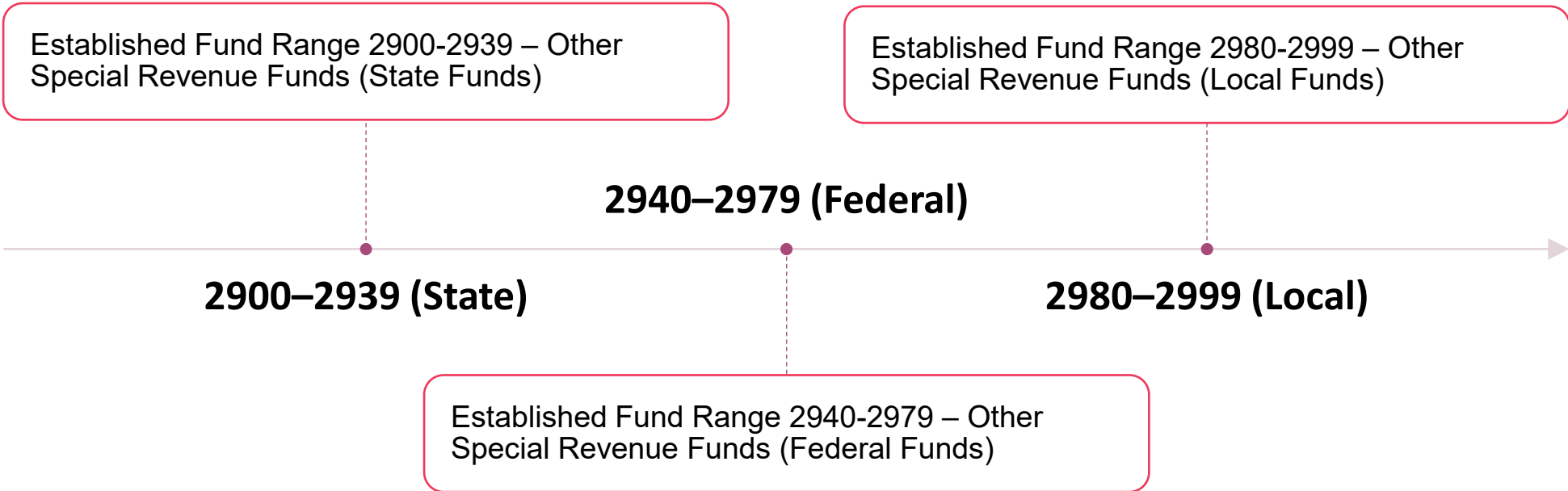
* Upload to the district SharePoint folder

2023-2024 Request for Funds Deadline	Transfer Date
July 12, 2023	July 27, 2023
August 14, 2023	August 29, 2023
September 12, 2023	September 27, 2023
October 12, 2023	October 27, 2023
November 13, 2023	November 28, 2023
December 6, 2023	December 15, 2023
January 12, 2024	January 29, 2024
February 12, 2024	February 27, 2024
March 12, 2024	March 27, 2024
April 12, 2024	April 26, 2024
May 13, 2024	May 29, 2024
June 12, 2024	June 26, 2024



Accounting Manual Reminders/ Updates

Section I – Fund and Subsidiary Codes



Section I – Funds and Subsidiary Codes

EHA (IDEA) Part B Set Aside Grant (Revenue Function 4420)

- 2630 Positive Behavior Specialist (PBS), – Federal ONLY
- 2631 Educational Interpreter (EI) – Federal ONLY
- 2632 Blended Pre-K – Federal ONLY
- 2633 State Systemic Improvement Plan (SSIP) Literacy Coaches – Federal ONLY
- 2634 Educator in Residence (EIR) – Federal ONLY



Section I – Fund and Subsidiary Ledger

- Fund 1146 – Average Daily Enrollment
- Fund 2712 – CTE (Federal)

Section J – Balance Sheet Coding

- 252 – Intangible “Right to Use Land” Asset
- 253 – Intangible “Right to Use Building” Asset
- 254 – Intangible “Right to Use Equipment” Asset
- 255 – Intangible “Right to Use IT Subscription Software” Asset



Section KI – Revenue Coding

- 3285 – Average Daily Enrollment
- 4405 – Added to description School Improvement 1003a
- 4407 – Added to description School Improvement 1003g
- 6255 – Loan from Educational Facilities Revolving Loan Fund Program (Previously 6450)

Section M.2 – Expenditure Object Coding

- 545 – Web-Based Subscriptions
- 781 – Web-Based Subscriptions Under GASB 96 (Cost or Value \$5,000 and above)




Section M – Expenditure Function Coding

- 1197 – Online Programs (Removed)
- 3950 – Scholarship Awards (Removed)

Sections Updated 09_13_2023

- Section A – Principles
- Section B- Miscellaneous Issues
- Section F – Activity Funds
- Section G – Capital Assets
- Section I – Fund and Subsidiary Ledger Codes
- Section KI- Revenue Coding
- Section M.2 – Expenditure Function Codes
- Section M_M1 – Expenditure Function Codes

