

TO: Chief Information Officer

FROM: Mike Leadingham, Director

Division of School Technology Planning and Project Management

DATE: September 20, 2019

SUBJECT: KETS FY19 - District Signature Form

The FY19 KETS Technology Activity Report for your district has been received by the Office of Education Technology (OET). The report is being submitted back to you for final review and approval. Along with the report, the KETS FY19 Technology Activity Report Signature Form is attached. Please complete the appropriate names on the KETS FY19 Technology Activity Report Signature Form. The completed signature form must then be submitted from the Superintendent's email account to Scott Kane at scott.kane@education.ky.gov. In your return email, please include the district name followed by FY19 Signature Page in the subject line (Example: Adair FY19 Signature Page).

Signature forms will only be accepted when received from the Superintendent's email account. You will need to advise the Superintendent of this required process and will also need to ensure that everyone whose name is to appear on the form is advised and receives a copy of the form.

The department will be reporting on the KETS program utilizing information from the KETS FY19 Technology Activity Reports over the next few months and may be required to request additional information or clarification from you regarding your report at that time. If changes/corrections need to be made to your report at this time, please modify and resubmit the report electronically to Scott Kane at scott.kane@education.ky.gov.

In order to be eligible for the first FY20 KETS Offer of Assistance the following must be received by our office:

- (1) KETS FY19 Technology Activity Report (received from your district); and

(2) Signature Page for FY19 Technology Activity Report (included in this email for submission).

Once these items are received, we will notify the School Facilities Construction Commission (SFCC) that your district is eligible for a KETS Offer. As in past years, the SFCC will first provide you with notification of the offer. You will then have 60 days to respond by either accepting and matching the offer or placing the offer in escrow for a maximum of three years. If you match the offer, the SFCC will require that you have, (1) an excerpt from an approved board action reflecting acceptance of the offer, and (2) evidence of a journal entry showing the transfer of matching funds to your technology account. Once SFCC receives this information, they will begin the process of wiring an equal amount to your account.

Thank you for your support of KETS.

Cc: KETS Engineer

Finance Officer