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Office of the City Clerk

**Ronald D. Leonhardt**  
City Clerk

**Jim Owczarski**  
Deputy City Clerk

January 15, 2008

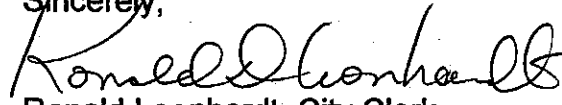
Elizabeth Burmaster  
State Superintendent of Public Instruction  
125 South Webster Street  
P.O. Box 7841  
Madison, Wisconsin 53707-7841

Dear Superintendent Burmaster:

Enclosed please find a certified copy of Common Council Motion 071153, authorizing the Milwaukee Academy of Science to operate a charter school and approving the proposed charter school contract.

Pursuant to sec.118.40(1), Wis. Stats., I am notifying you of the City of Milwaukee Common Council's intention to grant charter school status to this school and enclosing a description of the school. Please feel free to contact me if you have any questions.

Sincerely,



Ronald Leonhardt, City Clerk

Enclosure

cc: Council President Willie L. Hines, Jr.  
Mayor Tom Barrett  
Sharon Robinson  
Scott Pierce  
✓ File 071153

Rdl/Council/charter8.doc

# City of Milwaukee

Office of the City Clerk

200 E. Wells Street

Milwaukee, Wisconsin 53202

Certified Copy of Motion

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FILE NO: 071153

**Title:**

**Substitute motion authorizing the Milwaukee Academy of Science to operate a Milwaukee Common Council charter school and approving the proposed charter school contract.**

**Body:**

Whereas, The state charter school statute, s.118.40, Wis. Stats., and the charter school ordinance, chapter 330 Milw. Code, authorizes the Common Council to grant authority to operate a Milwaukee Common Council charter school to applicants who meet the requirements of the statute and ordinance; and

Whereas, Milwaukee Academy of Science has applied to operate a Milwaukee Common Council charter school as authorized under the Milwaukee charter school ordinance, chapter 330, Milw. Code, and the Wisconsin charter school statute, s.1118.40, Wis. Stats; and

Whereas, The Charter school Review Committee has made a written positive finding for the applicant for all factors described under s.330-15, Milw. Code, and has recommended that the Common Council grant the application to operate a Milwaukee Common Council charter school; and

Whereas, The City Attorney has negotiated a proposed 5-year charter school contract with the applicant and that proposed contract is attached to this file; now, therefore,

It is moved, By the Common Council of the City of Milwaukee, that the Common Council approves the Charter School Review Committee's recommendation and authorizes the Milwaukee Academy of Science to operate a Milwaukee Common Council charter school beginning with the 2008-2009 school year; and

It is further moved, That the Common Council approves the proposed charter school 5-year contract submitted by the City Attorney and directs the appropriate City officials to execute the contract substantially in the form attached to this file, with such revisions as may be required by the City Attorney.



**I, Ronald D. Leonhardt, City Clerk, do hereby certify that the foregoing is a true and correct copy of a(n) Motion Passed by the COMMON COUNCIL of the City of Milwaukee, Wisconsin on January 15, 2008.**

*Ronald D Leonhardt*

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**Ronald D. Leonhardt**

**January 15, 2008**

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**Date Certified**

## SECTION 1: SCHOOL OPERATIONS

### *Person Seeking to Establish Charter School*

The Milwaukee Science Education Consortium, Inc. (the "Consortium") is a Wisconsin nonstock corporation incorporated pursuant to the authority and provisions of Chapter 181 of the Wisconsin Statutes on January 20, 1999, and has been recognized by the Internal Revenue Service as exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended. The Consortium developed and controls the Milwaukee Academy of Science (the "Charter School"), an unincorporated association. The Charter School serves students in grades K4 (four year-old kindergarten) through 12th grade. The Charter School teaches students residing in the City of Milwaukee, the majority of whom are residents of the central city. Approximately 91% of the Charter School's students currently qualify for free or reduced cost lunches through the National School Lunch program. The Charter School's mission is to create a learning community of science professionals, educators, parents and children committed to exploring science as a discipline—and to educate the whole student, focusing on science, math and technology, and graduating students prepared to excel in higher education and science-related careers.

The Charter School opened its doors in August of 2000, serving grades K4 through 7, and operating from a facility located at 2000 W. Kilbourn Avenue in Milwaukee, Wisconsin. The Charter School began operations with approximately 905 students. Enrollment as of January 12, 2007 was 1,001 students with an anticipated enrollment for the 2007-2008 school year of 1,026 students.

