Illinois State Board of Education

ESSA Site-Based Expenditure Reporting

FY 2022 Reporting Guidance: Overview and Highlights

June 7, 2022

This recorded webinar is posted at **www.isbe.net/site-based**, where you can also find the reporting guidance.

ISBE's Site-Based Team

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The full ISBE Site-Based Expenditure Reporting team is available at **site-based@isbe.net** for questions not answered by the guidance or supporting materials.

Agenda

- Remind me: What is Site-Based Expenditure Reporting?
- Highlights of FY 2022 Reporting Guidance
- Supports Available for FY 2022 Reporting

Remind me: What is Site-Based Expenditure Reporting?

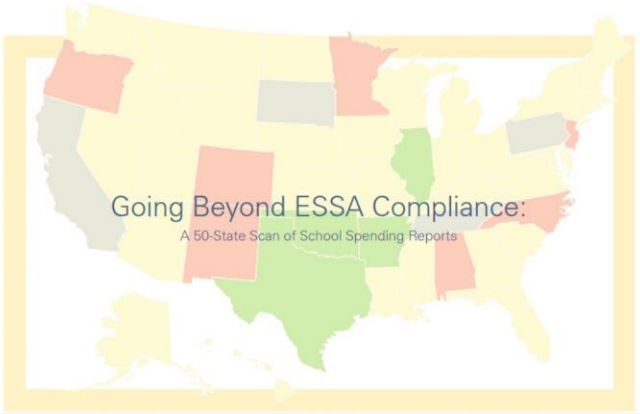
ESSA Site-Based Expenditure Reporting was implemented in FY 2019 for the first time

ESSA requires that SEAs report on their Report Card:

"The per-pupil expenditures of Federal, State, and local funds, including actual personnel expenditures and actual non-personnel expenditures of Federal, State, and local funds, disaggregated by source of funds, for each local educational agency and each school in the State for the preceding fiscal year."

FY 2022 Reporting Window: July 1 – August 16
(Editing continues through August 31.)

