



Wisconsin Department of Public Instruction  
**CHARTER SCHOOLS SUBGRANT APPLICATION**  
 Public Law 107-110, Title V, Part B, Subpart 1  
 PI-9600-IR (Rev. 03-12)

**INSTRUCTIONS:** Complete and return original and five (5) copies by April 16, 2012, to:

**DEPARTMENT OF PUBLIC INSTRUCTION**  
**ATTN: SCOTT EAGLEBURGER**  
**CHARTER SCHOOL TEAM**  
 125 SOUTH WEBSTER STREET  
 P.O. BOX 7841  
 MADISON, WI 53707-7841

**Implementation Renewal Grant**

I. GENERAL INFORMATION			
1. School District/Chartering Authority <b>Kaukauna Area School District</b>		2. Name of District Administrator <b>Mary Weber</b>	
3. School District/Chartering Authority Address Street, City, State, ZIP <b>1701 County Road CE, Kaukauna, WI 54130</b>		4. CESA No. <b>06</b>	5. LEA Code <b>2758</b>
6. District Administrator E-Mail Address <b>weberm@kaukauna.k12.wi.us</b>		7. District Administrator Phone Area/No. <b>(920) 766-6100</b>	
8. If Multi-District, List District Names		9. Charter School Operated by CESA <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
10. Name of Charter School <b>Park Community Charter School</b>	11. Charter School Address Street, City, State, ZIP <b>509 Lawe St. Kaukauna, WI, 54130</b>		
12. Charter School Governance Board President <b>Andrea Schaller</b>		13. Governance Board President Phone Area/No. <b>(920) 462-4602</b>	
14. Governance Board President E-Mail Address <b>schallera@kaukauna.k12.wi.us</b>		15. Amount Requested <b>\$200,000</b>	

**II. ASSURANCES**

Each participating Subgrant recipient does hereby agree to comply with the following assurances: *Read and check*

- 1. Subgrant funds will be expended during the specified Subgrant period; the school district or chartering authority shall serve as the fiscal agent for all Subgrants; standard accounting procedures will be utilized by Subgrant recipients and records of all Subgrant expenditures will be maintained in an accurate, thorough, and complete manner. Any administrative fees or expenses reserved from the Subgrant are prohibited unless agreed to by the chartering authority and Subgrantee as noted in section 5204(1)(4)(B) of the ESEA Part B Public Charter Schools.
- 2. Subgrant recipients/chartering authorities by endorsement of this proposal, assure that an application to develop and operate a charter school has been submitted to the authorizer. Both parties assure the application for federal charter school funds has been submitted to the authorizer in an adequate and timely manner.
- 3. Subgrant recipients will participate in all data reporting and evaluation activities or onsite monitoring as requested by the U.S. Department of Education and the Wisconsin Department of Public Instruction, including the School Performance Report, participation at a reporting conference, a final grant report document, and financial claim.
- 4. Subgrant recipients will expend planning funds only for the purpose of planning a charter school which is nonsectarian and which will be in compliance with all Wisconsin laws and administrative rules regarding staff certification and licensure.
- 5. Subgrant recipients will comply with all provisions of all applicable acts, regulations and federal laws including, but not limited by enumeration to, the Age Discrimination Act of 1975, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, and part B of the Individuals With Disabilities Education Act, and all provisions of the Department of Education General Administrative Regulations (EDGAR), 34 CFR, Parts 76, 77, 80, 81, 85, 97, 98, and 99.
- 6. Subgrant recipients will comply with all provisions of the Non-Regulatory Guidance—Public Charter Schools Program of the United States Department of Education <http://www.ed.gov/policy/elsec/guid/cspguidance03.pdf>.
- 7. Subgrant recipients ensure that the charter school will receive funds through programs administered by the United States Department of Education under which funds are allocated on a formula basis. Each charter school will receive such funds for which it is eligible.

**III. SIGNATURES**

**WE, THE UNDERSIGNED, CERTIFY** that the information provided in the application is true and correct to the best of our knowledge.

Signature of District Administrator/Chartering Authority Official <i>Mary K. Weber</i>	Date Signed Mo/Day/Yr. <b>4-10-12</b>
Signature of Charter School Governance Board President <i>Andrea M. Schaller</i>	Date Signed Mo/Day/Yr. <b>4/10/2012</b>

**REQUIRED**

**IV. CERTIFICATION AND ENTITLEMENT**

**REQUIRED**

Agencies receiving funds under any of the grant programs must collect this certificate whenever they enter into a covered transaction with a grantee. (Refer to instructions for more information.)

**Certification Regarding  
Debarment, Suspension, Ineligibility, and Voluntary Exclusion  
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, *Federal Register* (pages 19160-19211). Copies of the regulations may be obtained by contacting the person to which this proposal is submitted.

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

LEA/Agency/Company Name

Name and Title of Authorized Representative

*Kenneth Kortens Principal*

Signature

*[Handwritten Signature]*

Date Signed Mo./Day/Yr.

*4-10-12*

**INSTRUCTIONS FOR CERTIFICATION**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List (202-786-0688).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**VI-A. LOCAL PLAN FOR USE OF DISCRETIONARY FUNDS**  
See Completing the Application Narrative, VI. The Budget, item 2

<b>Instruction</b>	<b>Amount</b>	<b>Explanation</b>
Salaries and Fringe Benefits	\$30,960	Subs for teachers to attend conferences. Classroom release time for planning, place based curriculum and community connection development
Purchased Services		
Coaches / Consultants		
Others Specify		
Non-Capital Objects Supplies and materials		
Capital Objects Equipment		
<b>TOTAL Instruction</b>	<b>\$30,960</b>	
<b>Support Services</b>	<b>Amount</b>	<b>Explanation</b>
Salaries and Fringe Benefits Extended contracts*	\$45,120	Summer work on place based pedagogy, curriculum development, and the accountability plan
Purchased Services	\$14,000	Conferences, Institutes, Governance Training, Marketing Services
Coaches / Consultants	\$27,500	Charter School Consultant, Technology Integration Specialist
WISN or Other Network	\$6,000	WISN Network Support
Other Specify		
Non-Capital Objects Supplies and materials	\$25,880	Curriculum Purchases, Books, Supplies, Materials, Learning Platform Equipment
Capital Objects	\$50,540	School Furnishings, Technology Equipment
<b>TOTAL Support Services</b>	<b>\$169,040</b>	
<b>Support—Administration</b>	<b>Amount</b>	<b>Explanation</b>
Purchased Services		
Non-Capital Objects Supplies and materials		
Capital Objects		
<b>TOTAL Support—Administration</b>	<b>\$0</b>	
<b>TOTAL BUDGET</b>	<b>\$200,000</b>	

\* Applies to payments for additional time beyond contract. Cross reference with five-year budget worksheet, line 3.

**VI-B. BUDGET SUMMARY**

<b>Authorizer</b>	<b>Charter School Name</b>	<b>Grant Period</b>	<b>Project Number For DPI Use Only</b>
Kaukauna Area School District	Park Community Charter School	Begin: August 1, 2012 End: July 31, 2013	

WUFAR Function	WUFAR Object	Amount
<b>Instruction (100 000 Series)</b> Activities dealing directly with the interaction between instructional staff and students.	a. Salaries (100s), <i>substitute teachers only</i>	\$30,960
	b. Fringe Benefits (200s)	
	c. Purchased Services (300s)	
	d. Non-Capital Objects (400s) Supplies & Materials	
	e. Capital Objects (500s) equipment	
	<b>TOTAL Instruction</b>	
<b>Support Services—Pupil and Instructional Staff Services (in 210 000 and 220 000 Series)</b> Support services are those which facilitate and enhance instructional or other components of the grant. This category includes staff development and supervision.	a. Salaries (100s), <i>extended contracts</i>	\$37,600
	b. Fringe Benefits (200s)	\$7,520
	c. Purchased Services (300s)	\$41,500
	— <i>Purchased Services—WISN (300s)</i>	\$6,000
	d. Non-Capital Objects (400s) Supplies & Materials	\$25,880
	e. Capital Objects (500s) equipment	\$50,540
	<b>TOTAL Support Services—Pupil/Instructional Staff Services</b>	
<b>Support Services—Administration*</b> (Associated with functions in 230 000 series and above.) Includes general; business; and central service administration.	a. Purchased Services (300s)	
	b. Non-Capital Objects (400s) Supplies & Materials	
	c. Capital Objects (500s) equipment	
	<b>TOTAL Support Services—Administration</b>	
<b>TOTAL BUDGET</b>		<b>\$200,000</b>
<b>DPI Approval</b>	Signature of DPI Reviewer  ➤	Date Signed <i>Mo./Day/Yr.</i>

\* No LEA may deduct administrative fees from subgrant funds that are not mutually agreed upon and voluntary. Any administrative fees or expenses reserved from the sub-grant are prohibited unless agreed to by the chartering authority and the subgrantee [Section 5204(f)(4)(B), NCLB Act 2001]. USDE staff has indicated that administrative expenses may not exceed 5 percent of the grant award.