### *Governance*

The Charter School is an unincorporated association under the control of the Consortium. The Consortium is governed by a Board of Directors comprised of thirteen directors. Pursuant to the Consortium's bylaws, each of the institutions of higher education contributing to the Consortium (Alverno College, Cardinal Stritch University, Marquette University, the Medical College of Wisconsin, Wisconsin Lutheran College and Mount Mary College) appoints one director (collectively, the "Institutional Directors"). Two of the director positions are filled by parents of students nominated for service by the Charter School's Parent Advisory Council (the "Parent Directors"), and the remaining director positions are filled by community representatives selected by the Board of Directors at its annual meeting (the "Community Directors").

Current members of the Board and brief information pertaining to each is set forth in Attachment A. There is currently one vacancy on the Board (a Parent Director).

Listed below are the roles and responsibilities for the Board, and those of management.

#### **Board:**

- establish mission and vision of school
- develop and adopt organizational policies
- determine the strategic direction of the organization
- provide fiscal oversight to ensure proper management of funds
- select, supervise and evaluate the performance of the School President

### **School President:**

- develop, implement and supervise activities that support the mission and vision of the school
- implement and monitor policies established by the board
- develop, implement and supervise activities that align with the strategic direction determined by the board
- ensure that school is fiscally responsible and that funds and resources are managed in compliance with all applicable laws and guidelines
- select, supervise and evaluate the performance of the school staff

### **Dispute Resolution**

When a dispute arises regarding the management of the school, all efforts are made to resolve the issue internally with the President of the School. Most issues can be resolved by working with the school President. In the event the issue is unable to be resolved at the school level, the parties involved in the dispute will notify the Consortium Board Secretary. The Consortium Board Secretary will work with all parties involved to resolve the issue.

When a dispute arises regarding the governance of the school, all efforts will be made to resolve the issue with the Consortium secretary. If the issue cannot be resolved by the Consortium Board Secretary, the Executive Committee of the Board will work with all parties involved to resolve the issue.

When a dispute arises regarding a policy or practice of the school, all efforts are made to resolve the issue internally with the President of the School. Most issues can be resolved by working with the school President. In the event the issue is unable to be resolved at the school level, the parties involved in the dispute will notify the Consortium Board Secretary. The Consortium Board Secretary will work with all parties involved to resolve the issue. If the Board Secretary determines that there may be a need for a policy change, he/she will bring a proposed change to the Board of Directors and voting will occur as specified in the by-laws for a policy change.

### **Parental Involvement**

The Milwaukee Academy of Science recognizes that parent/family involvement is a critical component to student success. The school takes a multi – faceted approach to encouraging and soliciting the involvement of our families.

- Parent Representatives on the Consortium Board provide an opportunity for parents to be part of the decision making process for policies and school's strategic direction
- The school employs a full – time Family Coordinator. The primary task of the Family Coordinator is to work with parents and families to ensure that children are coming to school regularly and parents are provided with regular opportunities to participate in school functions.
- Communication: Families are sent weekly newsletters from the President with information pertaining to school activities and policies. The school also uses an Auto – Dialer system to communicate important information to parents via telephone. In addition, teachers are encouraged to communicate with parents on a regular basis.

- Quarterly Parent – Teacher Conferences: During the 2005-2006 school year, teachers conferenced with an average of 71% of our parents each quarter. In the 2006-2007 school year, the average increased to 78%.
- Parents are surveyed on an annual basis to provide input on the school and its operations. Please see Appendix P for results of most recent parent surveys.

### ***Operational and Fiscal Management of the School***

As illustrated in the organizational chart (Attachment C), the School President is ultimately responsible for all school operations and is accountable to the Board of Directors.

The Milwaukee Academy of Science's Board of Directors hires the School President, who in turn is responsible for the recruitment and hiring of all other staff. The school's administrative structure consists of three school Principals (high school, middle school and elementary school), and a Chief Financial Officer (CFO). Each Principal is responsible for the day to day operations of his or her own academy (primary/elementary, junior, high). This includes supervision and support of teachers, maintenance of a positive learning environment and communication with parents and families. The CFO is responsible for the fiscal performance of the school and works closely with the accounting firm responsible for maintaining the school's financial records. This person is accountable for managing and monitoring the budget approved by the Board of Directors at its Annual Meeting and for making decisions in conjunction with the School President regarding the best use of resources. The CFO also manages the annual financial and membership audits.

