

# MINUTES



## Commissioner's Task Force on ESSER II and EANS Distribution of Money Friday, March 26, 2021

### Call to Order

Vice Chair Adam Thomas called the weekly meeting of the Commissioner's Task Force to order at 3:00p.m. on Friday, March 26<sup>th</sup>, 2021. The meeting was conducted via video conference and was live streamed for the public to observe and listen.

### Approval of Agenda

Bert Lewis made a motion to approve the agenda with flexibility for the March 26<sup>th</sup> meeting, and Tracy Callard had seconded it. (18-0). Jim Porter was not present in the meeting at this time, and was unable to vote on the motion.

MOTION  
(00:00:21)

### Attendance:

All Task Force members attended by video conference: Chairman Porter arrived a few minutes after 3:00 p.m.

Jim Porter	Roberta Lewis
Janet Waugh	Frank Harwood
Pat Pettey	Tracy Callard
Adam Thomas	Jason Winbolt
Simeon Russell	Brad Bergsma
Lisa Peters	Janet Eaton
Mike Argabright	Nick Compagnone
Jamie Rumford	Adam Proffitt
Alicia Thompson	Melissa Rooker

### Approval of March 12<sup>th</sup> Meeting Minutes

Adam Proffitt made a motion to approve of the March 12<sup>th</sup> minutes, and Bert Lewis had seconded it (18-0). Jim Porter was not present in the meeting at this time, and was unable to vote on the motion.

MOTION  
(00:00:39)

## Status Update On EANS I Application Process – Tate Toedman

(00:01:25)

Tate Toedman started the meeting off by mentioning the launch date for the EANS application which was Monday, March 22<sup>nd</sup>. The supportive materials for the application can be found here: [Federal Disaster and Pandemic Relief \(ksde.org\)](https://ksde.org). The material available on the website will include items such as a PDF copy of application instructions and questions, application budget request template, service center catalog, etc.

Commissioner Watson then suggested that Tate share with the Task Force the reasoning why a private school would need a building number. Tate then stated that in the State of Kansas we have both accredited/non-accredited private schools, the accredited schools are **required** to have a building number but the non-accredited private schools are not. Non-accredited private schools may choose whether they would like a building number, and most of them do. For the EANS application process, it will be easier to track the status of the applications if everyone who applied had a building number. If a private non-accredited school applies for EANS, they are required (by KSDE) to adopt a building number which KSDE will give them. Multiple virtual events have been hosted by KSDE to help schools navigate through the application process, and some of those events were –

(00:04:04)

- EANS Webinar Q & A on Thursday, March 11<sup>th</sup> (recorded and posted on KSDE website)
- Office Hours on Tuesday, March 23<sup>rd</sup> and Friday, March 26<sup>th</sup>
- EANS email address has been created and is monitored by KSDE staff for applicant questions. The EANS email address is [eans@ksde.org](mailto:eans@ksde.org).
- KSDE has conducted internal training to staff for the EANS application review process.

As of 10:30 a.m. on Friday, March 26<sup>th</sup>, there have been two EANS applications received by KSDE.

Tate Toedman then presented the EANS timeline once more to the Task Force which will include the following:

- 03/22 – Application Launch Date
- 03/26 – EANS Office Hours
- 04/02 – Updated EANS App Submission Deadline
- 04/09 – EANS Review: Task Force reviews initial batch of EANS apps.
- 04/16 – Task Force determines EANS approval recs.
- 04/19 – Board of Education approves of Task Force

## Walkthrough Of Plan For Task Force EANS I Application Review–Tate Toedman

(00:10:17)

Tate Toedman mentioned that the focus of today's Task Force meeting will be the determination of request eligibility. The determination of request eligibility will address COVID-19 driven needs and fall within allowable use requirements for EANS reimbursement or services.

He also mentioned that the Task Force should receive a batch of EANS applications next Friday, April 2<sup>nd</sup>, but the majority of the applications will be reviewed on April 9<sup>th</sup> and a small amount on April 16<sup>th</sup> (but will depend on how many requests are received).

Application summaries and select dossiers will be presented by KSDE during the Task Force meetings, and then KSDE will provide recommendations to the Task Force. Tate also mentioned that a weekly EANS application status update will be provided to the Task Force and it will consist of the following four components:

- Number of applications submitted and reviewed
- Profile of non-public schools that have applied to date.
- Total value of requests and eligible requests relative to available EANS I funds.
- Aggregated view of eligible requests according to KSDE's initial review.