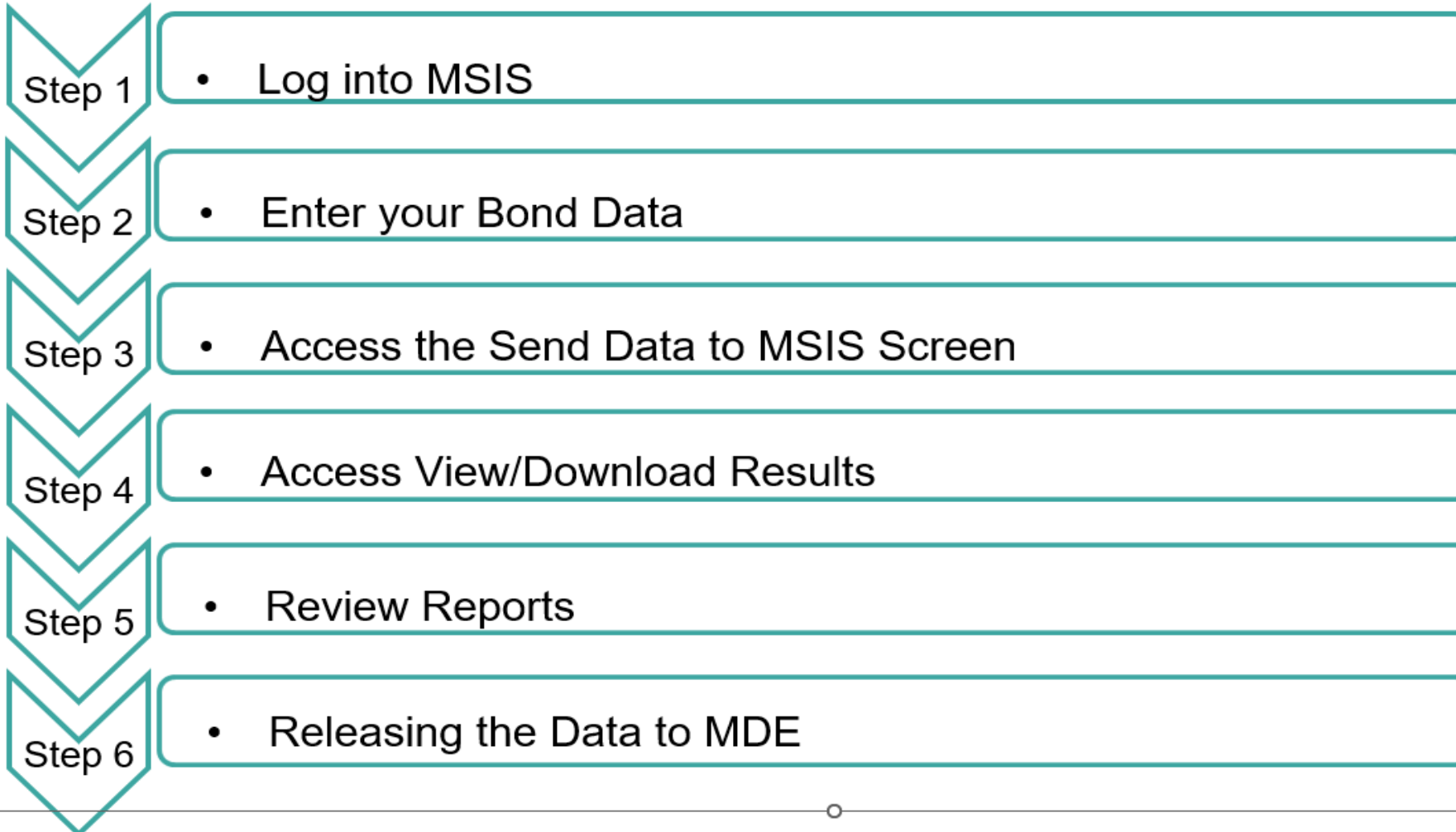


The background features a stylized globe with dashed blue lines representing latitude and longitude. Overlaid on the globe is a candlestick chart with blue bars and white wicks, set against a dark blue background with faint binary code (0s and 1s). A large white semi-circle on the right side of the image contains the text.

Financial Exchange Transaction System (FETS)

§ 37-61-21. Revision of budget.

(1) ... No revision of any budget under the provisions hereof shall be made which will permit a fund expenditure in excess of the resources available for such purpose. The revised portions of the budgets shall be incorporated in the minutes of the school board by spreading them on the minutes or by attaching them as an addendum. Final budget revisions, pertinent to a fiscal year, shall be approved on or before the date set by the State Board of Education for the school district to submit its financial information for that fiscal year.



MS Student Information System (MSIS)

The Mississippi Student Information System (MSIS) was created to comply with the Performance Based Accreditation Model established by the Education Reform Act of 1982. This creation was strengthened by further legislation in 1994. This legislation placed an emphasis on the accurate reporting of student attendance and personnel at the school level – it required that there be no more summary data sent to the State Department of Education. MSIS was created to capture the data necessary to comply with this state legislation as well as federal requirements for reporting.

MSIS provides for the electronic collection and storage of comprehensive detailed data about teachers, administrators, students (PreK to 12), and school board members. MSIS also allows for the electronic transfer of student records from one school district to another, thus offering a unique student tracking system. The purpose of this project is to provide an efficient means in which to:

- Support the Mississippi Department of Education (MDE) performance-based accreditation model
- Support education funding programs
- Provide timely and accurate reporting of education data (schedules, attendance, grades, transportation, discipline, Vocational, and Special Education) to meet state and federal requirements
- Allow for student tracking across the state to determine student mobility trends and to assist in the reduction of the drop-out rate within the state.



MSIS Log-On



MSIS Blast



MSIS District Calendar



MSIS Reporting Timeline



MSIS Security Documents



MSIS Manuals

Core School Applications

- 601-359-3487
- Staff
- FAQ

Services

MS Student Information System (MSIS)

Links

Technology and Strategic Services

Textbook Inventory Mgmt System (TIMS)

Educator Licensure (ELMS)

APPLICATIONS

GoSignMeUp

MDE Self Service

MSIS Log-on

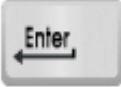
OTSS Help Desk

TIMS Log-on

Documents

Resources



Step 1 Log into MSIS:

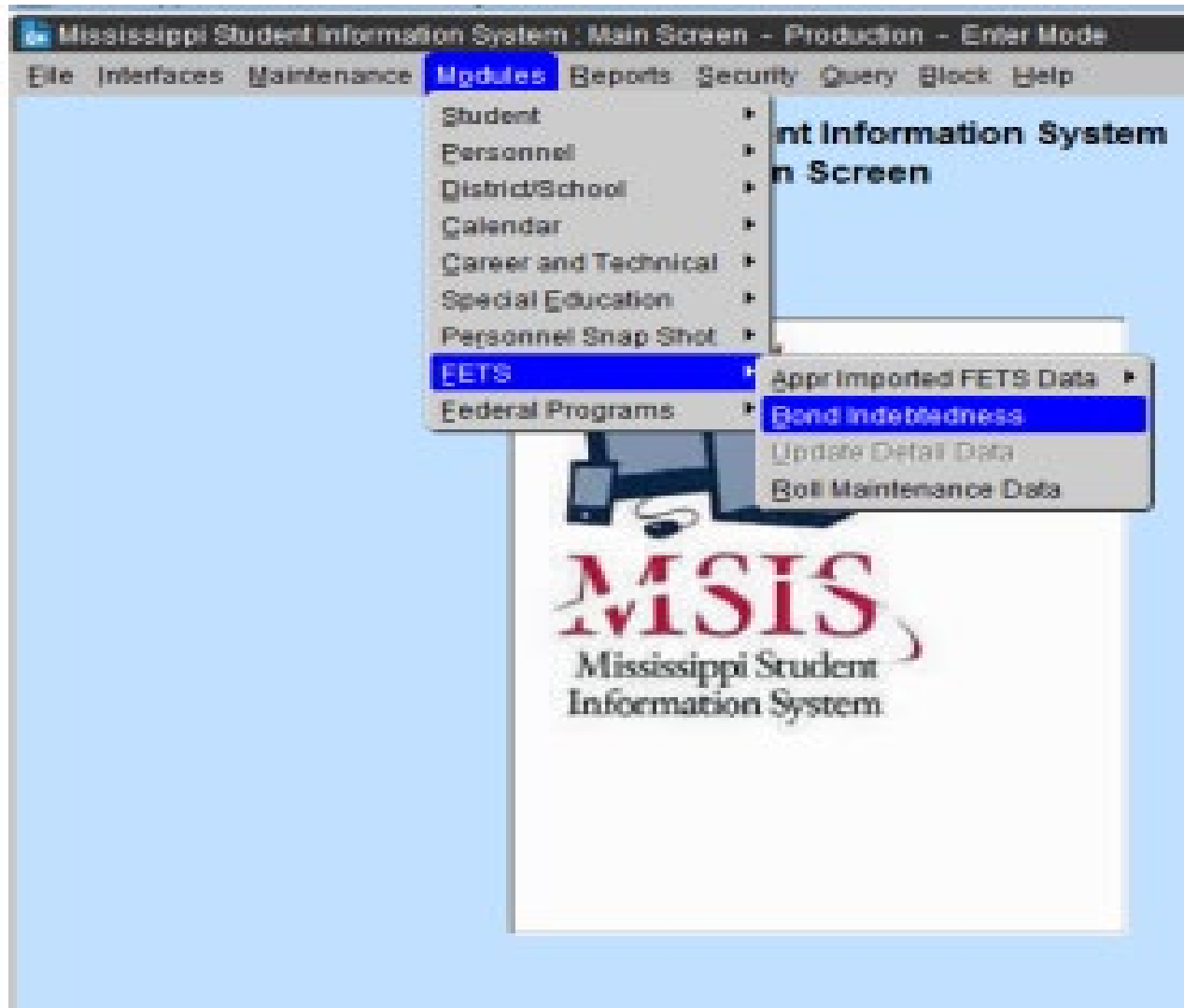
- Type in your Username and Password.
- At the Database tab you will need to type MSIS.
- Click on the Connect button or press Enter. 
- This will send you to the MSIS Main Screen.
- If you need help with MSIS, contact the OTSS – Help Desk at (601) 359-3487.