Grant recipients may make budget adjustments up to 10 percent higher or lower in any approved category; changes larger than 10 percent require DPI approval.

**Budget Revisions:** Submit a copy of this page or PI-9600-B with appropriate revisions included, with justification provided. Submit request at least 30 days prior to expenditure of grant monies.

# Implementation Renewal Grant

## CHARTER SCHOOL DISCRPTION

### 1. This section provides information about your charter school.

- a. Provide a summary of the mission of your charter school and major accomplishments during the Initial Implementation phase.

*Mission/Vision Summary:*

Park Community Charter School is an autonomous school in which teachers have the opportunity to fully utilize innovative teaching practices that include student – centered instruction, inquiry based learning, and authentic community connections.

PCCS blends three pillars of school design with an innovative curriculum established within a personalized learning community. Place-based community partnerships are a hallmark of PCCS. Community connections provide ample opportunities of student engagement and projects, field studies, service learning, and environmental initiatives. PCCS has implemented the strategies of *Respectful Climate*, which embed teamwork, multi-age learning opportunities, and leadership development in a climate of respectfulness and inclusivity. These opportunities are unique to Park Community Charter School.

*Major Accomplishments During the Implementation Phase:*

- Place Based Learning – Place based learning has been fully implemented with great success. There has been extensive staff development on the NEED science curriculum and the implementation is going very well. We have established strong partnerships with Kaukauna Utilities and the Thousand Islands Environmental Center. In addition, we are utilizing the EmRiver Table and Science Lab resources to support the PBL initiatives.
- Learning Environment/Academics – PCCS has created a personalized learning environment that has high expectations for all students. Hands on activities and inquiry based learning are an integral part of the day. Diversified instruction includes literacy support and ongoing intervention. Students are learning about stewardship and conservation of natural resources.
- Community Connections – Community connections are a very strong component of PCCS. Students have participated in numerous community service projects including the shoe drive, St. Paul Christmas cards, Grignon Home preservation, and environmental clean up. There was also a very successful Veteran’s Day celebration. Another critical part of community connections is career exploration. Students have had the opportunity to interact with a variety of career experts including a microbiologist, interior designer, box manufacturer, mayor, superintendent, scientist, naturalist, musician, Author in Residence, and environmental planner. We also have more parents involved in our curriculum team.
- Respectful Climate and Social Skills Development – Utilizing the Respectful Climate program has resulted in a positive school culture. Teachers know the students personally and developed a positive classroom community supported by morning meetings. They have high expectations for all students and continually strive to empower students to reach their full potential. The integration of PBIS and social skills within the literacy curriculum has helped student learn how to positively interact with each other and with adults. They are learning how to respect other people’s opinions and ideas and how to agree or disagree respectfully.
- Marketing/Fundraising - PCCS has had great success marketing the school through newspaper advertising, a recruitment video, and a strong web presence. Another positive marketing success has occurred when students wear their PCCS shirts when they are on field studies within the community.

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- Teacher Leadership/Professional Learning Community – PCCS staff has successfully transformed into a professional learning community with strong teacher leadership. We are empowered by a collaborative decision making process and the ongoing exploration and sharing of ideas that promote opportunities for learning. This is supported by academic team meetings, monthly collaboration meetings, cross grade level collaboration, and data retreats.
  - Governance - The Governance Board has developed into a strong and supportive component of PCCS. Governance Board Meetings are organized and follow established open meetings procedures. Meetings are properly posted and minutes are posted for public access on the school website. The curriculum sub-committee created a plan that outlines three years of technology implementation from buying technology to providing adequate professional development.
- b. What unexpected challenges did you face during Initial Implementation and how were they addressed?
- Facilities – The greatest challenge we faced was the result of the indecision regarding the possible closure of our existing building and the future of the school site. This caused an abundance of concerns that interfered with our ability to successfully do long term planning. There were significant concerns regarding the PCCS philosophy and the ability to deliver Place Based Curriculum in an alternative facility. The existing facility does not adequately meet the needs of students or visitors with physical disabilities because they cannot access all levels of the building. Fortunately the district has committed significant funds to bring the school up to ADA code along with major upgrades to the roof, windows, playground and other hard surfaces.
  - Technology – An overwhelming amount of new technology with limited technical support was another unexpected challenge. There was a limited amount of time to learn new applications and initiatives while striving to integrate the technology into academics. There were also challenges related to access to the school network for governance council members. The District hiring more technical support people to address hardware and network concerns has addressed these challenges. In addition, the Governance Board members now have access to the network through their iPads.
  - Enrollment – PCCS encountered some unexpected challenges regarding enrollment for students. There was a break down in communication between the District, PCCS staff and families regarding enrollment procedures. These included issues with which forms needed to be filled out in order to attend PCCS. Teachers needed to call families directly to explain the situation and clarify the process.
  - Staffing – Staffing has been and continues to be a challenge. The greatest has been the death of two staff members. This took an emotional toll on the staff and resulted in finding new staff members to fill the vacancies. We have also had a new school administrator for the 4<sup>th</sup> year in a row since we started planning PCCS. We currently share a principal who has numerous other district responsibilities with another elementary school. Ongoing issues regarding enrollment and class size directly impact staffing decisions. The decision to add kindergarten for the 2012-2013 school year has created challenges as we work with the KASD school board to address class size and staffing concerns. We are addressing these issues by clarifying language in our contract with the school district through the addendum process.
  - Assessment – It has been a challenge to add the MAP assessment for primary at our school this year to assess grades 1-4. We are learning the ins and outs of the program and are trying to use this data to shape interventions and instruction. We are planning to have a

## Implementation Renewal Grant

representative from MAP come in and provide onsite training for staff. It has also been a challenge to create formative assessments that align to Place Based Education.

We are working on changing our progress reports which are cumbersome and do not align to Place Based Education philosophy.