Successful Implementation

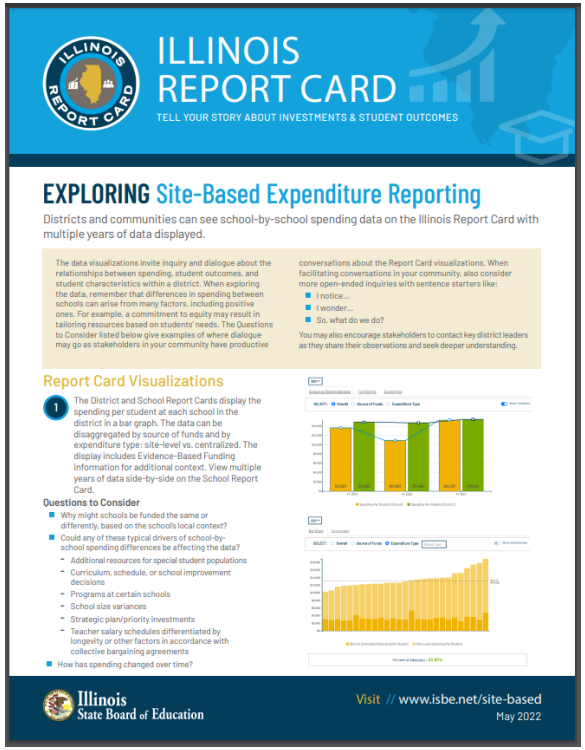


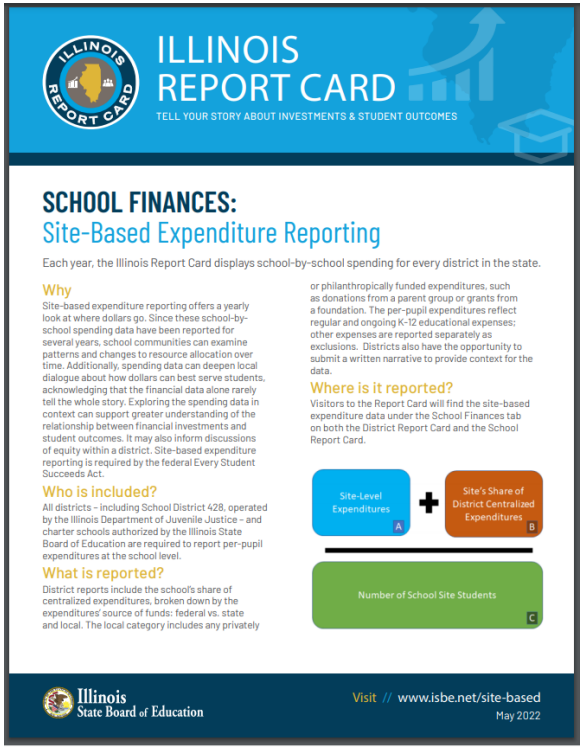
The Education Trust

Most states are not reporting data that are complete, accessible, and allow stakeholders to assess spending equity.

- 1 — Only Illinois included all the elements that we consider important for assessing school funding equity.
- 41 ☑ / 9 ☒ — Most states, but not all, have all the elements that are required by ESSA.
- 17 — Only 17 states included spending comparisons.
- Only 5 states include visualizations of spending for all schools in the state or district based on student need.

Additional Reminders





Available at isbe.net/site-based!

Value Proposition for Site-Based Expenditure Reporting

- **Resource allocation will be more readily accessible** *to schools and stakeholders.*
- *Empowers LEAs and communities* to **assess and improve equity**.
- *Enables LEAs and communities* to gain a better understanding of the **relationship between student outcomes and financial resources.**
- *Enables LEAs, schools, and the state* to **identify evidence-based best practices and opportunities to foster innovation** between peers.

Thank you, Advisory Group!

Highlights of FY 2022 Reporting Guidance

Guidance available at
www.isbe.net/site-based.

Questions Addressed in Annual SBER Guidance

No Changes to Guidance

1. What entities must report? For what students?
2. What student count should be used? Are there any exceptions?
3. How do we handle special circumstances, such as students educated outside the district or charter schools?

Updates and/or Clarifications

4. What does the reporting process look like and what approaches are available?
5. What expenditures must be included/should be excluded?

1. What entities must report? For what students?

Reporting Entities Included

Local Education Agencies that serve or place at least one student in the 2021-22 school year.

Includes state-authorized charter schools.

Note: All charter schools authorized under a district LEA will be reported as individual school sites under the district LEA.

Entities Exempted from Reporting

For FY 2022, the following sites will not be required to provide site-based expenditure data:

- Cooperatives, including special education cooperatives (These students will be reported by their Home LEA.)
- Regional Safe Schools
- Laboratory Schools
- Illinois School for the Deaf
- Illinois School for the Visually Impaired
- Illinois Math and Science Academy
- Philip J. Rock Center and School
- Illinois Center for Rehabilitation and Education

No change from FY 2021.

1. What entities must report? For what students?

Student:	• Any child age 3 through 21 in grades pre-K* through 12 served by an Illinois public education institution or placed to a private facility by a public education institution.
School/Site:	• Any public education institution within an Illinois LEA that serves students in grades pre-K* through 12.
Home LEA	• The LEA responsible for a student's education based on his/her residence.
Serving LEA	• The LEA providing education services to a student; services may be provided to both resident and non-resident students.

**Refers to prekindergarten students for whom a district incurs costs.*

No change from FY 2021.

2. What student count should be used? Are there any exceptions?

Reporting Entities must include every student served by the school in the per-pupil calculations, with the following notes and exceptions:

- Students will be reported according to their SIS enrollment status (Percent of Day Attended or Full-Time Equivalent). For example, a half-day kindergarten student shall be counted as 0.5.
- The average of the proportional student count on October 1 and March 1 of the reporting year will be used.
- If a student is educated **outside** the district (whether placed at a private institution, another LEA, or any other entity), that student shall be included in the count of the Home LEA
- IWAS will provide enrollment reports for every site based on SIS records. Reporting Entities can use these pre-prepared enrollment counts or adjust them as necessary.