The image shows a screenshot of a 'Logon' dialog box. It has a title bar with the text 'Logon' and a close button (X). Inside the dialog, there are three input fields: 'Username:', 'Password:', and 'Database:'. Below these fields are two buttons: 'Connect' and 'Cancel'.

Step 2 Enter your Bond Data:

- Select **Module** from the Menu line.
- Select **FETS** on this drop-down box.
- Select **Bond Indebtedness** on this drop down box. Note: The Bond Indebtedness screen should be defaulted to your individual school district information. (Press F8 to execute or click the  to Enter).
- Enter your bond data. Tab 1 (Remember there are two tabs on this report. Although most of you will not have any data to enter under the first tab (Bond Accounts & Other Borrowed Money) you will need to enter a "0" in at least one of the fields.
- You will then need to Select Tab 2 (Bond Indebtedness, Other Indebtedness & Loans).
- Remember to start with box #22 on bonded indebtedness fields. Fields #19-21c are no longer used.
- Once you have entered your data, save this data either by selecting File/Save or by clicking on the picture of a diskette  at the upper left-hand corner of the screen.
- Click on the X in the upper right corner of the screen to close.
- This will return you to the MSIS Main Screen.



Bond Account and Other Borrowed Money Bonded Indebtedness, Other Indebtedness and Loans

Mississippi Student Information System School Bonds & Other Indebtedness Entry

District School Year Name

[Bond Account]

1. Balance on hand, July 1 <input type="text"/>	9. Bonds Redeemed <input type="text"/>
2. Tax Levy Collection <input type="text"/>	10. Interest on Bonds <input type="text"/>
3. Other Receipts * <input type="text"/>	11. Other Expenditures * <input type="text"/>
4. Total (1+2+3) <input type="text" value="0.00"/>	12. Total (9+10+11) <input type="text" value="0.00"/>
13. Balance, June 30 (Item 4 minus Item 12) <input type="text" value="0.00"/>	

[Other Borrowed Money]

5. Balance on Hand, July 1 <input type="text"/>	14. Loans Repaid <input type="text"/>
6. Tax Levy Collection <input type="text"/>	15. Interest on Loans <input type="text"/>
7. Other Receipts * <input type="text"/>	16. Other Expenditures * <input type="text"/>
8. Total (5+6+7) <input type="text" value=".00"/>	17. Total (14+15+16) <input type="text" value=".00"/>
18. Balance, June 30 (Item 8 minus Item 17) <input type="text" value=".00"/>	

Mississippi Student Information System : School Bonds & Other Indebtedness Entry - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Bond Account and Other Borrowed Money Bonded Indebtedness, Other Indebtedness and Loans

Mississippi Student Information System School Bonds & Other Indebtedness Entry

District School Year Name

	Outstanding, July 1	Issued During Period	Repaid During Period	Outstanding, June 30
Bonded Indebtedness	19 <input type="text"/>	19a <input type="text"/>	19b <input type="text"/>	19c <input type="text" value="0.00"/>
Other Indebtedness	20 <input type="text"/>	20a <input type="text"/>	20b <input type="text"/>	20c <input type="text" value="0.00"/>
Transportation Loans	21 <input type="text"/>	21a <input type="text"/>	21b <input type="text"/>	21c <input type="text" value="0.00"/>

	Outstanding, July 1	Issued During Period	Repaid During Period	Outstanding, June 30
Bonded Indebtedness	22 <input type="text"/>	22a <input type="text"/>	22b <input type="text"/>	22c <input type="text" value="0.00"/>
Other Indebtedness	23 <input type="text"/>	23a <input type="text"/>	23b <input type="text"/>	23c <input type="text" value="0.00"/>
Transportation Loans	24 <input type="text"/>	24a <input type="text"/>	24b <input type="text"/>	24c <input type="text" value="0.00"/>
Lease/ Purchase	25 <input type="text"/>	25a <input type="text"/>	25b <input type="text"/>	25c <input type="text" value="0.00"/>

Step 3 Access the Send Data to MSIS Screen:

- Select **Interfaces** from the Menu line.
- Select **Send Data** to MSIS.
- The Send Data to MSIS screen will appear.
- Click on the Browse button to locate your xml file.
- (Remember: The filename format should be S_XXXX_000_mmddyyyy_FET_001.xml.)
- Once you have located your xml file on your desktop, Click Open.
- The file name will show up in the box beside the Browse icon button.
- Click on **Upload**. This will send your data to MSIS.
- Click on the **X** in the upper right corner of the screen to close.
- This will return you to the MSIS Main Screen.

