

Assessment Calendar Correction

PIP
MEMO

06/20/08

to: All Principals
from: Dan Wright, DERA
subject: Assessment Calendar Correction
date: June 20, 2008



CORRECTION

There has been miscommunication regarding the Kansas Science Assessment that must be clarified. It was our understanding this assessment would not be offered in 2009; instead, it WILL be offered, and will count toward QPA but not toward AYP. The disconnect from AYP created the impression among assessment coordinators that the exam simply would not be offered, but that was incorrect.

Again, the Kansas Science Assessment WILL be offered in 2009. It will be offered annually, and will count toward QPA in 2009 and toward QPA and AYP in 2010. Please look for a revised district assessment calendar in the PIP and on the district website next week. Thanks for your patience.

Timely Submission of Timesheets

PIP
MEMO

06/20/08

to: All Budget Managers
from: Connie Brand, Director of Finance
subject: Timely Submission of Timesheets
date: June 20, 2008



At the conclusion of the most recent school year, we had several occasions where a staff person turned in timesheets for hours worked throughout the year, in many cases dating back to August of that school year. Federal law requires that we timely pay staff. The law goes so far as to require that we must pay persons who we **should have known** worked, even if they do not turn in timesheets. This means that if the work is done, we need to insure the person is paid.

The implication is that administration is responsible for insuring that timesheets are turned in when work is done. As a result, I must request that each budget manager be diligent in following up on staff timesheets. To insure full compliance with law, we require that all staff turn in timesheets for work done within 30 days of performing the task. You, as budget managers, must insist on this standard and follow up with those who do not.

If you have any questions, or need any clarification, please feel free to contact me.