

DATE: August 12, 2009

TO: School Administrators in the Milwaukee Charter School Program

FROM: Liz Kane, Assistant Director, School Management Services

RE: Payment of Charter School Aids

Wisconsin statute s118.40 (2r) created the Milwaukee Charter School program and determined how aid would be paid to the participating charter schools. Aid will be paid to participating Charter Schools in four increments of 25% each. The total amount of aid to each participating school will be determined by multiplying the eligible full time equivalent (FTE) membership of the school by \$7,775 per pupil in 2009-10. Note this is the same per pupil amount as in 2008-09.

Although actual membership data is determined based upon the third Friday in September and the second Friday in January, **the September checks will be based on the September 1 data.** Enclosed with this memo is a single copy of the Preliminary; 3rd Friday September and 2nd Friday January pupil count reports.

In order that your school's aid may be properly calculated please observe the following important dates:

(1) September 1, 2009, or first day of school in September

Preliminary Pupil Count Report

The aid payment for September will be based upon the September Preliminary Pupil Count Report as of September 1, 2009. The Preliminary Pupil Count Report should reflect the enrollment as of September 1 (or first day of school in September). The Preliminary Pupil Count Report must be submitted on or before September 10, 2009. In order for the September aid payment to be paid on time, we must receive this count in a timely manner. **If you think the mail may not reach us in time, please consider faxing the report to us at 608-267-9207.**

The report must contain the following items:

- (i) **A class list of the charter school pupils enrolled must be included.** Pupils should be listed alphabetically by last name and separated by grade level. Please indicate that each pupil qualifies for the charter school program by residing in the district in which the charter school is located. Any kindergarten class must be identified by program type (4 year old/ 437 hours, 4 year old 437 hours plus outreach, etc). Please refer to "Sample Class List" enclosed.

Please use the following key to indicate how each pupil qualified for the charter school program:

1. The pupil resides in the district in which the charter school is located.
2. If the pupil does not reside in the district in which the charter school is located, the pupil qualifies under the provisions of Wisconsin statute 118.40(2r)(c)3.

- (ii) The total pupil count and charter school pupil count for each program type must be submitted on the DPI Pupil Count Report (**MC-1567**), "PRELIMINARY SEPTEMBER PUPIL COUNT REPORT." This would include all pupils that have actually enrolled in school.

Although actual membership data is determined based upon the third Friday in September and the second Friday in January, **the September checks will be based on the September 1 data.**

(2) September 18, 2009

Third Friday in September (Pupil Count Day)

Along with the September Third Friday Pupil Count Report (**MC-1567-A**), include an alphabetical list of all charter pupils, separated by grade. Include with the Third Friday report all applications for pupils included on the class list that were not previously reported in the preliminary report and how they qualified. Identify those pupils that were not previously identified on the September 8 report. **The Third Friday report and the list of charter pupils are due at DPI by October 1, 2009.**

(3) September 28, 2009

The first payment will be made, not to exceed 25% of the 2009-10 anticipated annual distribution. It is based on the September 1, 2009 Preliminary Pupil count times \$7,775 per pupil. The payment will be made by electronic transfer.

(4) December 7, 2009

The second payment will be made, not to exceed 50% of the 2009-10 anticipated total distribution. It is based on the September Third Friday Pupil Count Report and will be adjusted accordingly.

(5) January 8, 2010

Second Friday in January (Pupil Count Day)

Along with the January Second Friday Pupil Count Report (PI-1567-B), include an alphabetical list of all charter school pupils, separated by grade. Include with the 2nd Friday report all applications for pupils included in the class list that were not previously reported in the preliminary report. Indicate how these pupils qualified. Identify those pupils that were not previously identified on the September 1 or September Third Friday report. **The Second Friday Report and the list of charter pupils are due at DPI by February 1, 2010.**

(6) February 22, 2010

The third payment will be made, which will not exceed 75% of the 2009-10 total distribution. The payment is based on the average of the September and January Pupil Count Reports.

(7) May 3, 2010

The **Membership audits of the September 2009 and January 2010 pupil counts** for schools receiving payments during the 2009-10 school year **are due May 3, 2010**. Each school must make arrangements with a certified public accounting firm to provide a membership audit of the 2009-10 pupil counts. The final aid payment may be withheld until the audit is submitted.

Please direct your auditors to the 2r Charter School Membership Audit Program on the DPI web site (<http://www.dpi.wi.gov/sms/doc/2rmemaud.doc>).

(8) June 7, 2010

The fourth payment will be made, which will include all amounts not distributed to this point. The payment is based on the average of the September and January Pupil Count Reports. This payment will also include any adjustments necessary due to the membership audits.

If you have any questions regarding the submission of class lists and membership reports please call Liz Kane at 608-264-9331.