- Budgeting – Many of our Governance Board meetings were dominated by budgeting discussions largely due to a poor system of accounting for expenditures. Thanks to the support of a governance board member who is an accountant we now have a clarified system to record expenditures. We have also been given complete control over district funds in the following area that had been previously managed for each site by the school district: Title IIa funds, Information Technology allocation, Level II curriculum allocation, and textbook allocation.
  - Governance – We are experiencing growing pains as a board. The resignation of a significant governance board member due to other commitments was difficult. Our meetings initially ran very long, but through the help of our consultant, Dr. Jan Bontz, we have made great progress. The fundraising committee is still not up and running, but we hope to resolve this soon. We are working on converting our Parent Advisory Committee into a fundraising committee/advisory board.
- c. What major hurdles or challenges face you in the Implementation Renewal phase and how do you plan on addressing them?
- Enrollment – We see the challenges with the enrollment process continuing. The need to fill out multiple forms has not been resolved. Adding kindergarten will complicate the process further. We also need to come to an agreement with the District on class size and capacity.
  - Limited Collaboration Time – There is not enough collaboration time available for PCCS teachers to develop and implement place based learning initiatives. The required district meetings do not always align with PCCS philosophy or initiatives and take up valuable time that could be utilized in a more productive manner. In addition there are required duties before and after the school day that limit the opportunity for collaboration time.
  - Coordination of Place Based Education – It is difficult for teachers to coordinate place based learning initiatives and community connections when their main focus is on working with students. The coordination of field studies and science lab activities take a considerable amount of time. We plan to provide increased staff release time and extended contract time two days a month for staff to coordinate as a grade level team.
  - Staffing changes – Adding new staff for kindergarten and potential job share in 4<sup>th</sup> grade will be challenging. We are hoping to have these decisions in place prior to any training in the summer. We will need to make sure that all new kindergarten staff receive training.
  - Facility changes – We will have ongoing facility concerns. The good news is that the district has committed significant dollars to making our school ADA compliant and improving windows, roof and hard surfaces. The challenge will be trying to complete the renovations while creating new spaces for kindergarten, relocating our science lab, and moving the school office. However, we will have limited access to the building during renovations.
  - Leadership changes – We will have a new superintendent by the start of the next school year and we will need to work with that individual to make sure that our charter philosophy and initiatives continue.

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## 2. Charter School Goals

**Goal One:** PCCS Governance Board will have monthly meetings, training, and development, and visit charter schools by July 2012.

- The governance board will meet each month; finance, curriculum, and partnering committees will be meeting monthly.
- The advisory group to the Governance Board will meet twice a year
- The PCCS Governance Board will produce a strategic 5-Year Plan
- An annual review and report will be shared with the Kaukauna School Board

**Measurement of Goal:** Governance Board Agendas and Minutes, Advisory Group Minutes, Strategic Plan Document, Annual Review and Report to School Board

**Results:** Minutes of the Governance Board meetings indicate that they meet at least monthly. Subcommittees are still in development and do not meet on a regular basis. The Governance Board is meeting with PAC to look at ways to have that group expand and become our advisory group. The Governance Council is researching options and components needed for a strategic plan. They will develop this further during the summer of 2012.

**Goal Two:** PCCS Place-based pedagogy will be successfully implemented by July 2012

- 100% of staff will be trained in and given time to develop PCCS place-based pedagogy
- PCCS staff will attend the Wisconsin State Charter Conference
- PCCS staff will attend the PBL Summer Institute
- PCCS staff will have sufficient time to initiate, design, and develop pedagogy
- PCCS will develop a place-based literacy curriculum through innovative shared reading, interactive read-aloud, and social skill integration using Making Meaning Comprehension program. Early learning using SIPPS Phonemic Instruction program

**Measurement:** Training Calendars, Conference Attendance, etc. Year at a Glance

**Results:** Place based training occurred during the summer of 2011. This included conference debriefs and learning platform retreats. 100 % of classroom teachers were trained, but not all support staff received complete training. Teachers are planning to attend the WSCA conference in March and the Project Based/Place Based Summer Institute in June. Classroom teachers have been allocated one day a month for grade level collaboration. A place based literacy curriculum is being implemented that incorporates shared reading, interactive read-aloud, and social skill integration. This is accomplished utilizing the Making Meaning Comprehension program and the SIPPS Phonemic Instruction program.

**Goal Three:** An academic accountability plan will be fully implemented with pre-post testing in core academics by July 2012.

- All teachers will have a professional development plan
- All students will take a pre/post nationally recognized academic test.
- All students and families will provide input to a school survey. –

**Measurement:** Staff development, trainings, and workshops. Documentation of professional development, test data, and survey results.

**Results:**

- Student reading skills are informally assessed on a weekly basis. Instructional decisions are based on these formative assessments.
- Teachers have set individual goals and will reflect on the accomplishment of these goals at the end of the year.
- Students have taken the MAP test in Fall and Winter and will take it again in May.
- Parent survey is currently active in Infinite Campus. The survey has been developed for staff and students and will be distributed this spring.



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## **Goal Four:** Successful implementation of PCSS

- Charter consultants will support the implementation year with training, coaching, resourcing, and troubleshooting during 2011-2012.
- Communication and marketing plan will be fully implemented by July 2012
- Curriculum supplies and materials will be purchased by October 2011.
- A long-range technology plan has been developed and approved by the Governance Board. Phase two purchases will be implemented by July 2012
- Several learning platforms will be designed and equipped for implementation by September 2011

**Measurement:** Staff development calendars and compilation of resources. Communication, marketing, and technology plans. Completed Learning Platforms.

### **Results:**

- Numerous consultants worked with us our first year. These included Jan Bontz, Gary Krueger (Professor Gizmo), Andrew Podoll (EM River Table) and the Author in Residence.
- The communication and marketing initiatives included an updated brochure, the development of a promotional video, informational PowerPoint presentations, newspaper articles, new signage, window banners, t-shirts, magnets, water bottles.
- Curriculum supplies and materials have been ordered throughout the year. The literacy curriculum for kindergarten has also been ordered. Phase two purchases have also been ordered
- A long range technology plan is currently being developed.
- Learning Platforms have been designed and implemented. Place-Based Learning, Community Connections, and Respectful Climate.

## **3. Student Achievement Goals**

### **Goal One:** Implementing a Place-based curriculum

- 85% of students will complete a class project that benefits the community
- 85% of students will complete reading experiences that involve stories from Kaukauna
- 85% of students will complete a math project that demonstrates understanding of math thinking
- 90% of students will present at the Community Showcase

**Measurement:** Completed projects and assessments; community showcase presentations

### **Results:**

- More than 85% of students have completed a class project that benefitted the community. Students participated in numerous community service projects including the shoe drive, St. Paul Christmas cards, Grignon Home preservation, and environmental clean up. There was also a very successful Veteran's Day celebration.
- All grade levels have incorporated reading experiences that involve the history of Kaukauna or information about the Kaukauna community.
- More than 85% of students completed a math project that demonstrated understanding of math thinking. These include the 100 day project – 1<sup>st</sup> Grade; Veteran's Day Money – 2<sup>nd</sup> Grade; Graphing Ancestry – 3<sup>rd</sup> Grade; and Graphing Water Usage – 4<sup>th</sup> Grade
- More than 90% of students have presented at the Community Showcase events.

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**4. Indicate the nationally standardized test you administered in the fall of 2011 and spring 2012 and complete the following or a similar table with the test results by grade level for your charter school. See Appendix A.**

We do not have the data from the spring assessment yet but below are the fall and winter results from the MAP's assessment.

Fall 2011-2012	Typical Reading Median RIT	Reading Median RIT	Reading RIT Range in Class	Typical Math Median RIT	Math Median RIT	Math RIT Range in Class
1 <sup>st</sup>	160	158	146 – 191	163	163	139 – 187
2 <sup>nd</sup>	176	167	147 – 196	178	174	145 – 202
3 <sup>rd</sup>	190	187	140 – 209	192	190	163 – 212
4 <sup>th</sup>	199	205	178 – 226	204	208	186 – 233

Winter 2011-2012	Typical Reading Median RIT	Reading Median RIT	Reading RIT Range in Class	Typical Math Median RIT	Math Median RIT	Math RIT Range in Class
1 <sup>st</sup>	171	167	151 – 193	172	173	138 – 193
2 <sup>nd</sup>	184	180	158 – 208	185	185	164 – 208
3 <sup>rd</sup>	195	197	164 – 218	198	199	172 – 212
4 <sup>th</sup>	203	212	174 – 234	209	216	193 – 238

*Note: You will be required to submit an update of Appendix A in the spring of your second year of operation, the year you receive implementation renewal funds, prior to submitting your final claim.*

### 5. Instructional Practices

- a. What percent of the instructional day do students attend the charter school? 100%
- b. How many full time equivalent (FTE) teaching positions serve the charter school? 9 Plus Part time positions
- c. How many teachers actually teach in the charter school? 17
- d. For charter middle and high schools, are the four core courses (math, English, science, and social studies) offered in the charter school? If not, where are they offered? N/A

### II. Governance and Autonomy

Provide member names of current charter school governance board and their titles (e.g. parent, community member, etc.).

