



# State of Wisconsin Department of Public Instruction

Elizabeth Burmaster, State Superintendent

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DATE: March 2009

TO: District Administrators/Summer School Coordinators

FROM: David Carlson, Director  
School Financial Services

SUBJECT: 2009 Summer School Issues and State Aid

Districts *claiming membership* for equalization aid and revenue limit purposes for academic summer classes must follow the summer school statutes, rules, and guidelines available at [http://dpi.wi.gov/sfs/summ\\_sch.html](http://dpi.wi.gov/sfs/summ_sch.html). The following highlights some of the questions districts and auditors have asked for clarification.

### **Partnering for Summer School Programs**

Districts may only operate an academic summer program in cooperation with a CESA or another school district under current state law. Districts operating summer activities with other entities are not eligible to claim membership for state aid or revenue limit purposes for those summer activities. Examples of nonaidable partnerships of academic classes: Local YMCA programs/camps, Boys/Girls Clubs, parks and recreation departments, community programs.

### **Aidable Academic Courses vs Nonaidable Summer Activities**

Under state law, membership may only be claimed for eligible academic summer classes that are necessary for academic purposes. The classes must be related or similar to instruction that is offered during the regular school year. In order to count pupils for state aid, all summer school courses must be open to all students residing in the district, *including home-based education and private school students*.

Under state law, pupils participating in summer recreation/extracurricular programs and team sports are NOT eligible to be counted by school districts for state aid or revenue limit purposes. Examples of nonaidable summer activities: activities organized for athletic or club purposes or exclusive to athletic or club members, community service programs, child care programs, open gym, camps, community events/festivals, before and after school programs, recreational activities, orientations, and some field trips.

### **Online Courses**

Districts may count instructional minutes (see next item) provided through eligible online courses for resident students for state aid and revenue limit purposes. Such classes must comply with all other state summer school requirements (e.g. DPI licensed teachers, fees, partnerships, academic courses, etc.) to be eligible to count students for membership.

### **Instructional Minutes Reimbursement**

Up to 270 minutes of 'instructional time', per student, per day are the maximum number of minutes allowed for reimbursement per Wisconsin Administrative Rule PI 17. Only the time spent by students receiving direct instruction from a DPI licensed teacher may be counted for membership. Independent study times/study halls are not eligible for aid.

### **Logged Classes**

Logged classes are for individualized, direct, one-to-one instruction. The instructional time generally varies per student. The teacher maintains a daily log and a summary log, reflecting the student's name, start and finish time, and number of minutes the teacher provided instruction to each student. Minutes cease to accrue when the instructor is no longer providing direct instruction to the student. Generally, these types of classes generate very few minutes or FTEs.

### **Fees**

Districts may only charge a minimal material fee if the district is claiming membership for state aid or revenue limit purposes for the course. If the district claims state aid under s. 121.14, Wis. Stats., there shall be no cost to the resident student beyond individual use supplies (towels, gym clothes, notebooks, pencils), textbooks, or similar items (workbooks). Items for which fees are charged must be legally permitted and actually purchased for summer school use. Summer school fees may not be used to subsidize other classes or students.

Examples of items for which fees may not be charged are: internet access, software, tuition/instruction, equipment/apparatus, vehicles, gas, insurance, transportation, shuttling, food or lodging for off-campus classes, building costs, and entry fees.

School boards may establish and collect reasonable fees for social, recreational or extracurricular summer classes and programs which are neither credited toward graduation nor eligible for state aid [s. 118.04 (4), Wis. Stats.]. School boards may also provide and charge for transportation for extracurricular activities such as school athletic contests, school games, after school practices, late activities school outings or extracurricular school field trips [s. 121.54 (7) Wis. Stats.]. Such activities are not, however, eligible for state aid or revenue limit purposes and should not be included in the summer school membership report.

### **Summer School Membership Report Filing**

Summer school coordinators should submit the Excel generated PI-1804-W1 and W2 and/or 1805-W1 and W2 Summer School Membership report to your business office. Your business office must electronically submit the membership information to DPI via the password protected reporting portal located at the following website: <https://www2.dpi.state.wi.us/safr/>. This report is due no later than the due date for the PI-1563 3<sup>rd</sup> Friday in September Pupil Count Report. The school district's business office must also retain a paper copy of PI-1804/1805-W1 and W2 for audit purposes.

### **Contacts**

General summer school questions may be directed to Nancy Mueller at 608-266-8938 ([nancy.mueller@dpi.wi.gov](mailto:nancy.mueller@dpi.wi.gov)). Questions concerning financial reporting should be directed to Brad Adams at 608-267-3752 ([bradley.adams@dpi.wi.gov](mailto:bradley.adams@dpi.wi.gov)).

For additional information, please see <http://www.dpi.wi.gov/sfs/auditorqanda.html>, <http://www.dpi.wi.gov/sfs/fees.html> and <http://www.dpi.wi.gov/sfs/sumguidelines.html>