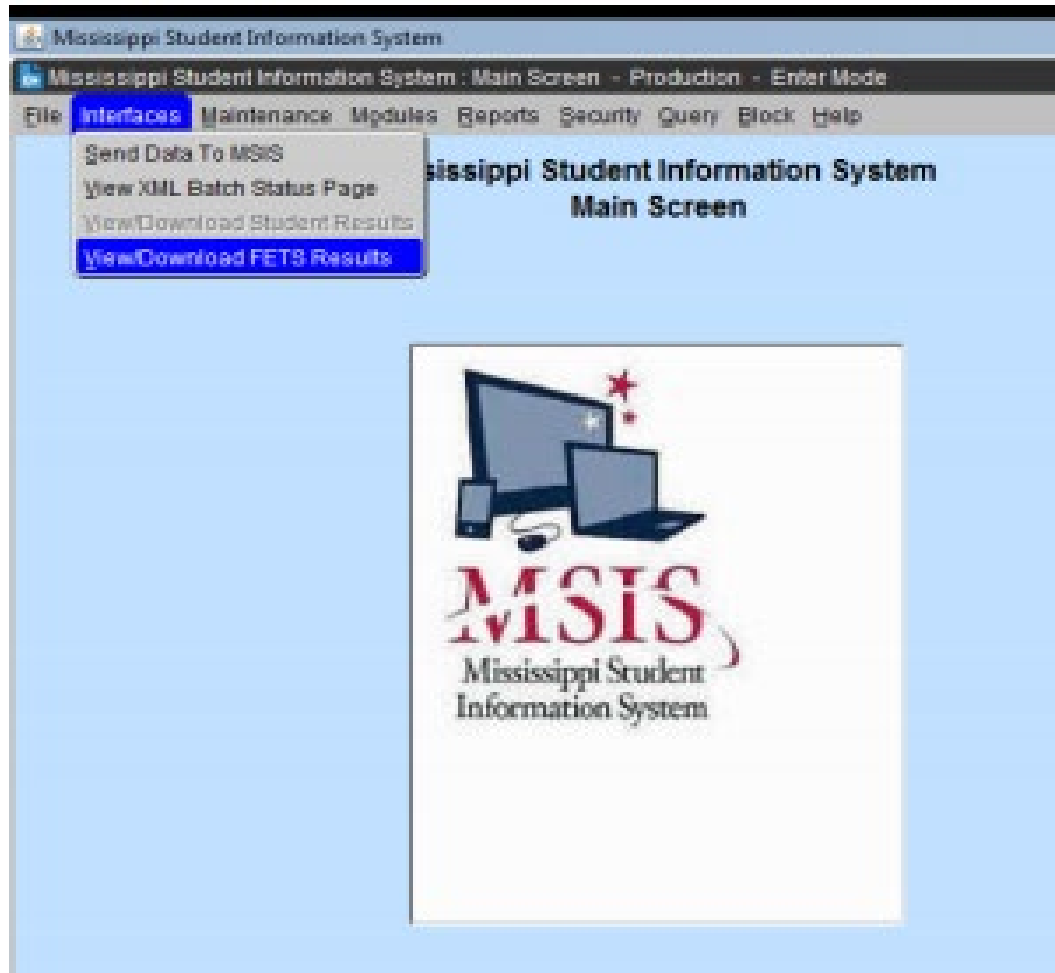


Send Data to MSIS

You can upload one file at a time from this page.

Step 4 Access View/Download Results

- Select **Interfaces** from the Menu line.
- Select **View/Download FETS Results.**
- The View/Download Results screen will appear.
- Select the file listed under File Description. (The description should read FETS Transaction Result Report.)
- If the file listed under File Description reads – S XXX 000 mmddyy FET001. xml.err - there is an error in the way your vendor file is uploading to MSIS. You need to work with your vendor to correct this problem.
- Open the most recent file named FETS Transaction Result Report by double clicking on it.
- Your result file should read: Transaction Status: Success
- If your result file reads: Transaction Status: FAILURE - review the error(s) and make the necessary corrections and re-run your vendor file into MSIS. If you need assistance with the error report, contact our office and we will assist you.
- Click on the X in the upper right corner of the screen to close.
- This will return you to the MSIS Main Screen.



View/Download FETS Results for user **lsjohnson**

Extension	File Description	Date	District
FET.htm	FETS Transaction Result Report	08/19/2023	BAY ST LOUIS WAVELAND SCHOOL DIST

MSIS FETS Data Transaction Results

District Number: 0400
 Tracking ID: 0400-000-08-10-2020-00002
 Transaction Status: **SUCCESS**

Error Status	School Number	Field Value	Line #
WARNING	001		10624
Field in Error:	FETS_TRANS>TR_FETS>		
Error Reason:	FUND 1130 HAS DEFICIT. FUND BALANCE (\$896.43).		
WARNING	001		10624
Field in Error:	FETS_TRANS>TR_FETS>		
Error Reason:	FUND 1145 HAS DEFICIT. FUND BALANCE (\$40,651.26).		
WARNING	001		10624
Field in Error:	FETS_TRANS>TR_FETS>		
Error Reason:	FUND 1901 HAS DEFICIT. FUND BALANCE (\$633,088.18).		
WARNING	001		10624
Field in Error:	FETS_TRANS>TR_FETS>		
Error Reason:	FUND 2110 HAS DEFICIT. FUND BALANCE (\$97,148.98).		
WARNING	001		10624
Field in Error:	FETS_TRANS>TR_FETS>		
Error Reason:	FUND 2410 HAS DEFICIT. FUND BALANCE (\$157.10).		
WARNING	001		10624
Field in Error:	FETS_TRANS>TR_FETS>		
Error Reason:	FUND 2811 HAS DEFICIT. FUND BALANCE (\$454.27).		
WARNING	001		10624
Field in Error:	FETS_TRANS>TR_FETS>		
Error Reason:	FUND 2830 HAS DEFICIT. FUND BALANCE (\$42,209.57).		

Step 5 Review Reports.

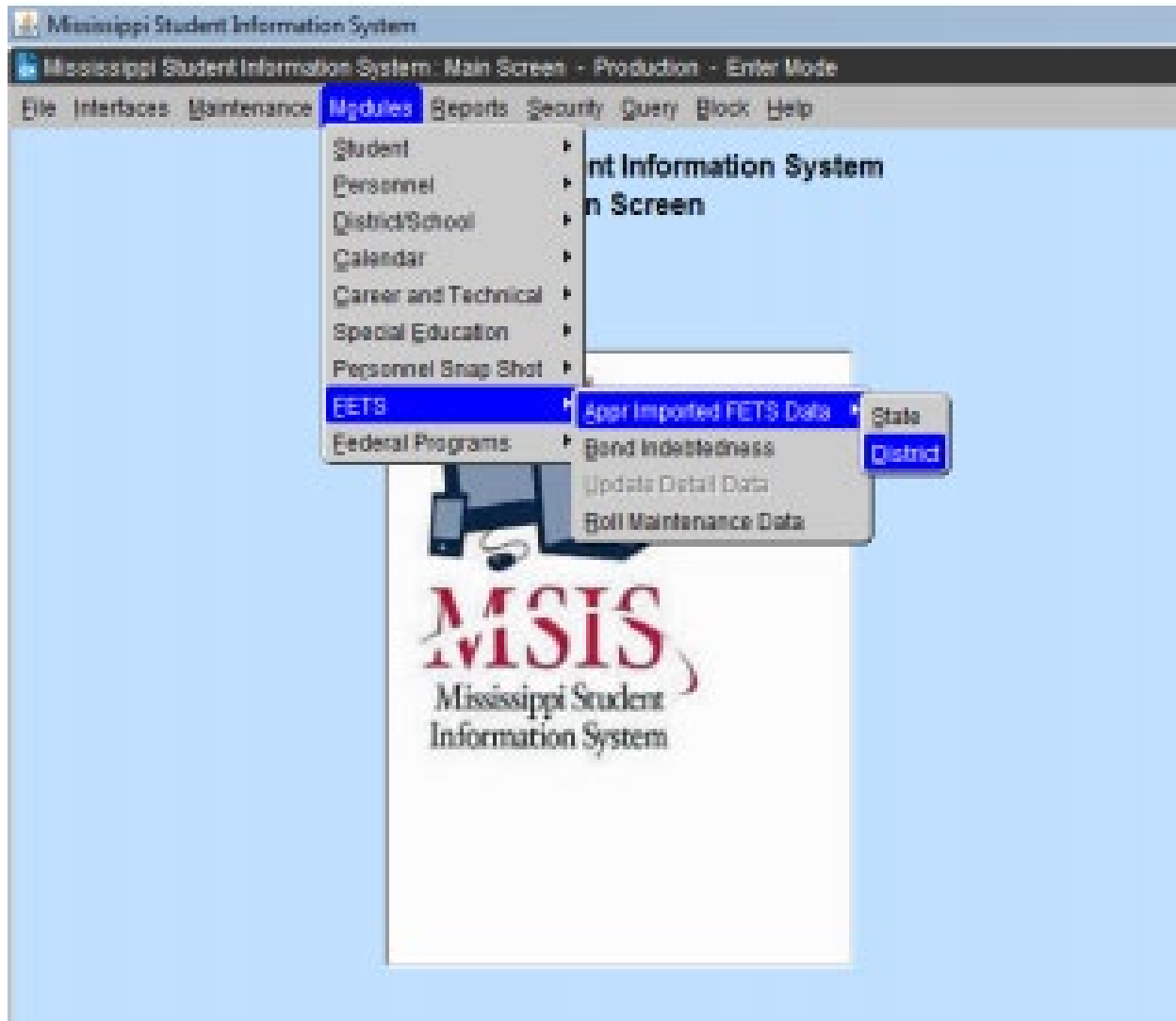
- Select Reports from the MSIS Main Menu.
- Select Financial Data.
- Select FETS.
- Select Pre-Approved.
- Review available reports.
- It is important that you review the report entitled FUND BALANCE REPORT. This is the report that will trigger the “Y” on the Review Reports section of the Modules – Appr Imported FETS Data Screen.
- Click on the X in the upper right corner of the screen.
- This will return you to the MSIS Main