PCCS's Governance Council Members are: Andrea Schaller–Chairperson (PCCS parent); Scott

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Fuller - Vice Chairperson (PCCS parent); Becky Keehan – Secretary (PCCS teacher); Joe Lucas – Treasurer (community representative), Craig Lahm - board member and community representative; Scott Engmann – board member and community representative; and Debra Gardner – board member and PCCS teacher.

Each member serves a two year term and is eligible to serve three consecutive terms:

- Up for Reelection May 2012: Becky Schuler, Craig Lahm, Joe Lucas and Scott Fuller
- Up for Reelection May 2013: Andrea Schaller, Deb Gardner
- Up for Reelection May 2014: Scott Engmann

2. Include governance board meeting minutes from the last six months.  
See attachment and minutes

The contract has changed with two addendums and one waiver.

### **III. Equal Access (Admissions and Lottery)**

1. How many students with disabilities are enrolled in the charter school?

11 Speech and Language students.  
1 CD student.

2. What special education services are provided for these students at the charter school?

PCCS is committed to providing special education services to students who need services and wish to remain in or enter our school.

3. Describe any changes to your admissions policy from last year's application.

Clarification to lottery system and class size have been submitted for approval in attached addendum.

4. Was a random lottery conducted for the most recent admission to the charter school?

Not necessary this year.

5. If yes in #4, how many students were admitted and how many students were placed on a waiting list? All interested students were admitted for this initial year.

### **IV. Assurances**

Please complete questions 1-3 **only** if the answers have changed from the prior year's grant application:

### **V. Budget**

Complete the **Local Plan for Use of Discretionary Funds**, page 3, of the **application form**. This section should align with the outcomes and measurable objectives and activities identified in the application narrative. The budgeted amounts in the local plan should also be consistent with the Budget Summary on page 4 of the **application form**.

1. Describe how Initial Implementation funds were used for training or for consultants.

Initial Implementation Grant funds were used in several ways for training and consultants.

- Extended contracts were provided to teachers for extensive summer work to develop curriculum, resources, and training for the first year.

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- Education Consultants continued to work with us through the summer and school year.
- School visits continued as well as attending Charter and other Educator Conferences.
- There were planning days during the year to develop curriculum in depth for the students moving forward.
- Trainers were hired to teach staff how to use programs such as NEED
- Community experts came to teach students and teachers on various concepts. They learned skills will be used for continuous projects in the future.
- Data Retreats
- Upcoming conferences and conventions this summer
  - Teachers attending National Science Teacher's Convention
  - Teachers attending National NEED Conference
  - NWEA Stepping Stones training being done in district for PCCS staff to learn more about MAP

2. Provide a list of itemized new expenditures on page 3 of the **Local Plan For Use of Discretionary Funds**. See attached.

3. Describe the method by which controls over expenditures and records of expenditures will be maintained if this information has changed since the previous year's application. The Kaukauna School District, as authorizer and fiscal agent, has created an account for grant monies consisting of an income and series of expense accounts following the Wisconsin Uniform Financial Accounting Requirements (WUFAR) codes. Accurate records of all grant expenditures will be kept by following all established district procedures for accounting and control.

4. Complete the **Budget Summary VI-B** form provided, PI-9600-IR, page 4 of the application. This summary should align with the list of itemized expenditures described above. See attached

**Kaukauna Area School District**

**Minutes**

**Park Community Charter School Governing Board**

**Tuesday, July 12, 2011**

**6:00 PM**

**Park School Office**

**509 Lawe Street, Kaukauna WI**

Andrea Schaller, chairperson, called the meeting to order at 6:00 p.m.

I Andrea Schaller, chairperson, announced that the meeting was held pursuant to notice properly given, and that the following members, constituting a quorum, were present at the meeting:

II Present: Andrea Schaller, Scott Fuller, Joe Lucas, Craig Lahm, Jeff Feldt  
Others Present: Ken Kortens, KASD Principal,  
Absent: Becky Schuler, Deb Gardner

Matters to be taken up, discussed, and acted upon at this meeting are as follows:

III Public participation: No requests were made

IV Consent agenda:

A. Minute approval: The minutes from the prior governance board meeting had been distributed prior to the meeting and a reading was dispensed with. After discussion, a motion to approve the minutes was made by Craig Lahm; seconded by Jeff Feldt, and approved.

- All in favor: Andrea Schaller, Scott Fuller, Joe Lucas, Craig Lahm, Jeff Feldt
- All opposed: none

- Motion passes

V. Building Spot Light. Only issue discussed was renaming this topic to **Program Spot Light**

VI. APPROVAL OF BILLS, RECEIPTS, FINACIAL STATEMENTS

No bills or receipts presented. Financial statement was reviewed without comment.

VII. REPORTS: Principal's report deferred to discussion within INFORMATION ITEMS

VIII. INFORMATION ITEMS

- A. Magnets and marketing items reviewed.

Motion to approve made by Craig Lahm, second Scott Fuller

- All in favor: Andrea Schaller, Scott Fuller, Joe Lucas, Craig Lahm, Jeff Feldt
- All opposed: none

Motion passes

B. Handbook committee met and will bring final copy to next meeting

C. PCCS belief statement reviewed and discussed

D. Building Modification by KASD and beautification work done by staff discussed. Bulletin boards have been ordered for lobby. We are looking into additional lighting in lobby and adding PCCS floor mats. An "outside classroom" is being created with some small landscaping work and building of picnic tables for seating. The changes to the school sign will be ready by 8/15. Room 30 has been cleaned up and looks great.

E. Backpacks to store laptops in discussed.

Motion to purchase 70 JanSport Right Packs at \$27.50 each made by Joe Lucas, second Craid Lahm

- All in favor: Andrea Schaller, Scott Fuller, Joe Lucas, Craig Lahm, Jeff Feldt
- All opposed: none

Motion passes

F. We will look into buying PCCS patches to sell and attach to new backpacks.

IX. DISCUSSION ITEMS

- A. Open House discussed. We will seek parent volunteers at this event.
- B. Hiring of Profession Gizmo discussed.

Motion to approve the booking of Professor Gizmo made by Joe Lucan, second Jeff Feldt

- All in favor: Jeff Feldt, Andrea Schaller, Scott Fuller, Joe Lucas, Craig Lahm
- All opposed: none

Motion passes

ACTION ITEMS

- A. Staff Pay rate discussed vigorously

Motion to approve honor previously agreed upon Per Diem rate for all summer hours submitted by 7/26, and to pay district rate for all hours submitted 7/27 or later made by Craig Lahm, second Scott Fuller

- All in favor: Jeff Feldt, Andrea Schaller, Scott Fuller, Joe Lucas, Craig Lahm
- All opposed: none

Motion passes

- B. Development of Sub-committees. Discussed possible committees to form, determined the following are need as a first step:

- Finance, to help organize financial matters
- Curriculum and Training, to help overseas these issues
- Development, to work on fund raising, communications, and sustainability

Board also discussed possibility of working with a consultant for development but deferred this issue to the development committee.

Determined that these sub committees need to be in place by Sept. 15. We have a goal of at least 5 people on each committee.

XI. BOARD MEMBER INFORMATION

Water Table for Thousand Islands discussed. There are still many issues around this project, details to be figured out include purpose of the table and whether the table needs to be custom designed or if more generic one would be acceptable.

Respectfully submitted, Scott Fuller, Vice Chairperson.

**Kaukauna Area School District**

**Minutes**

**Park Community Charter School Governing Board**

**Tuesday, September 13th, 2011**

**6:30 PM**

**Park School Office**

**509 Lawe Street, Kaukauna WI**

Andrea Schaller, Chair, called the meeting to order at 6:40 p.m.

