



State of Wisconsin
Department of Public Instruction

Elizabeth Burmaster, State Superintendent

DATE: February 2007
TO: District Administrators
FROM: Brian Pahnke, Assistant State Superintendent
SUBJECT: 2007 Summer School and Membership Issues

Please share this letter with your summer school coordinator.

Annually our department receives requests for clarification on claiming membership for summer school programs. Districts claiming membership must follow the summer school statutes, rules, and guidelines available at dpi.wi.gov/sfs/summ_sch.html.

Aidable Academic Courses vs Nonaidable Summer Activities

State aid is paid for eligible summer academic courses. Many summer school courses are eligible for state aid, but they must be related or similar to instruction that is offered during the regular school year. In order to be eligible for state aid, all summer school courses must be open to all students residing in the district.

Under state law, pupils participating in summer recreation programs are not eligible to be counted by school districts for state aid revenue limit purposes. Examples of nonaidable summer activities include: fund 80 programs, child care programs, open gym, camps, community events/festivals, before and after school programs, clubs, extracurriculars, recreational activities, team sports, events/classes exclusive to club members only, orientations, and some field trips as listed below.

Field Trips

Some field trips, as part of an academic course, may be claimed for membership, and generally the minutes generated would be a small part of the academic course. Only the on-site, instructional time of the trip may be counted. Time spent on travel to and from the event may not be counted. Additionally, there shall be no cost to the student or parent for the transportation, entry fee, food or lodging related to the field trip if the district claims membership. Field trips to such activities as sporting events, performances, plays, water parks, malls, etc., cannot be claimed for state aid.

Partnering and 66.0301 Agreements

Districts may only operate an academic summer program in cooperation with a CESA or another school district under current law. Districts partnering with other entities (Boys/Girls clubs, YMCA camps, recreation departments, technical schools) other than a school district or CESA for summer programs are **not eligible** to claim membership for state aid or for revenue limit purposes.

Instructional Minutes

Summer courses **must be taught by an on-site, department-licensed teacher** and only the time spent by students receiving direct instruction may be counted for membership. For individualized, one-on-one, types of instruction, a

detailed teacher log will be required. Under current law, **up to 270 minutes** may be claimed per student, per day. A student's minutes in a class with two instructors may only be counted once.

Transportation

Districts are not required to provide transportation to and from a public school for summer school. Districts choosing to provide transportation must exercise reasonable uniformity in the minimum and maximum distances pupils are transported and may be eligible for reimbursement under pupil transportation aids. Districts are, however, required to provide transportation/shuttling to students, free of charge, if the academic class is at an alternate site. See field trips above.

4-yr-old and 5-yr-old Kindergarten Summer Programs

Four-year and five-year-old kindergarten programs may be eligible for state aid and for revenue limit purposes. A school district may only operate their summer program with a CESA or another school district if claiming membership for the academic summer program. All 4K and 5K programs must be open to all eligible pupils in the district. The district must also operate a 4K or 5K class in the regular school year if claiming the class for summer school membership. Pre-kindergarten or early childhood programs are not eligible for state aid.

Grants and Membership Aid

Courses that are wholly or partially funded with federal money or categorical aid are not eligible to be counted for state aid purposes (i.e., 21st Century grants, Title I programs).

Orientations

Elementary, middle or high school orientations (i.e., JumpStart, WEB) are not academic courses eligible for state aid or for revenue limit purposes.

Fees

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. Examples of items for which fees may not be charged are: equipment/apparatus, transportation, shuttling, food or lodging for off-campus classes, instruction, building costs or entry fees.

If the class is not aided, required, or credited, fees may be charged but must be based upon the actual cost of the class. Summer school fees may not be used to subsidize other classes or students.

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 practice, late activity, school outings or extracurricular school field trips [s. 121.54 (7) Wis. Stats.]. Such activities are not, however, eligible for state aid or categorical aid and may not be claimed for summer school membership.

Contacts

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

For additional information, please see dpi.wi.gov/sfs/auditorqanda.html, dpi.wi.gov/sfs/fees.html and dpi.wi.gov/sfs/summ_sch.html.