Mississippi Student Information System
Main Screen - Production - Enter Mode
File Interfaces Maintenance Modules **Reports** Security Query Block Help

- Free Lunch Eligibility
- Student Data
- Personnel Data
- Monthly Attendance
- Career and Technical Education Data
- Special Education Data
- Financial Data**
 - Blank Entry Forms
 - District
 - Federal Programs
 - MS Report Card
 - Superintendents Annual
 - Personnel Snap Shot
- FETS**
 - Pre-Approved**
 - Balance Sheet
 - Combined Finance
 - Fund Balance
 - Expenditure
 - Finance by Fund
 - Revenue
 - Finance by Function
 - Post-Approved
 - Maintenance of Effort
 - Eqnd Indebtedness
 - Indirect Cost Rate
 - Receipts for Public Schools
 - Expenditures for Public Schools

Step 6 Releasing the Data to MDE

- If you concur with the data available on these reports, you are now ready to actually submit the data to the Department.
- Select Modules on the MSIS Main Screen.
- Select FETS.
- Select Appr Imported FETS Data.
- The screen that appears will show you:
- Your district number and district name;
- Holding date will be the date your file was processed by MSIS;
- Valid should have a “Y”;
- Run Report should have a “Y”;
- Bond Data should have a “Y”.
- You are now ready to enter the District Approval Date.
- Click in the date field to populate the current date and to release your data to MDE for approval. Manual date entry is not required.



Mississippi Student Information System

Mississippi Student Information System : State Approve Imported FETS Data - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

School Year: 2023-2024

State Approved Date: []

State Approval Status: []

[Districts in Holding Area]

District Name	Holding Date	Valid?	Report Run?	Bond Data?	District Approved Date	Require Re-Submission
6812 WEST TALLAHATCHIE SCHOOL DISTRICT						<input type="checkbox"/>
7613 WESTERN LINE SCHOOL DISTRICT						<input type="checkbox"/>
7900 WILKINSON CO SCHOOL DIST						<input type="checkbox"/>
4920 WINONA SEPARATE SCHOOL DIST						<input type="checkbox"/>
4911 WINONA-MONTGOMERY CONSOLIDATED SD						<input type="checkbox"/>
8220 YAZOO CITY MUNICIPAL SCHOOL DIST						<input type="checkbox"/>
8200 YAZOO CO SCHOOL DIST						<input type="checkbox"/>
3700 LAMAR COUNTY SCHOOL DISTRICT	08/31/2023	Y	N	Y		<input type="checkbox"/>
7612 LELAND SCHOOL DIST	08/10/2023	Y	Y	Y		<input type="checkbox"/>
2422 LONG BEACH SCHOOL DIST	08/21/2023	Y	N	Y		<input type="checkbox"/>
5820 PONTOTOC CITY SCHOOLS	08/29/2023	Y	Y	Y		<input type="checkbox"/>
5530 POPLARVILLE SEPARATE SCHOOL DIST	08/24/2023	Y	Y	Y		<input type="checkbox"/>
6100 RANKIN CO SCHOOL DIST	08/31/2023	Y	N	Y		<input type="checkbox"/>
3021 OCEAN SPRINGS SCHOOL DIST	08/31/2023	Y	Y	Y	09/01/2023	<input type="checkbox"/>

- Changes should not be made to your FETS data once you release it to MDE
- If, after you have released your data to MDE, you realize that you have made an error that needs to be corrected, call our office and we will flag your file for re-submission. This must be done before October 15, 2023
- If our office determines, after reviewing your data, that there needs to be a re-submission, we will contact you and flag your file for re-submission. This also must be done before October 15, 2023
- Any submissions/resubmissions made after October 15, 2023, will be considered as not having made the deadline
- As of September 12, 2023, 18 of 148 districts have submitted
- Emails will be sent weekly starting September 11, 2023, and frequency increased starting in October

- Save this file after you have entered the District Approval Date by either clicking on the icon of the diskette which appears in the upper left corner or by selecting File/Save
- Click on the X in the upper right corner of the screen. This will return you to the MSIS Main Screen
- Select File/Exit - this will exit you from the MSIS file

Budget Certification (MS Code 37-61-9)

Certification of Verification and Reconciliation of Funds Distributed

Secretary of State Report-Schedule of Revenues, Expenditures/Expenses, and Changes in Fund Balances *Sixteenth Section Funds*

Date:

To: State Superintendent of Education

This is to certify that the FY 20 budget of estimated revenues and expenditures for the support, maintenance and operation of this school district has been filed with the tax levying authority as required by Section 37-61-9, Mississippi Code of 1972 (Ann.), as amended.

Name of District: <input type="text"/>	District No.: <input type="text"/>
Date budget filed with taxing authority: <input type="text"/>	
Signature of Superintendent:	
Signature of School Board Chairman:	
Signature of Taxing Authority Official: _____	
Title of Taxing Authority Official: _____	

Please submit to the Office of School Financial Services via SharePoint. Place in the appropriate fiscal year folder for Annual Forms prior to August 15th.