I. Becky Keehan, secretary, announced that the meeting was held pursuant to notice properly given, and that the following members, constituting a quorum, were present at the meeting:

II. Present: Andrea Schaller, Jeff Feldt, Scott Fuller, Joe Lucas, Craig Lahm, Deb Gardner, & Becky Keehan

Others present: Ken Kortens, PCCS Principal, Scott Engmann

Matters to be taken up, discussed, and acted upon at this meeting are as follows:

III. Public participation: No requests were made

IV. Consent agenda:

A. Minute approval: The minutes from the prior governance board meeting had been distributed prior to the meeting and a reading was dispensed with. After discussion, a motion to approve the minutes was made by Craig Lahm ; seconded by Joe Lucas , and approved.

All in favor: Andrea Schaller, Jeff Feldt, Scott Fuller Joe Lucas, Craig Lahm, Deb Gardner, & Becky Keehan

- All opposed: none
- Motion passes



V. APPROVAL OF BILLS, RECEIPTS, FINACIAL STATEMENTS

- A. No bills or receipts presented. Financial statement was reviewed.

REPORTS

- A. Principal's report: update on PCCS website and upcoming events.

VII. INFORMATION ITEMS

- A. Teacher pay rate for charter work is \$20 an hour. Any PCCS staff can provide a project proposal to the governing board that will include a projected amount of time needed to complete the project which can include training and preparation time.
- B. DPI "Nationally Standardized Achievement Test" requirement: MAP testing meets the requirement.
- C. Water Table update: will arrive in October.
- D. Fundraising subcommittee update: Andrea is still recruiting members. The curriculum subcommittee has assigned members from the PCCS staff that are meeting at 3:20-4:00 on the first Tuesday of each month.
- E. Scott Engmann: new board member pending successful background check.
- F. Tablet device for governing board (iPad2) update: there is some difficulty with connectivity at PCCS. \$499-\$599 per iPad2, proposal is for 6 iPads.

VIII. DISCUSSION ITEMS

IX. ACTION ITEMS

- A. Dr. Jan Bonz PCCS contract for \$15,000  
After discussion, a motion to approve the contract was made by Jeff Feldt; seconded by Craig Lahm , and approved.
- All in favor: Andrea Schaller, Jeff Feldt, Scott Fuller Joe Lucas, Craig Lahm, Deb Gardner, & Becky Keehan
  - All opposed: none
  - Motion passes
- B. Budget requests: 40 digital cameras (\$4,267.60), 40 memory cards (\$322), 60 camera cases (\$1,139.40), 180 memory cards (\$1,128.60)= 6,858.40  
discussion, a motion to approve the request was made by Joe Lucas; seconded by Craig Lahm, and approved.
- All in favor: Andrea Schaller, Jeff Feldt, Scott Fuller Joe Lucas, Craig Lahm, Deb Gardner, & Becky Keehan
  - All opposed: none
  - Motion passes

C. Water Table training \$1,200 to bring Andrew Podoll in for training.

D. Conflict of interest policy: tabled

X. BOARD MEMBER INFORMATION

A. DPI required grant revision update: Jan Bonz will work with the board on making revisions.

B. Accessibility of PCCS for those with disabilities. The District is still exploring options.

Adjourned at 8:32.pm

Respectfully submitted, Becky Keehan, PCCS Secretary.

**Kaukauna Area School District**

**Minutes**

**Park Community Charter School Governing Board**

**Tuesday, October 11th, 2011**

**6:30 PM**

**Park School Office**

**509 Lawe Street, Kaukauna WI**

Andrea Schaller, Chair, called the meeting to order at 6:35 p.m.

I. Becky Keehan, secretary, announced that the meeting was held pursuant to notice properly given, and that the following members, constituting a quorum, were present at the meeting:

II. Present: Andrea Schaller, Jeff Feldt, Scott Fuller, Joe Lucas, Deb Gardner, & Becky Keehan

Others present: Ken Kortens, PCCS Principal, Scott Engmann

Absent: Craig Lahm

Matters to be taken up, discussed, and acted upon at this meeting are as follows:

III. Public participation: No requests were made

IV. Consent agenda:

A. Minute approval: The minutes from the prior governance board meeting had been distributed prior to the meeting and a reading was dispensed with. After discussion, a motion to approve the minutes was made by Jeff Feldt; seconded by Scott Fuller, and approved.

- All in favor: Andrea Schaller, Jeff Feldt, Scott Fuller Joe Lucas, Deb Gardner, & Becky Keehan
- All opposed: none
- Motion passes

V. APPROVAL OF BILLS, RECEIPTS, FINANCIAL STATEMENTS

A. No bills or receipts presented. Financial statement was reviewed.

VI. REPORTS

A. Curriculum Committee report

I. NEED foundation training this summer is being discussed

B. Principal's report on school goals creation

VII. INFORMATION ITEMS

A. Water Table update: water table has arrived and staff training will occur on 10/18/2011.

- B. Governing Board training options:
1. Trainers can be brought in or Jan can train as needed based on information as needed. PCCS will review information that Jan sent by the next meeting.
- C. Building Goals
1. 80% of all PCCS students will obtain a reading score that will meet or exceed their growth target/goal by the end of the year as measured by the MAP (Measure of Academic Progress) exam in grades 2-4 and MAP for Primary in grade 1.
  2. In support of our respectful climate pillar we will implement PBIS with at least an 80% fidelity rate as measured by the spring 2012 SAS (Self-Assessment Survey).

## VIII. DISCUSSION ITEMS

- A. Blog & Facebook (possible waiver): There is interest from the board to pursue a waiver to allow PCCS to keep using the Blog and have Facebook accessible to the Principal or his/her designee.
- B. Docking station for Mary VanderLoop is needed for a cost of approximately \$300.

## IX. ACTION ITEMS

- A. DPI required grant revision
- B. Deb Gardner and Ken Kortens to the DPI Reporting Session
- C. Conflict of Interest policy
1. After discussion, a motion to approve the policy was made by Jeff Feldt seconded by Joe Lucas, and approved.
    - All in favor: Andrea Schaller, Jeff Feldt, Scott Fuller Joe Lucas, Deb Gardner, & Becky Keehan
    - All opposed: none
    - Motion passes
- D. Scott Engmann (new board member)
1. After discussion, a motion to approve Scott Engmann as a new board member pending a successful background check was made by Jeff Feldt; seconded by Deb Gardner, and approved.
    - All in favor: Andrea Schaller, Jeff Feldt, Scott Fuller Joe Lucas, Deb Gardner, & Becky Keehan
    - All opposed: none
    - Motion passes
- F. Tablet devices for governing board (iPad2):
1. After discussion, a motion to approve to buy IPADS as needed pending DPI confirmation of acceptable use of grant money was made by Joe Lucas; seconded by Becky Keehan, and approved.
    - All in favor: Andrea Schaller, Jeff Feldt, Scott Fuller Joe Lucas, Deb Gardner, & Becky Keehan
    - All opposed: none
    - Motion passes

## X. BOARD MEMBER INFORMATION

### A. Recognitions:

Dina Robitaille – NF books and glue sticks donated to classrooms

Piggly Wiggly – cookies for the Grand Opening (Tom Nack)

1000 Islands – Door prizes donated for the Grand Opening

Kaukauna Utilities – Door prizes donated for the Grand Opening

### B. Kindergarten curriculum development

a. Discussion on whether Kindergarten should be included in the charter next year.

b. Reasons to consider enrollment Kindergarten at PCCS:

i. NEED curriculum starts in Kindergarten and our students are missing a full year of PCCS specific instruction.

ii. Making Meaning & SIPPS starts in kindergarten, again our students are missing a full year of PCCS specific instruction. First grade has to do the Kindergarten instruction of SIPPS first before moving into first grade level instruction.

C. Marketing needs: Possible advertisement video to be created and the brochure need to be updated.

D. The District has been looking into updating PCCS for handicap accessibility and for building renovation needs. They will vote in January on whether to close PCCS and move it Haen or make the needed renovations to get the building up to code.