No change from FY 2021.

3. How do we handle certain special circumstances?

Charters authorized within an LEA	Charter schools should be reported as a site. LEAs will need to collect expenditure reporting from charter schools in a manner that allows the LEA to report for those schools and not double-count costs.
Students educated outside the district (outplacement)	Students placed and/or served outside of the Home LEA, regardless of reason, shall be included in the Home LEA student count, along with associated expenses. LEAs may report outplacement costs either by (1) creating a separate reporting site that captures all outplacement costs and students; or (2) embedding these students and the respective costs in their home school sites. Whichever option is selected, it should be applied consistently for all outplacements within the LEA. LEAs with 10 or fewer students placed outside the district must utilize option 2.
Prekindergarten sites and classrooms	Pre-K, but not child care nor birth-3, is included in Site-Based Expenditure Reporting. Pre-K centers are considered sites and therefore must be included in Site-Based Expenditure Reporting as their own sites. Pre-K classrooms within grade schools have no special treatment. LEAs may optionally call out these students and expenditures.

No change from FY 2021.

Tip: Use IWAS to check what decisions you made last year.

3. How do we handle certain special circumstances?

Cooperative high schools, partnership school

Students attending Paris Cooperative High School, Bismarck-Henning Rossville-Alvin High School, or Dunham STEM Partnership School will be reported along with their associated expenditures by their placing Home LEAs in a separate site.

Students attending nonpublic schools

In some cases, an LEA may provide services for one or more students attending nonpublic schools. If the LEA includes the nonpublic students within its proportional student enrollment count, then its associated expenditures should be reported as part of the per-pupil calculation. If the students are not within the student enrollment count, the expenditures should be reported as an exclusion.

In other cases, dollars may flow through the LEA to nonpublic schools without the LEA claiming any nonpublic students within their enrollment. Here, these dollars should be reported as an exclusion. Any expenditures that fall within the exclusions reporting categories should be reported within the total exclusions amount.

No change from FY 2021.

More details available in the guidance.

3. How do we handle certain special circumstances?

Reporting expenditures from federal stimulus

Any LEA expending federal stimulus funds in FY 2022 must include the expenditures in FY 2022 Site-Based Expenditure Reporting. Any funding included within per-pupil calculations should be reported as federally funded. LEAs will use the usual exclusion rules to decide what expenditures are reported through per-pupil calculations vs. through total exclusions. LEAs will use the usual site-level vs. district-centralized guidance to decide how to report expenditures in the per-pupil calculations.

County juvenile detention centers

Students placed in county juvenile detention centers and the centers themselves will not be reported by the LEA in which the detention center is located. Any expenditures incurred by the LEA for center administration should be excluded from reporting. If an LEA knows its total dollar amount expended for the detention center, these expenditures should be excluded. If obtaining the actual expenditure amount is overly burdensome, LEAs can exclude their reimbursement for Section 18-3 Regular Orphanage claims for county juvenile students.

No change from FY 2021.

Reporting guidance flexibilities are designed for LEAs to best reflect their actual service delivery

If your LEA's actual service delivery has changed little since FY 2021:

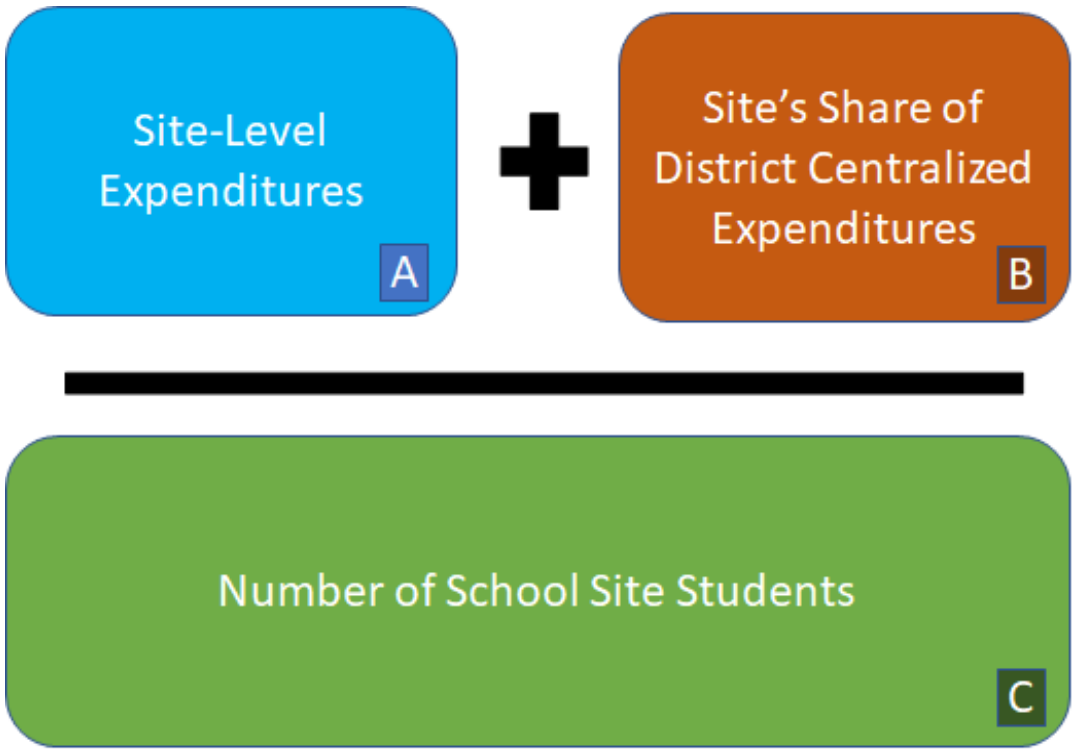
- Consider making the same or very similar reporting decisions in FY 2022 as you did in FY 2021.
- **Consistent longitudinal data** will be more valuable for you and your community.

If your LEA's actual service delivery has changed significantly since FY 2021 and/or you realized better ways to reflect it:

- You may change your reporting decisions to more accurately reflect FY 2022 reality.
- Consider providing **optional narrative** to give context on why the data may look different in FY 2022 than in FY 2021.

4. What does the reporting process look like and what approaches are available?

Per-pupil expenditures reported for each school shall be composed of:



Importantly, per ESSA, Sections A and B must be disaggregated by source of funds – federal vs. state/local (with state and local combined).

No change since FY 2021.

4. What does the reporting process look like and what approaches are available?

		Site-Level Per-Pupil Expenditures			District Centralized Per-Pupil Expenditures			Total Per-Pupil Expenditures				
Sites	Enrollment	Federal	State and Local	Subtotal	Federal	State and Local	Subtotal	Federal	State and Local	Total	*Exclusions*	*Total Expenditures*
PK Ctr	50	$500	$8,020	$8,520	$660	$3,514	$4,175	$1,160	$11,534	**$12,695**		
ES1	300	$344	$5,148	$5,493	$529	$2,781	$3,310	$874	$7,929	**$8,803**		
ES2	250	$231	$5,445	$5,677	$457	$3,095	$3,552	$688	$8,540	**$9,229**		
MS1	250	$320	$5,356	$5,676	$361	$3,499	$3,861	$681	$8,855	**$9,536**		
HS1	320	$458	$6,910	$7,368	$371	$2,919	$3,290	$829	$9,829	**$10,658**		
Total	1,170	$353	$5,861	$6,213	$440	$3,071	$3,511	$793	$8,931	**$9,724**	***$2,330,361***	***$13,707,753***

C | A / C | B / C | (A+B)/ C | D

Illinois State Board of Education

No change since FY 2021.