REVENUE VERIFICATION FORM
OF
FUNDS DISTRIBUTED THROUGH THE STATE

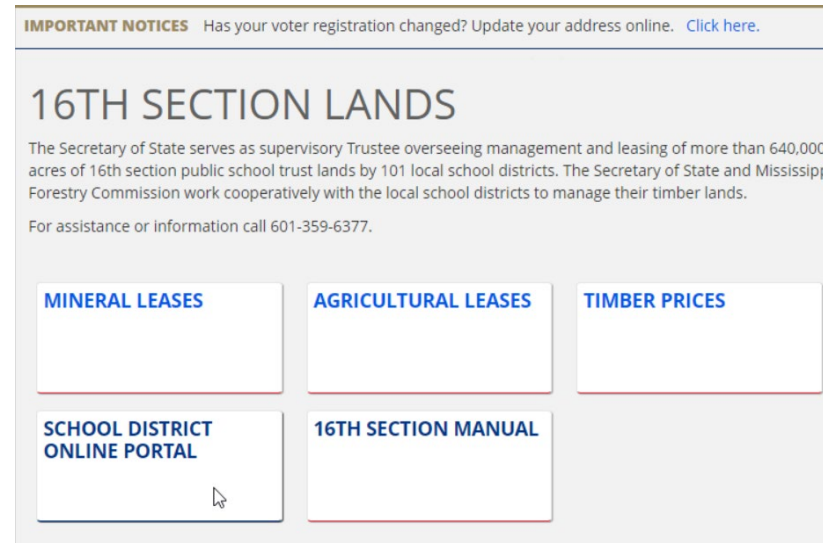
TO: Office of School Financial Services

This is to certify that our district has reviewed the Year End Revenue Report for the funds disbursed from July 1, 20[] through June 30, 20[]. The payments have been *verified and reconciled* with the accounting records of this school district and agree with the detail amounts submitted through the MSIS-FETS reporting process.

Name of District:	District No.:
<input type="text"/>	<input type="text"/>
Name of School Business Manager:	
<input type="text"/>	
Signature of School Business Manager	Date:
<input type="text"/>	<input type="text"/>

Please submit to the Office of School Financial Services via SharePoint. Place in the appropriate fiscal year folder for Annual Forms by October 15th.

- Online submission can be done at <https://www.sos.ms.gov/Pages/default.aspx>
- Select the Public Lands Link circled below in red
- Then select 16th Section Lands circled below in orange
- Select the School District Online Portal
- In order to submit on the portal, the required personnel will have to login to complete the form.




 **Question:**

My “**MSIS FETS Data Transaction Results**” page shows deficit fund balance warnings. Do I need to correct error warnings?

• **Answer:**

The only way to identify whether or not you need to take action on deficit fund balance warnings is to compare the fund balances from your accounting software to the fund balance report from FETS.


If the reports match exactly, you can ignore the warnings on the “MSIS FETS Data Transaction Results” page that indicate “Fund XXXX has deficit”. These false warnings will not keep you from having a “Success” on your submission.

 **Problem:**

I tried unsuccessfully to enter bonded indebtedness information in MSIS. The system will not allow me to save the information.

- **Answer:**


Do not change the year when you access the initial form. The year will automatically change to reflect the current year when you proceed to the second page.

 **Problem:**

I am unable to access the second tab of the Bond Indebtedness screen.

Answer:

- Enter a “0” on the first tab

 **Problem:**

I have an error that says “File....has already been run successfully”.

• **Answer:**

The same file has been submitted twice. In order for this to be removed, the district will have to re-submit a different file.

 **Problem:**

I am unable to send my data and to view my results.

• **Answer:**



Check you pop-up blocker or have someone check it for you.

 **Question:**

Can I have a school “000”?

Answer:

- No; Contact your vendor to make corrections to school “000”.

- Remember to click the green light  when needed.
- Remember that your vendor has to update your FETS file each year.
- Remember to click save  after entering your bond data.
- Remember to Start with box #22 on bonded indebtedness fields. Fields #19-21c are no longer used.



National Board Information

(2)(a) The following employees shall receive an annual salary supplement in the amount of Six Thousand Dollars (\$6,000.00), plus fringe benefits, in addition to any other compensation to which the employee may be entitled.

Documentation shall be submitted to the State Department of Education that the certificate was received prior to October 15 in order to be eligible for the full salary supplement in the current school year, or such documentation shall be submitted to the State Department of Education prior to February 15 in order to be eligible for a prorated salary supplement beginning with the second term of the school year

- (i) Any **licensed teacher** who has met the requirements and acquired a Master Teacher certificate from the National Board for Professional Teaching Standards and who is employed by a local school board or the State Board of Education as a teacher and not as an administrator



- (ii) A **licensed nurse** who has met the requirements and acquired a certificate from the National Board for Certification of School Nurses, Inc., and who is employed by a local school board or the State Board of Education as a school nurse and not as an administrator
- (iii) Any **licensed school counselor** who has met the requirements and acquired a National Certified School Counselor **(NCSC)** endorsement from the National Board of Certified Counselors and who is employed by a local school board or the State Board of Education as a counselor and not as an administrator



- (iv) Any **licensed speech-language pathologist and audiologist** who has met the requirements and acquired a Certificate of Clinical Competence from the American Speech-Language-Hearing Association and any **certified academic language therapist (CALT)** who has met the certification requirements of the Academic Language Therapy Association and who is employed by a local school board
- (v) A **licensed athletic trainer** who has met the requirements and acquired Board Certification for the Athletic Trainer from the Board of Certification, Inc. and who is employed by a local school board or the State Board of Education as an athletic trainer and not as an administrator



(2)(b) An employee shall be reimbursed for the actual cost of completing each component of acquiring the certificate or endorsement, excluding any costs incurred for postgraduate courses, not to exceed Five Hundred Dollars (\$ 500.00) for each component, not to exceed four (4) components, for a teacher, school counselor or speech-language pathologist and audiologist, regardless of whether or not the process resulted in the award of the certificate or an endorsement



(3)The following employees shall receive an annual salary supplement in the amount of Four Thousand Dollars (\$4,000.00), plus fringe benefits, in addition to any other compensation to which the employee may be entitled:

Effective July 1, 2016, if funds are available for that purpose, any licensed teacher who has met the requirements and acquired a Master Teacher Certificate from the National Board for Professional Teaching Standards and who is employed in a public school district located in one (1) of the following counties: **Claiborne, Adams, Jefferson, Wilkinson, Amite, Bolivar, Coahoma, Leflore, Quitman, Sharkey, Issaquena, Sunflower, Washington, Holmes, Yazoo and Tallahatchie.** The salary supplement awarded under the provisions of this subsection (3) shall be in addition to the salary supplement awarded under the provisions of subsection (2) of this section.



902001 NBPTS – National Board for Professional Teaching Standards

902002 CCC – Certificate of Clinical Competence issued by American Speech & Hearing Association

902003 NCSC – National Certified School Counselor issued by the National Counselor’s Association

902004 NCSN – National Certified School Nurse issued by the National Board for Certification of School Nurses, Inc.

902010 CALT – Certified Academic Language Therapist issued by the Academic Language Therapy Association

902008 CAT – Certified Athletic Trainer issued by the Board of Certification, Inc.

There must be an XX in the reserved field of the course code.