All EANS applications will be made available to the Task Force members by April 16<sup>th</sup>. There will be updates given to the Task Force in a chart format, and the charts will show information such as:

- Applicant pool by poverty level
  - Applicant pool by school size
  - Applicant pool by geography
  - Applicant pool by grades served.
- AND OTHER ITEMS SUCH AS:**
- Value (\$M) of total requests vs. available funds
  - Value (\$M) of eligible vs. ineligible requests
  - Value (\$M) of eligible requests vs. available funds

## Continued - Walkthrough Of Plan For Task Force EANS I Application Review – Tate Toedman

(00:20:58)

Tate then went over the aggregated view of eligible requests according to KSDE's initial review in different categories which will include the following (separated by allowable activities):

- Value (\$K) of eligible requests by category
- Value (\$K) of eligible requests by allowable use
- Distribution of value (\$) of eligible requests (separated by \$/per student and total eligible value)

The process in place for KSDE to review applications filters them into two categories for the Task Force verification of request eligibility. The review process for KSDE will be the following:

1. Assess line-item requests for eligibility along federal criteria
2. Make every effort to contact applicants for requests deemed ineligible or insufficient information
3. Reassess line-item requests for eligibility if additional information is provided.
4. Form final recommendation to the Task Force based on thorough application review.

Tate mentioned to the Task Force that every application will be made available for them to review beforehand in a PDF form (CommonApp). The applications with ineligible requests will be presented to the Task Force individually.

The pre-read material for each meeting will include a PDF of each reviewed application (CommonApp), and a compiled list of all line-item requests with KSDE eligibility determination sorted by application (Excel).

Tate discussed that the Task Force will receive the applications that are awaiting approval in a batch format, and they can pull applications for further review if needed. Commissioner Watson mentioned to the Task Force that if after they review the applications in a batch format, and there are a few applications they have questions on, they can reach out to himself, Chairman Porter, and Tate Toedman for clarification.

(00:27:36)

If Commissioner Watson, Chairman Porter, and Tate Toedman are unable to answer the questions/concerns about the selected application, then it can be pulled for review by the Task Force. Tate would like for a small amount/if any of ineligible requests to be presented.

If a request cannot be clarified by KSDE, it will then be given to the Task Force for review.

## Update On ESSER II Application Process and Reporting – Doug Boline

(00:40:36)

Doug Boline started this section of the meeting by giving the Task Force an update on the ESSER applications, which consisted of the following:

- ESSER II application launched on Wednesday, March 24<sup>th</sup>
- Supportive Materials posted on the KSDE website
- ESSER II Application Webinar occurred on March 24<sup>th</sup>, and it was recorded and now can be found here (with closed caption) - [Federal Disaster and Pandemic Relief \(ksde.org\)](https://www.ksde.org/federal-disaster-and-pandemic-relief) (in the ESSER II section of the webpage).

Other material that can be found on this new webpage will be information regarding EANS I, EANS II, ESSER I, ESSER II, and ESSER III.

Doug mentioned that there are multiple virtual events in process to help districts navigate through the application and reporting process such as:

- Webinar and Q&A on Wednesday, March 24<sup>th</sup> (recorded; posted online)
- 1-2 Office Hours to be scheduled over the next several weeks (TBD)
- Email address ([esser@ksde.org](mailto:esser@ksde.org)) monitored by KSDE to answer questions from districts

The key considerations for ESSER reporting will be:

- Federal Government - Set up reporting categories that align with federal reporting requirements.
- State - Provide compelling evidence of the need for and impact of federal COVID funding.
- Task Force – Track Program spend over time across allowable uses.
- KSDE – Ensure compliance and address issues at the district level.

Doug discussed that there will be three distinct ESSER data collection mechanisms that will capture spend over time which will be:

- Reporting of past expenditures
- ESSER II budget plan
- ESSER II change requests

### Update On ESSER II Application Process and Reporting – Doug Boline

(00:50:59)

Doug Boline mentioned that districts will be required to report quarterly, and the reporting will capture spend in terms compatible with KSDE and federal reporting requirements. The expenditure categories are standard across districts and compatible with federal reporting; however, accounts will be specified to the district, and will require clear definitions to interpret.

This level of detail will allow the Task Force, KSDE, and the Kansas State Board of Education to identify how these funds are expected to be spent.

He then covered that the data reporting from districts will be due on April 16th which will cover March 13th, 2020 to March 31st, 2021 and will be reported in the future on a quarterly basis.

Chairman Porter mentioned that the reason behind the Task Force meeting on Friday afternoons is due to the Legislative representation on the Task Force. There may be a possibility that when the legislature closes, the schedule in which the Task Force will meet may change, and this decision will be made as a group.

(00:57:00)

**ADJOURNMENT** - Chairman Porter adjourned the meeting at 3:58 p.m. The next meeting will occur on Friday, April 2nd at 3:00 p.m.