4. What does the reporting process look like and what approaches are available?

ISBE IWAS Online Tool

- Users upload an expense template and use advanced filtering to allocate expenditures.
- Site-level expenditures are calculated entirely within IWAS.

Vendor Reports

- Some accounting systems produce site-level spending figures on behalf of districts.
- Users may enter the required data from these reports either through an Excel template or manually through an Add/Edit screen.

Off-Sheet Calculations

- Reporting entities may conduct independent calculation to determine per-pupil expenditures at each site.
- As with figures derived from vendor reports, users may submit their data in IWAS through an Excel template or manually through the Add/Edit screen.

Change since FY 2021.

Data Calculation Template: Retired as of FY 2022

- **ISBE will no longer support use of the data calculation template for site-based reporting.**
  - The data calculation template was an ISBE-created Excel sheet that districts could use to complete their expenditure reports. We encourage all LEAs that formerly used the data calculation template to use the ISBE IWAS Online Tool in FY 2022.

"The built-in tool provided within the application was fantastic! Once I uploaded the data from our software it was super easy to allocate the funds using the query tools to disaggregate different account code ranges. Thank you, ISBE, for providing this tool - it was extremely helpful and cut down significantly on the time required to prepare this report."

Change since FY 2021.

IWAS Online Tool for Single Sites *New*

Due to the relative simplicity of reporting for single-site LEAs, ISBE has enhanced the IWAS Online Tool to automate key elements of the reporting process for single-site districts.

Please join the webinar for single-sites on June 28 to learn more.

Change since FY 2021.

Additional IWAS Enhancements for All Users

- **Start Page**: After viewing the welcome screen, users will be asked a series of questions designed to recommend a reporting approach and to assist with uploading the required documentation.
- **Vendor-Specific Recommendations**: Depending on the district's accounting software, IWAS may suggest vendor-specific file names to facilitate transfer into IWAS upload templates.
- **Targeted Support Requests**: Users that need additional support will find help request forms embedded at key stages within the reporting process. For example, if a user is struggling to transfer data from an expenditure report into the IWAS expense template for upload, the user may use the form to describe the issue and to attach supporting documentation. ISBE's site-based team will monitor help requests to provide timely support.

Change since FY 2021.

Data Quality and Accuracy

Errors Preventing Submission

Embedded within the IWAS reporting system are certain data quality checks that flag known reporting errors and prevent LEAs from submitting final expenditures with errors. For example, if a district reports no federally sourced expenditures at any site, IWAS will prevent submission of the report. Importantly, ISBE's site-based team distinguishes between true reporting errors and expenditure data that may fall outside of a normal range but are otherwise accurate. In these cases, IWAS will flag potentially concerning data, but the district will still be allowed to submit the report. For example, if a single site has per-pupil expenditures greater than $40,000, IWAS will notify the district. Nevertheless, the district may submit the report.

If a district is prevented from submitting the report due to a data quality check, yet it believes that it is reporting accurately, the district may contact the site-based team at site-based@isbe.net.

Intent:

1. Reduce post-submission outreach to districts to correct known errors.
2. Improve data quality and accuracy.

Embedded in IWAS since 2019.

Change since FY 2021.

5. What expenditures must be included/ should be excluded?

All district expenditures, including, but not limited to, personnel costs, transportation, security, administration, and those that are funded privately, should be included in the numerator within either (A) site-level expenditures or (B) the site's proportional share of the district's centralized expenditures. Certain expenditures should be excluded from the per-pupil expenditures reported and will instead be reported as a lump sum in the category of "exclusions." Certain other accounts, such as those related to transfers or working cash, should be omitted entirely from reporting.

Change since FY 2021.

Why are some expenditures excluded and others omitted from reporting?

The intent behind these exclusions and omissions is to reflect expenses that are:

Exclusions

Pre-K through 12

- Reflect only expenditures for pre-K through 12th- grade students being served or placed by the LEA (thereby excluding costs for adult education, for example).