### ***Budget***

The Milwaukee Academy of Science has seven years of operating experience, and thus is able to develop a budget based on historical costs and trends. In addition, the school has occasionally experienced revenue shortfalls and has been able to reduce expenses to ensure sound fiscal operations. Expenses are reduced as needed based on an analysis and prioritization of each line item. Items that typically can be reduced with minimal impact on actual operations are non-essential supplies and technology. Staff may be reduced if an analysis of student enrollment patterns reveals excess staffing. At that time, a plan for reallocating staff resources will be developed. In addition, the Milwaukee Academy of Science takes a conservative approach to budgeting so that typically, revenues and expenses are aligned with the school's needs. The initial draft of the budget is begins development in January through the collaborative efforts of the School President and the CFO. This initial budget takes into consideration historical data and trends, external factors that may impact school operations, and the priorities as outlined by the School's strategic plan. In early spring, the budget is presented to the Board Finance Committee as a draft. At that time, the Finance Committee members ask questions, clarify information, and make suggestions for modifications. When the Committee is satisfied with the budget, approval is given to recommend acceptance at the meeting of the full Board of Directors. The full Board considers the proposed budget at the July meeting and if there are not objections, the budget is approved.

Please see Attachment H for 2008-2009 budget information.

### *Facility*

The Milwaukee Academy of Science is located at 2000 West Kilbourn Avenue. The elementary (K4 – 8) school facility consists of a three-story plus basement building of approximately 99,896 square feet (of which approximately 25,175 square feet is basement) situated on a 2.54-acre parcel of land. In March 2006, the high school facility opened and occupies approximately 46,692 square feet of the attached twelve story "tower" building. The building was built in 1983 as part of the Sinai Samaritan Medical Center complex that was vacated in 1997. The elementary school building was renovated for school use in 2000, and at that time a gymnasium which measures approximately 11,265 square feet was added on the north side of the building. Future plans include the construction of another 11,000 square foot gymnasium, specifically for the high school students.

In the elementary building the basement level consists of an art room, a music room, several small offices, storage space and a cafeteria. The first floor includes the main office, fourteen classrooms, the gymnasium, a conference room, a staff lounge and three additional offices. The second floor includes seventeen classrooms, an art room, a computer lab and two offices. The third floor has fourteen classrooms, a library, a computer lab, a science room and five offices.

The high school occupies two floors of the "tower" building. The first floor consists of four classrooms, a resource area, a science lab, a fitness center, a cafeteria, an auditorium, a space designated for a future interactive science museum, a lobby, and the main office, which includes a staff lounge, two offices and a conference room. The second floor includes four classrooms, a resource area, a science lab and two offices. In addition, space has recently been renovated to accommodate an engineering lab and a library.

The outdoor space consists of a large parking lot with an approximately 80 car capacity, a fenced in blacktop area, a fenced "tot lot" and a small green space. In addition, a vacant area north of the existing gym is reserved for the addition of another gym to accommodate the high school students.

### *Liability Insurance*

The Milwaukee Academy of Science maintains adequate insurance coverage to meet the needs of the school, as well as to comply with all requirements. Coverage is reviewed each year to ensure adequacy, as well as to monitor pricing. See Attachment N for Certificate of Insurance and a letter from the carriers to comply with charter application requirements.

### *Audit*

The Milwaukee Academy of Science undergoes an annual financial audit and membership audit. The audits are performed by Jenkins & Vojtisek SC, certified public accountants. The school reviews audit services every three years. The audits have consistently been "clean" and have not resulted in any issues of material weakness. The Finance Committee of the Board reviews the audits each year, and then it is presented to the entire board. The CFO is responsible for ensuring compliance with recommendations made by the auditor for improving fiscal operations at the school site. See Attachment G for a copy of the most recent audit.

## SECTION II: EDUCATIONAL PROGRAM

### *Description of Educational Program*

The Milwaukee Academy of Science serves students in grades k4 through 12. The school emphasizes the integration of science into the general curriculum, as well as provides the students with unique science opportunities at all levels. The teachers at the Milwaukee Academy of Science are trained in differentiated instruction, as well as in the curricular areas they are teaching. Teachers use a variety of instructional groupings including one-on-one instruction, small group instruction, cooperative learning, whole-group instruction, and independent study. Teachers may team – teach, which commonly occurs in inclusion classrooms with the regular education teacher and the special education teacher. Teachers utilize direct and indirect instruction methodology, project-based learning, computer – based learning, interactive learning techniques, and experiential learning opportunities. The needs of the students and the objectives of the lesson determine the most appropriate instructional technique. Please see succeeding pages for a more detailed outline of materials and skills by curricular areas.