## XI. ADJOURNMENT

A. Meeting adjourned at 9:05 p.m.

Respectfully submitted by Becky Keehan, PCCS Secretary

**Kaukauna Area School District**

**Minutes**

**Park Community Charter School Governing Board**

**Tuesday, November 8th, 2011  
6:30 PM  
Park School Office  
509 Lawe Street, Kaukauna WI**

Andrea Schaller, Chair, called the meeting to order at 6:35 p.m.

**I.** Becky Keehan, secretary, announced that the meeting was held pursuant to notice properly given, and that the following members, constituting a quorum, were present at the meeting:

**II. Present:** Andrea Schaller, Jeff Feldt, Scott Fuller, Joe Lucas, Deb Gardner, & Becky Keehan, Scott Engmann, Craig Lahm

Others present: Ken Kortens, PCCS Principal

Absent: none

Matters to be taken up, discussed, and acted upon at this meeting are as follows:

III. Public participation: No requests were made

**IV. Consent agenda:**

A. Minute approval: The minutes from the prior governance board meeting had been distributed prior to the meeting and a reading was dispensed with. After discussion, a motion to approve the minutes was made by Scott Fuller; seconded by Jeff Feldt, and approved.

- All in favor: Andrea Schaller, Jeff Feldt, Scott Fuller Joe Lucas, Deb Gardner, & Becky Keehan, Craig Lahm, Scott Engmann
- All opposed: none
- Motion passes

**V. APPROVAL OF BILLS, RECEIPTS, FINANCIAL STATEMENTS**

A. No bills or receipts presented. Financial statement was reviewed.

**VI. REPORTS**

A. Curriculum Committee report

- a. The curriculum team requests that the Governing Board approve housing the water table at PCCS in the science lab until the river room at 1,000 Island is completed.
- b. The curriculum team requests that the Governing board approve the purchase and pilot of the Be a Writer program for at least one third grade teacher (Jenny Cunniff) and at least one fourth grade teacher (Kim T) to pilot the program.

After discussion, a motion to approve the purchase was made by Craig Lahm; seconded by Joe Lucas, and approved.

- i. All in favor: Andrea Schaller, Jeff Feldt, Scott Fuller Joe Lucas, Deb

Gardner, & Becky Keehan, Craig Lahm, Scott Engmann

- ii. All opposed: none
- iii. Motion passes

B. Principal's report

**VII. INFORMATION ITEMS**

- A. Water Table update – teacher training
- B. Annual Meeting update
- C. Building Goals- data retreat is set for Feb 7<sup>th</sup> in a.m.
- D. Tablet device for governing board (iPad2) update- email addresses distributed
- E. Marketing update
- F. Wisconsin Charter School Conference- March 14-16
- G. Formation of Governing Boards Policies
- H. Requirement of Contract Revision (Teacher Handbook)
- I. District Budget Allocations

**VIII. DISCUSSION ITEMS**

- A. Blog vs. Facebook (possible waiver)
- B. Governing Board training options

**IX. ACTION ITEMS**

- A. DPI required grant revisions
- B. Charter School Conference (Dec. 1-2): Kris Serwe and Deb Gardner will be our representatives. Kim TeGrootenhuis will drive down for one of the days.

**X. BOARD MEMBER INFORMATION**

- A. Kindergarten curriculum development

**XI. ADJOURNMENT**

**Kaukauna Area School District**

**Minutes**

**Park Community Charter School Governing Board**

**Tuesday, January 10th, 2012  
6:30 PM  
Park School Office  
509 Lawe Street, Kaukauna WI**

Andrea Schaller, Chair, called the meeting to order at 6:34 p.m.

**I.** Becky Keehan, secretary, announced that the meeting was held pursuant to notice properly given, and that the following members, constituting a quorum, were present at the meeting:

**II. Present:** Andrea Schaller, Scott Fuller, Joe Lucas, Deb Gardner, Becky Keehan, Scott Engmann, & Craig Lahm

Others present: Ken Kortens, PCCS Principal, Mary VanderLoop PCCS Staff

Absent: Jeff Feldt

Matters to be taken up, discussed, and acted upon at this meeting are as follows:

**III. Public participation:** No requests were made

**IV. Consent agenda:**

A. Minute approval: The minutes from the prior governance board meeting had been distributed prior to the meeting and a reading was dispensed with. After discussion, a motion to approve the minutes was made by Scott Engmann; seconded by Joe Lucas, and approved.

- All in favor: Andrea Schaller, Scott Fuller Joe Lucas, Deb Gardner, Becky Keehan, Craig Lahm, & Scott Engmann
- All opposed: none
- Motion passes

**V. APPROVAL OF BILLS, RECEIPTS, FINANCIAL STATEMENTS**

A. Pending bill from lawyer was presented, Craig is following up on whether it will be coming out of the retainer or not. Financial statement was reviewed. After discussion, a motion to approve it was made by Craig Lahm; seconded by Joe Lucas, and approved.

- All in favor: Andrea Schaller, Scott Fuller Joe Lucas, Deb Gardner, Becky Keehan, Craig Lahm, & Scott Engmann
- All opposed: none
- Motion passes

**VI. REPORTS**

- A. Academic Team report
- B. Principal's report



1. Mary Vanderloop presented a proposal to buy 30 IPADS and cart for \$18,300 and IPOD touches and cart for 8,199. These could be used during the IB time for extra practice and to support instruction at other times.

## **VII. INFORMATION/DISCUSSION/ACTION ITEMS**

- A. Posterous.com waiver revision update
- B. Contract Addendum II revision group to address the following issues:
  - class size
  - split classes
  - number of sections per grade level
- C. Marketing update: cost \$7,250.00 for Video Now  
After discussion, a motion to approve the action item was made by Joe Lucas; seconded by Craig Lahm, and approved.
  - All in favor: Andrea Schaller, Scott Fuller Joe Lucas, Deb Gardner, Becky Keehan, Craig Lahm, & Scott Engmann
  - All opposed: none
  - Motion passes
- D. Building and Grounds update
- E. Governance Board Policy 400.02 will be revised by a small group to match contract addendum language.
- F. Enrollment form review (including date to notify parents of student placement)
- G. District Budget Allocations: nothing to review at this time
- H. DPI grant revisions: submitted
- I. Technology Plan
- J. Surveys (student, teacher and parent): Academic team created parent survey and will create student and teacher survey at the next meeting.
- K. AT&T Polycom device: Tabled
- L. January 26<sup>th</sup> Science Night (parent sign-up for Governance Board)
- M. Charter Conference March 15<sup>th</sup>-16<sup>th</sup>, 2012 – Lake Geneva, WI
- N. Making Meaning and SIPPS materials for Kindergarten
- O. Certified Staff pay for the following items:
  1. Kindergarten Parent Night (up to 10 staff for two hours each)
  2. Deb Gardner & Jennie Gries for energy carnival planning (not to exceed 40 hours each)After discussion, a motion to approve the action item was made by Joe Lucas; seconded by Scott Fuller and approved.
  - All in favor: Andrea Schaller, Scott Fuller Joe Lucas, Deb Gardner, Becky Keehan, & Craig Lahm
  - All opposed: none
  - Motion passes

## **VIII. BOARD MEMBER INFORMATION**

- A. No new items

## **XI. ADJOURNMENT**

- A. 8:25 pm

**Kaukauna Area School District**

**Minutes**

**Park Community Charter School Governing Board**

**Tuesday, December 13th, 2011**

**6:30 PM**

**Park School Office**

**509 Lawe Street, Kaukauna WI**

Andrea Schaller, Chair, called the meeting to order at 6:40 p.m.