Term / Semester	Period	Course	Minutes	School	Grade	Grade	Students	Units	Program	Schedule	Type	Reserved Taught	Time Frame
S1	1	132002	30	004	02	02	11	000	5	Modified Version	*		ALL YEAR
S1	2	051001	30	004	02	05	0	000	5	Modified Version	*		ALL YEAR
S1	6	132002	30	004	01	02	5	000	5	Modified Version	*		ALL YEAR
S1	7	132002	30	004	01	01	7	000	5	Modified Version	*		ALL YEAR
S1	8	902002	30	001	02	12	0	000	0	Modified Version	*	XX	

Pay close attention to the issue date and expiration date of the employee's certificate.

Course	Description	Salary	National Board Certificate Number	Issue Date	Expiration Date
902002	CCC (A)SA - SPEECH THERAPIST/AUDIOLOGIST	8000	12083212	12/31/2016	12/31/2018

Enter the supplement amount on the employee schedule.

Course	Description	Salary	National Board Certificate Number	Issue Date	Expiration Date
902002	CCC (A)SA - SPEECH THERAPIST/AUDIOLOGIST	8000	12083212	12/31/2016	12/31/2018



National Board Personnel

- List the salary supplement that has been entered by the district for each person

National Board Payments

- List the MSIS calculated payment amount for each person receiving the supplement