Ongoing

- Reflect expenditures that are largely ongoing, normal course resource allocations (thereby excluding non-education fund capital expenditures and debt service, for example).

Omissions

Actually Expended

- Avoid overstating total system expenditures (thereby omitting transfers and working cash from reporting, for example).

Exclusions from Per-Pupil Calculations

1. **Fund 30:** Bond and Interest Fund (Debt Service Fund)
2. **Fund 60:** Site and Construction/Capital Improvements Fund
3. **Fund 90:** Fire Prevention and Safety Fund
4. **Function 1300:** Adult/Continuing Education Programs
5. **Function 3000:** Community Services
6. **Functions 4130, 4230, and 4330:** Payments to Other Governmental Agencies for Adult/Continuing Education Programs
7. **Function 5000:** Debt Services
8. **Object 500:** Capital Outlay except for those in Fund 10 (Education), which should be included
9. **County Juvenile Detention Center Expenditures:** The costs incurred by any school district to administer or outsource services for a county juvenile detention center within its geographic boundaries shall be excluded for site-based expenditure reporting
10. **Legacy Pension Obligations**

Omissions from Site-Based Expenditure Reporting

1. **Fund 70:Working Cash Fund** -- Transfers and working cash are not expenditures and therefore should be omitted. Once the working cash and/or transferred dollars are expended, they become subject to site-based expenditure reporting.
2. **Function 1115: Tuition Payments to Charter Schools** -- District-authorized charter school expenditures will be reported in the charter school's site-based expenditure section. This tuition payment to charters should be omitted to avoid overstating total system expenditures.
3. **Function 1999: Student Activity Fund Expenditures** -- These expenditures are not directed by the LEA and therefore should be omitted from reporting.
4. **Reimbursable Expenditures (in some cases):** Reimbursable expenditures should be omitted only in cases in which the reimbursement comes from an LEA that is reporting the expenditure as part of its own site-based expenditure reporting. In these cases, if both LEAs were to report the expenditure, total system expenditures would be overstated.
5. **Expenditures Paid On Behalf of LEA:** Payments that are not paid by the LEA but are rather paid by outside entities on behalf of the LEA (such as Teachers' Retirement System payments made by the state of Illinois on behalf of LEAs) should be omitted from Site-Based Expenditure Reporting.

Identifying Exclusions and Omissions

- LEA accounting may differ from the ISBE Part 100 Chart of Accounts; in this case, ***LEAs should exclude or omit expenditures meeting the intent of exclusions and omissions*** on the previous slides.
  - For example, if adult/continuing education programs are accounted for in a different function than Function 1300, expenditures for these programs should still be excluded.

Supports Available for FY 2022 Reporting

FY 2022 Site-Based Expenditure Reporting Key Milestones

Key Dates	Dates
FY 2022 enrollment reports available in IWAS	July 1, 2022
IWAS reporting window opens	July 1, 2022
FY 2022 reporting due; IWAS editing window open	August 16, 2022
FY 2022 editing due; no further submissions to IWAS	August 31, 2022
Report Card publishes FY 2022 site-based data	October 2022

FY 2022 Site-Based Expenditure Reporting Supports

Key Dates	Dates
Live Webinar: Site-Based Expenditure Reporting: Approaches to Data Calculation for **Multi-Site Districts**	June 27, 2022 (10-11:30 a.m.)
Live Webinar: Site-Based Expenditure Reporting: Approaches to Data Calculation for **Single-Site Districts**	June 28, 2022 (10-11 a.m.)
Office hours begin; available every Thursday from 9 a.m.-Noon	July 7, 2022-August 25, 2022

Sign up for office hours at https://calendly.com/site-based. If no hours are available that work for you, email site-based@isbe.net to set up an alternative time.

For Further Information

- See resources available at www.isbe.net/site-based.
- Send questions to site-based@isbe.net.

Thank you!