I. Scott Fuller, vice chair, announced that the meeting was held pursuant to notice properly given, and that the following members, constituting a quorum, were present at the meeting:

II. Present: Andrea Schaller, Scott Fuller, Joe Lucas, Deb Gardner, Scott Engmann, & Craig Lahm.

Others present: Ken Kortens, PCCS Principal, Jan Bonz

Matters to be taken up, discussed, and acted upon at this meeting are as follows:

III. Public participation: No requests were made

IV. Consent Agenda:

A. Minute approval: The minutes from the prior governance board meeting had been distributed prior to the meeting and a reading was dispensed with. After noting that the meeting date of the last meeting was incorrect, a motion to approve the corrected minutes was made by Craig Lahm; seconded by Joe Lucas, and approved.

- All in favor: Andrea Schaller, Craig Lahm, Scott Fuller, Joe Lucas, Deb Gardner, & Scott Engmann
- All opposed: none

- Motion passes

#### V. APPROVAL OF BILLS, RECEIPTS, FINANCIAL STATEMENTS

No bills or receipts presented. Financial statement was reviewed. A motion to approve the Financial Statement was made by Craig Lahm; seconded by Scott Fuller and approved.

- All in favor: Andrea Schaller, Craig Lahm, Scott Fuller, Joe Lucas, Deb Gardner, & Scott Engmann
- All opposed: none
- Motion passes

#### VI. REPORTS

a. Debra Gardner summarized Academic Team Report

b. Principal's report. PAC meeting members would be good ones to recruit for the governance board fund raising sub committee. After lengthy discussion, it was determined that the board needs to write up expectations of the PAC and to forge a stronger working relationship. We need to work with them on sustainability and future funding opportunities. We also want to consider working with them in establishing an endowment with a goal of starting with \$10,000. Andrea and Ken will meet at a later time to discuss further issues of how to accomplish our fund raising and sustainability goals working with the PAC.

c. Financial report, covered earlier

#### VII. information/discussion/action items

A. Posterous.com waiver. Approved and accepted by KASD.

B. Annual Meeting update. Craig clarified with counsel, The Governance Board needs to have an annual meeting because our bylaws state as much. There are organizational requirements that need to happen annually, i.e., election of officers, signing the conflict of interest agreement.

C. Building and Grounds Meeting update. The physical plant of the school building was discussed. At this time, the KASD building and grounds committee is considering 3 options: 1) do nothing; 2) Remodel school to include elevator for ADA compliance, upgrade electrical, plumbing, windows, roof, parking lot, asbestos, bus drop off, and playground with green space, a rough estimate puts this option at 1.2 million; add 3) add 12 classrooms and a multi-purpose room to Hean, 4 million. The consensus of the committee is to remain in PCCS with a remodel that should extend the life of the school by an estimated 10 years. School Board will have a discussion at the next meeting and a final vote at the meeting after that.

D. Tablet device and governing board (iPad2) update. iPads are the property of PCCS and will be loaned to Governance Board for the purpose of doing board business. iPads will be returned to PCCS at the end of a board member's tenure. iPads distributed to board members.

E. Marketing update. The board discussed why we would create a marketing video about the school if we are at our enrollment cap. It was agreed that we need to promote the school and it's unique attributes even if the number of potential kindergarten student next year exceeds capacity of what the two sections can accommodate. The need to discuss promotional issues before the open enrollment deadline was also considered. A motion to work with Video Now to produce a 5-6 minute video about PCCS was made by Joe Lucas and seconded by Scott Engmenn. Budget for the project is to stay within budgeted allotment for marketing of \$10,000.

- All in favor: Andrea Schaller, Craig Lahm, Scott Fuller, Joe Lucas, Deb Gardner, & Scott Engmann
- All opposed: none
- Motion passes

F.DPI Charter School Conference update. Conference attended by Ken Kortens, Principal, and two teachers, Kris Serwe, 4<sup>th</sup> grade, and Jenny Greise, 2<sup>nd</sup> grade. Mr. Kortens reported that it was a very good conference.

G.Formation of Governing Board Policies. Craig pulled together hard copies of policies for PCCS. Electronic copy will be posted on PCCS website. The 8 general categories are Governance Board, Administration, Instruction, Students, personnel, Fiscal Management, Support Services, School-Community Relations. Policy 400.01 and 400.02

- All in favor: Andrea Schaller, Craig Lahm, Scott Fuller, Joe Lucas, Deb Gardner, & Scott Engmann
- All opposed: none
- Motion passes

H.Contract Revision (addendum) Board discussed VIII Admission Criteria F. After lengthy discussion to refine the proposed changes to the admission criteria policy, a motion to approve the updated policies was made by Joe Lucas, seconded by Craig Lahm. Craig, scott Engmann, approved

- All in favor: Andrea Schaller, Craig Lahm, Scott Fuller, Joe Lucas, Deb Gardner, & Scott Engmann
- All opposed: none
- Motion passes

Approved Addendum as follows:

Addendum II  
to  
Charter School Contract Between  
The Kaukauna Area School District and The Park Community Charter School Inc.

The following changes to the charter school contract with the Kaukauna Area School District were approved by the Park Community Charter School Governance Board on December 13, 2011.

VIII. Admission Criteria

F. If applications for admission to PCCS Inc. exceed the approved capacity stated in PCCS Governance Policy 400.02, the following criteria will be employed to select from applications submitted.

The following priority categories for admission to PCCS will be used:

1. Existing students do not need to reapply
2. Siblings of current PCCS students
3. PCCS teachers or governance board members children
4. PCCS attendance area residents
5. All other applicants

Students placed in open spots will be determined by a lottery in each category. In no instance will a student be enrolled from a lower ranking category unless all students from higher ranking categories have been enrolled. ~~Applicants, who are current students, children of PCCS teachers founders and all students residing in the PCCS attendance area as determined by the Kaukauna Area School District, are exempt from the lottery.~~

I. The Governance Board of PCCS Inc. will establish enrollment capacity for each grade in January of the preceding year. ~~The District will provide and maintain adequate staff each year based on these enrollment caps. to obtain class sizes comparable to District averages for those same grades.~~

THE UNDERSIGNED HAVE READ, UNDERSTAND, AND AGREE TO COMPLY WITH AND BE BOUND BY THE TERMS AND CONDITIONS AS SET FORTH IN THIS CONTRACT.

Park Community Charter School Inc. Governance Board	Board of Education of the Kaukauna Area School District
Name	Name
Chair	President
Date	Date

I. District Budget Allocations no discussion

J. DPI Grant Revisions. A copy of the proposed revisions was distributed before meeting. A motion to approve revisions was made by Craig Lahm, seconded by Joe Lucas.

- All in favor: Andrea Schaller, Craig Lahm, Scott Fuller, Joe Lucas, Deb Gardner, & Scott Engmann

- All opposed: none
- Motion passes

K. Technology Plan, we need a tech plan. The board discussed and will ask the curriculum sub-committee to add input to plan. Table to next meeting

L. Surveys . In our contract, it states that we will survey parents by end of year. Board will assign small group to pull together and Jan will supply samples.

M. AT&T Polycom The board discussed issues related to purchase of Polycom system including initial start up cost and monthly fees. The PCCS board will seek further information to address our concerns of high cost and availability similar technology for free little cost. Table until next meeting.

N. Teachers presentations to KASD school board were discussed. The PCCS governance board appreciates these presentation and will ask for a recap of what teachers presented at the previous school board meeting

o. Enrollment is now closed due to classes meeting their maximum size per contract

#### VIII. BOARD MEMBER INFORMATION

None presented

#### XI. ADJOURNMENT

A. Meeting adjourned at 10:05 p.m.

Respectfully submitted by Scott Fuller, PCCS Vice Chari

**NOTICE OF REGULAR MEETING OF THE  
PARK COMMUNITY CHARTER SCHOOL  
GOVERNANCE BOARD**

**Tuesday, February 14th, 2012  
6:30 PM**

Andrea Schaller, Chair, called the meeting to order at 6:30 p.m.