National Board Edits

- Identify errors on the individual employee schedule(s) in MSIS

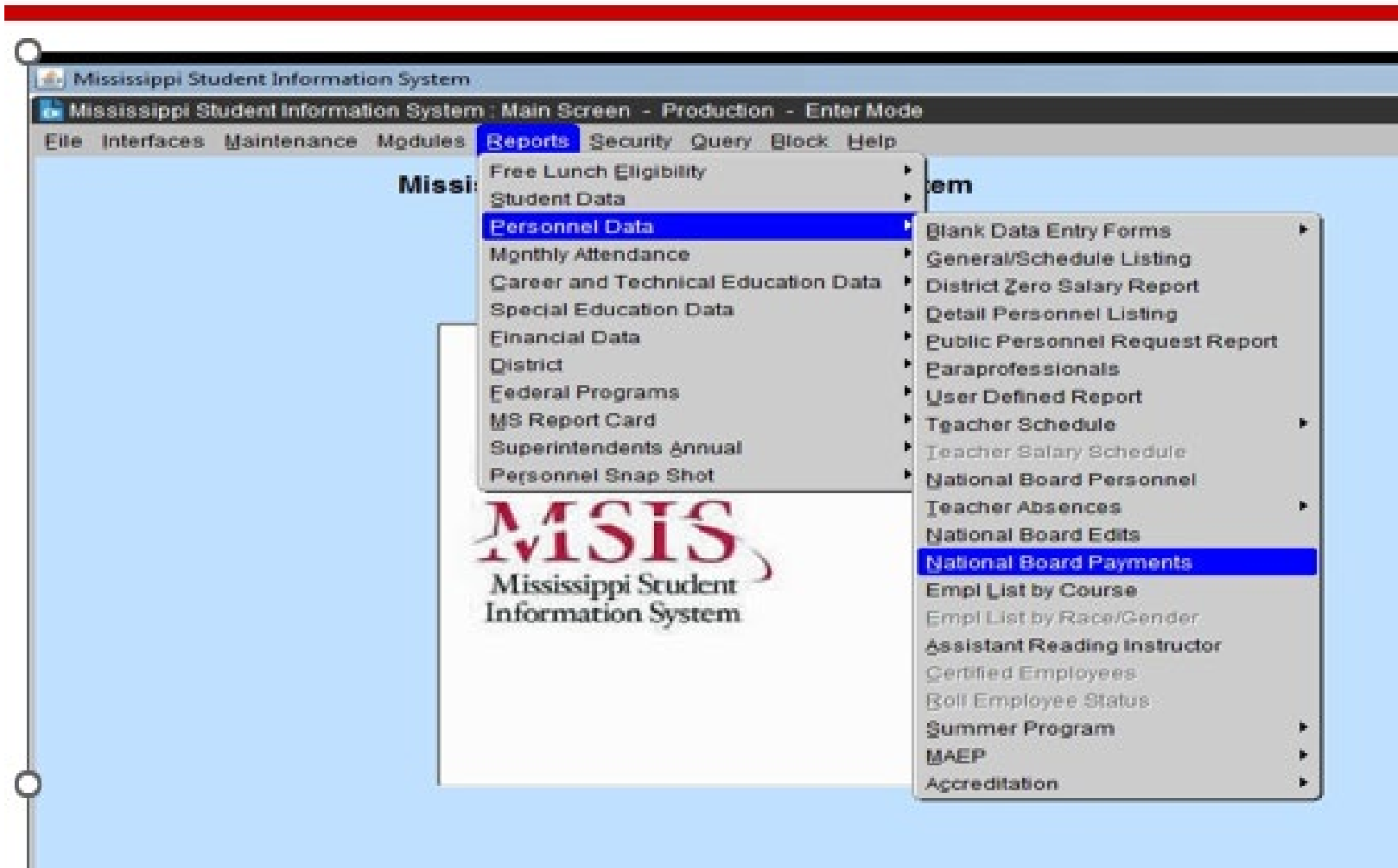


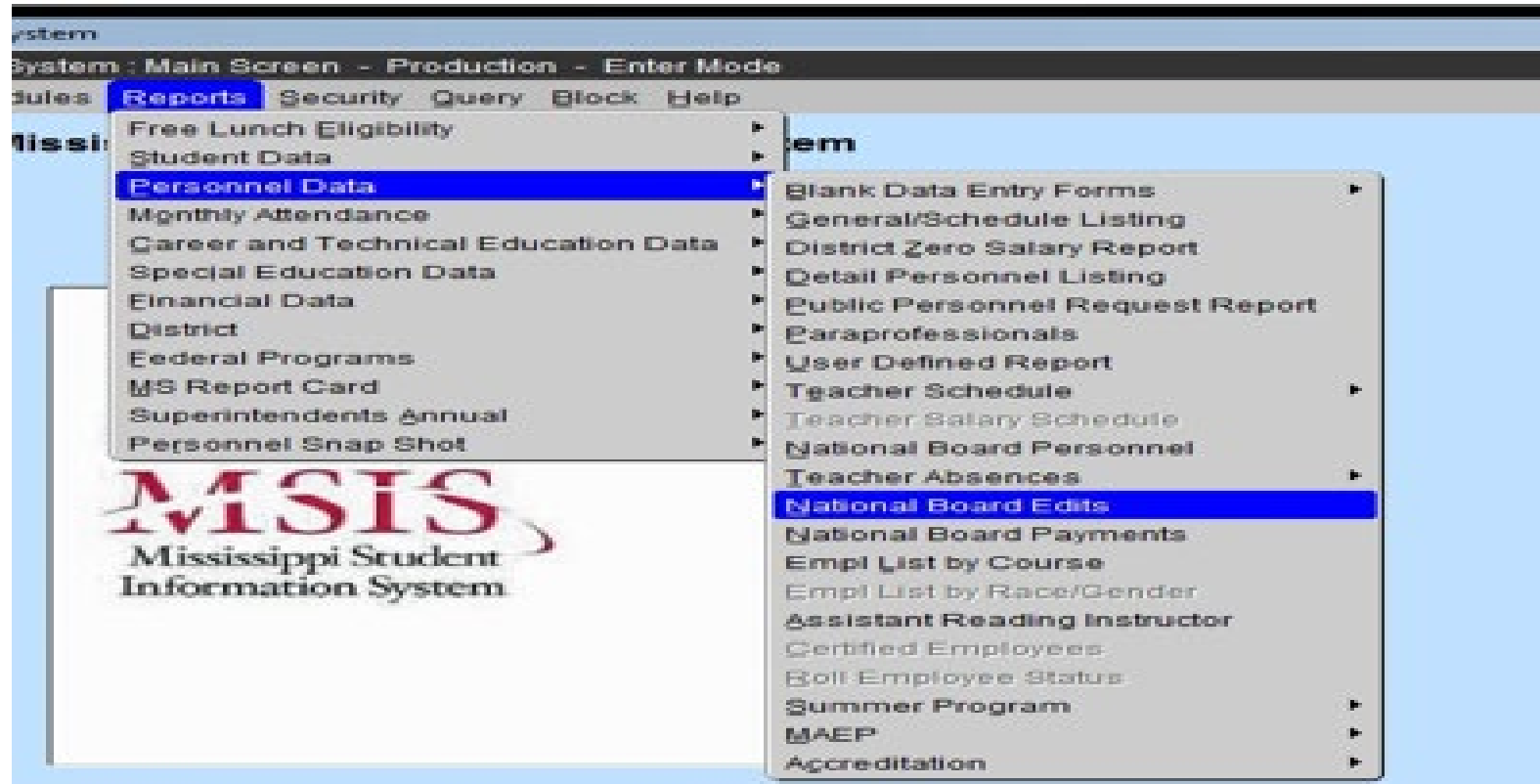
em
Item : Main Screen - Production - Enter Mode
es Reports Security Query Block Help

- Free Lunch Eligibility
- Student Data
- Personnel Data**
- Monthly Attendance
- Career and Technical Education Data
- Special Education Data
- Financial Data
- District
- Federal Programs
- MS Report Card
- Superintendents Annual
- Personnel Snap Shot

- Blank Data Entry Forms
- General/Schedule Listing
- District Zero Salary Report
- Detail Personnel Listing
- Public Personnel Request Report
- Paraprofessionals
- User Defined Report
- Teacher Schedule
- Teacher Salary Schedule
- National Board Personnel**
- Teacher Absences
- National Board Edits
- National Board Payments
- Empl List by Course
- Empl List by Race/Gender
- Assistant Reading Instructor
- Certified Employees
- Boil Employee Status
- Summer Program
- MAEP
- Accreditation

MISIS
Mississippi Student
Information System





- Any teacher with license that expired in November 2023 but are employed with the District for the full school year, is eligible to receive (and the district should be reimbursed) the full \$6,000.00 supplement for the 2023-2024 school year

Note: If the teacher leaves the school district prior to contractual terms, the teacher shall receive a prorated amount based upon the actual days worked.

- Carefully review the issue and expiration dates that are entered in MSIS in conjunction with the ASHA-CCC endorsement. Teachers who have a certification from the American Speech & Hearing Association receive a new card annually, ex. 01/01/23 through 12/31/23. To ensure the full payment in MSIS, for recurring certification, **the original issue date should always be utilized in MSIS, and change made to the expiration date only**

- FY24 National Board payments will be reimbursed initially based upon the personnel data entered in MSIS for the 2022-2023 school year
- National Board allocations are paid to the districts in 1/12 installments
- During the month of February of the FY24 school year, the National Board Payments report re-calculates national board payments based upon the actual number of eligible teachers, as defined in the 2023-2024 MSIS Personnel Report

NATIONAL BOARD FAQs

Q. If a teacher only works part-time, will he/she be entitled to receive the full salary supplement?

A. Teacher will only be eligible to receive a pro-rated supplement based in proportion to his/her percentage of district time employed.

Q. Can a teacher only be paid for ten (10) years for National Board Certification?

A. Certificates issued by the National Board for Professional Teach Standards are valid for ten years. These certificates are renewable. There is nothing in the law that limits a teacher/counselor to receiving the \$6,000 supplement for 10 years. However, if the certificate expires and is not renewed then obviously the teacher/counselor will no longer be eligible to receive the supplement.

Q. Can a teacher be reimbursed the cost of renewing a certificate?

A. The state will not reimburse any expense for renewing a certificate. **See MS Code 37-19-7.**

NATIONAL BOARD FAQs

Q. If a teacher retires then returns to work, can they still be paid for (1/2) of the National Board supplement.

A. It would depend on the schedule, and on the percentage of district time. If the schedule does not show teaching at least $\frac{1}{2}$ of the day, they would not be eligible. If they are not 100% district time, they would not get the entire amount.

Q. Do Physical Therapists and Occupational Therapists with national board certification qualify for any additional money like Speech Therapists with that certification?

A. The code section that authorize payment for Master Teacher 37-19-7 does not address either of these positions.

NATIONAL BOARD FAQs

Q. I have a teacher with a certificate that expires in November 15, 2019. Will we be reimbursed the full amount of national board for school year FY20?

A. For teachers employed for the whole year that have a valid certificate on October 15th and remain with the district for the entire year, they should receive (and the district should be reimbursed) the full \$6,000 even if their certificate expires in November.

Q. We have a teacher who is National Board certified and is interested in taking a counselor job at her school. Will she be able to be paid the National Board supplement if she takes the counselor job?

A. No. To be paid the supplement for a counselor, you must have the NCSC certification. The certification does not cross over.

Q. I have a teacher who is not employed with the district 100% of time. Do I need to make an adjustment in MSIS to the district percent of time?

A. Yes. MSIS calculates payment amounts in conjunction with the Issue Dates, Expiration Dates, and District Percent of Time.

NATIONAL BOARD FAQs

Q. I have a teacher with the National Certified Counselor (NCC) endorsement. Is he/she entitled to the National Board Supplement?

A. No. There are two endorsements issued by the National Board of Certified Counselors. The state only reimbursed the National Certified School Counselor (NCSC) endorsement.

Q. I have a teacher with the National Certified School Counselor (NCSC) endorsement. Can he/she receive the supplement if employed as a regular ed classroom teacher next year?

A. No. The National Certified School Counselor (NCSC) endorsement only works, with prescribed MDE course codes: Special Populations Personnel, SPED Counselor, Counselor Non-Vocational Elementary, Counselor-Vocational, Counselor Non-Vocational Secondary.

Q. The district has employed a teacher from another school district who was currently receiving the National Board supplement. Do we pay any portion of the National Board supplement for the remainder of this school year?

A. The former school district must contact the MDE so that salary adjustments can be made for the employee. Any pro-rated salary supplement remaining is due to the employee from the receiving school district.



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EDUCATION