I. Becky Keehan, Secretary announced that the meeting was held pursuant to notice properly given, and that the following members, constituting a quorum, were present at the meeting:

II. Present: Andrea Schaller, Joe Lucas, Deb Gardner, Becky Keehan & Scott Fuller

Others present: Ken Kortens, PCCS Principal and Lea Peot

Matters to be taken up, discussed, and acted upon at this meeting are as follows:

III. Public participation: No requests were made

IV. Consent Agenda:

A. Minute approval: The minutes from the prior governance board meeting had been distributed prior to the meeting and a reading was dispensed with. After discussing revisions for hours approved and addition to Principal's report, a motion to approve the corrected minutes was made by Becky Keehan; seconded by Scott Fuller, and approved.

- All in favor: Andrea Schaller, Becky Keehan, Joe Lucas, Deb Gardner, & Scott Fuller
- All opposed: none
- Motion passes

**V. APPROVAL OF BILLS, RECEIPTS, FINANCIAL STATEMENTS**

Finance Report: A motion to approve the bills and financial statements was made by Joe Lucas; seconded by Deb Gardner, and approved.

- All in favor: Andrea Schaller, Becky Keehan, Joe Lucas, Deb Gardner, & Scott Fuller
- All opposed: none
- Motion passes

**VI. REPORTS**

- A. Academic Team report: Tabled
- B. Principal's report: update on marketing video by Lea Peot, MAP winter MAP assessment results, & SWISS behavior report

**VII. INFORMATION/DISCUSSION/ACTION ITEMS**

- A. Posterous.com waiver revision update
- B. Contract Addendum II revision
- C. Marketing update (newspaper ads, pamphlets and after school care)
- D. Building and Grounds update: Andrea will set up a meeting with staff for feedback to take to the next building and grounds meeting

- E. Open Enrollment
- F. Enrollment Form review (including date to notify parents of student placement)
- G. District Budget Allocations (for Kindergarten) Tabled
  - (2) projectors
  - (2) Handwriting Materials (consumables)
- H. Implementation Renewal Grant
- I. Technology Plan (including expenses)

A motion to approve the revised tech plan and purchases was made by Deb Gardner; seconded by Joe Lucas, and approved.

  - All in favor: Andrea Schaller, Becky Keehan, Joe Lucas, Deb Gardner, & Scott Fuller
  - All opposed: none
  - Motion passes
- J. Surveys (student, teacher and parent)
- K. AT&T Polycom device

A motion to approve the purchase of the Polycom was made by Joe Lucas; seconded by Joe Lucas, and approved.

  - All in favor: Andrea Schaller, Becky Keehan, Joe Lucas, Deb Gardner, & Scott Fuller
  - All opposed: none
  - Motion passes
- L. Professional Development plan form for staff
- M. Charter Conference March 2012 – Lake Geneva, WI
- N. Vocabulary program for K-2

A motion to approve the purchases was made by Deb Gardner; seconded by Scott Fuller, and approved.

  - All in favor: Andrea Schaller, Becky Keehan, Joe Lucas, Deb Gardner, & Scott Fuller
  - All opposed: none
  - Motion passes
- O. Be a Writer update: Tabled
- P. District Charter Subcommittee update
- Q. K-Kids update
- R. Advisory Group
- S. Strategic Plan
- T. Kindergarten materials
  - (2) Elmos
  - (2) laptops w/docking stations
  - Goggles (K and 1<sup>st</sup>)
  - PCCS shirts
  - Mimeos (including discussion on use of mimeos in other classrooms)
  - PE Equipment
    - Manipulatives (hand-eye and striking) not to exceed \$250
    - Smaller and softer equipment (hockey sticks, footballs and soccer balls) not to exceed \$400
    - Creative Play equipment (tunnels, scarves/ribbons and scooters) not to exceed \$350
- U. iPads and iPods
- V. Staff Professional Development Expenses: Policy will be developed for allowable expenses for travel expenses
- W. Educator Annual Professional Development Plan



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- X. Data Retreat: May 18th
  - Y. Grant Writing Retreat
  - Z. Family Directory

**VIII. BOARD MEMBER INFORMATION**

**XI. ADJOURNMENT**

A. 8:50



# Park Community CHARTER SCHOOL

509 Lawe Street, Kaukauna, WI 54130

920.766.6129 Fax 920.766.6544 [www.pccscharter.org](http://www.pccscharter.org)

Kenneth D. Kortens, Principal

1/30/2012

Kaukauna Area School District  
Board of Education

Dear KASD Board Members,

At the request of the Park Community Charter School Governance Board I am requesting a waiver to the district employee handbook. Specifically our school would like to use Posterous.com to host our information site. The specific site is [www.pccs.posterous.com](http://www.pccs.posterous.com) and we will use this site to provide pictures, video and information about our school to the public. One of the three pillars in our charter grant is Community Connections. Both students and teachers have digital cameras and regularly use them to record their field study experiences. The Posterous.com site is a quick and easy way for our school to create a history of our field study experiences that is accessible for parents and community members. Our teachers also use the site during the school day to show students what other classes are doing.

Posts to the site will be done with the following understanding:

- The district e-mail system will be the official record of this communication.
- The principal will be the only person to post information to the [www.pccs.posterous.com](http://www.pccs.posterous.com) site.
- Posts to the site will be done utilizing the district email account of the principal.
- The site will not have two way communications. For example, a person viewing the site will not be able to comment on the information provided by the school.
- The site will have the following statement posted at all times:
  - o The notices and postings on this site are for convenience purposes only and may not represent the most current version. Therefore, they are not considered the official copy nor should they be considered a legal representation of the official copy. If you require a copy of the official version of one of these documents, please contact the office of record for that document.

Thank you for your consideration and please ask if you have any other questions.

Park Community Charter School Inc. Governance Board - Chair	Board of Education of the Kaukauna Area School District - President
Name <i>[Signature]</i> ANDREA M. SCHALLER	Name <i>Todd Anderson</i> <i>Todd Anderson</i>
Date 2/27/12	Date 2/27/12

Addendum II  
to  
Charter School Contract Between  
The Kaukauna Area School District and The Park Community Charter School Inc.

The following changes to the charter school contract with the Kaukauna Area School District were approved by the Park Community Charter School Governance Board on January 24, 2012.

VIII. Admission Criteria

Items "A" through "E" No Change.

F. If applications for admission to PCCS Inc. exceed the established district average per grade, the following criteria may be employed at the discretion of the PCCS Governance Board to select from applications submitted. The following ranked categories in order from one to five with one being the highest ranked for admission to PCCS will be used:

1. Existing students do not need to reapply
2. Siblings of current PCCS students
3. PCCS teachers' or governance board members' children
4. PCCS attendance area residents
5. All other applicants

Students placed in open spots will be determined by a lottery in each category. In no instance will a student be enrolled from a lower ranking category unless all students from higher ranking categories have been enrolled. Applicants, who are current students, children of PCCS teachers founders and all students residing in the PCCS attendance area as determined by the Kaukauna Area School District, are exempt from the lottery.

Items "G" through "I" No Change.

J. Due to the unique curriculum of Park Community Charter School which contains grade specific field studies and related curriculum, PCCS would find it difficult to operate split grade level classrooms. However, should circumstances warrant the creation of a split grade level classroom, the PCCS Governance Board will make that decision.

K. Due to the intense professional development needed for both place-based learning methodology and the integration of the respectful climate pillar into language arts, as well as the cost associated with said training and cost of additional curriculum resources for new grade levels, Park Community Charter School will cap the number of sections per grade level at two.

L. When the KASD established district average per grade is met after the start of the school year, the PCCS Governance Board will determine if any additional students will be admitted. The school administrator will notify the district registrar if registration is closed.

THE UNDERSIGNED HAVE READ, UNDERSTAND, AND AGREE TO COMPLY WITH AND BE BOUND BY THE TERMS AND CONDITIONS AS SET FORTH IN THIS CONTRACT.

Park Community Charter School Inc. Governance Board - Chair	Board of Education of the Kaukauna Area School District - President
Name <i>Andrea M. Schaller</i> ANDREA M. SCHALLER	Name <i>Todd Anderson</i> Todd Anderson
Date 2/27/12	Date 2/27/12

