

**MEDFORD AREA PUBLIC SCHOOL DISTRICT
RURAL VIRTUAL ACADEMY**

DATE ADOPTED:	January 13, 2011	FILE SECTOR:	RURAL VIRTUAL ACADEMY
DATE REVISED:	October 24, 2011	POLICY TITLE:	OPERATIONAL BUDGET
DATE REVISED:	March 15, 2012		AND AGREEMENTS
DATE REVISED:	June 20, 2013		
DATE REVISED:	December 18, 2014		
DATE REVISED:	August 17, 2017		
DATE REVISED:	May 17, 2018		
DATE REVISED:	May 20, 2019		
DATE REVISED:	October 26, 2020		
DATE REVISED:	October 25, 2021		
DATE REVISED:	December 19, 2022		
DATE REVISED:	April 28, 2025		

An operating budget shall be developed annually by the Rural Virtual Academy Charter School Inc. (RVA) for approval by the RVA Governance Board and Medford Area Public School District (MAPSD) Board of Education (BOE). As the authorizing agent of the RVA, MAPSD will support the fiscal endeavors of the RVA by allocating the approved funds for expenditure purposes.

Acting in consortia, RVA will create equitable formularies for calculating the expenditures of participating school district entities, including MAPSD.

The preparation of this budget will be a process which includes the RVA Governance Board, RVA staff, administration, MAPSD BOE and the public through access at posted governance board meetings and/or created sub-committees.

MAPSD's BOE, acting as both the authorizing and fiscal agent of the RVA, shall make final approval of the annual budget in accordance with State law and established MAPSD procedures.

CROSS REFERENCE:

**LEGAL REFERENCE: 66.0301, 118.40(3)(b), 118.40(5), 121.05(1)(a)(9) Wis. Stats.
and 5204(f)(4)(B) Fed. Law**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT
RURALVIRTUAL ACADEMY**

DATE ADOPTED:	January 13, 2011	FILE SECTOR:	FISCAL MANAGEMENT
DATE REVISED:	October 24, 2011	POLICY TITLE:	OPERATIONAL BUDGET
DATE REVISED:	March 15, 2012		AND AGREEMENTS
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Through exercise of State statute, the RVA shall operate in consortia with participating school districts and other educational institutions through developed and agreed upon “virtual school access” and “District Connect” service agreements. Virtual school access agreements are intended to serve those districts and other educational institutions seeking to provide full-time virtual education options for local families wanting the flexibility of a public education outside of the traditional classroom setting. District Connect agreements are intended to serve those districts and other educational institutions seeking to provide supplemental virtual curriculum and service options for use in traditional school environments. These agreements are to provide both equitable and unique solutions to meet the needs of both parties. Shared service agreements between the RVA and a participating school district and other educational institution can be developed up to the maximum length of the charter contract period. Options of multi-year invested or single-year affiliate consortium agreements are available to districts and other educational institutions. The RVA Governance Board reserves the right to deny offering or extending multi-year invested or single-year affiliate agreements to any interested district or other educational institution. Multi-year invested agreements will be given preference to those districts and other educational institutions who have first successfully partnered with the RVA under a single-year affiliate membership for at least one year.

Multi-Year “Invested” Consortium Agreements

A participating school district or other educational institution agrees to remain in the RVA consortium, under commitment both financially and in participation through the RVA Administrative Advisory Council and/or Governance Board, for up to 5 fiscal years. Additionally, participating districts and other educational institutions agree to the terms of the RVA Charter, its by-laws, policies, and operational procedures for the term of the charter. Any member consortium school district or other educational institution may apply to terminate membership from the consortium for the succeeding year provided the written request is made prior to the RVA Governance Board’s regular January/February meeting. If the majority of RVA Governance Board members veto the request of termination, the request shall be denied and membership shall continue until June 30th of the succeeding/following fiscal year. After this time, the district or other educational institution requesting termination may withdraw from future membership.

For those districts or other educational institutions operating under a multi-year agreement, the following financial formula will be used in determining individual district or other educational institution costs.

- A budget for the upcoming school year will be submitted to the RVA Governance Board at the March/April regular governing board meeting. The budget is to include those expenses not covered by any grants, such as administrative costs, teacher costs, support staff costs, consumables, postage, dues, reimbursements, tuition, lease agreements, field trips, technology, curriculum, professional development, and/or other identified RVA expenditures.
- The RVA Governance Board will establish a *virtual school invested access* and *District Connect access fee* to belong to the consortium. This fee is assessed in November with final adjusted calculation based on enrollment at the regular May/June meeting.
- The fees will be based on the following tables:

RVA Invested & Affiliated Virtual School Access Fee	
Based on Full-time Students Enrolled	
0	\$0
1-4	\$3,000
5-9	\$4,500
10-14	\$6,000
15-19	\$7,500
20-24	\$9,000
25-29	\$10,500
30-34	\$12,000
35-39	\$13,500
40+	\$15,000

RVA Invested & Affiliated District Connect Access Fee	
Based on Total # of Student & Staff Course Enrollments Registrations	
< 5	\$1,500
5-24	\$2,500
25-74	\$3,500
75-109	\$4,500
110-174	\$5,500
174-399	\$6,500
400-799	\$7,500
800+	\$8,500

- For full-time virtual students, the RVA Governance Board will establish a *per student-cost* based on the number of students enrolled in the RVA on a full-time equivalent basis. The end of the year cost per district for full-time virtual learning services will be calculated using the total full-time virtual cost, subtracting the virtual school access fee, subtracting 94% of the 66.0301 and open enrollment revenue received by the school's authorizing school district, subtracting both teacher and support staff credits and establishing a per student cost by dividing the remaining cost by the number of students. School districts or other educational institutions invested in the consortium will be assessed the per student fee, based on the number of students enrolled in the RVA from their district or other educational institution, in the following manner:
 - Member school districts or other educational institutions will be annually charged the membership fees and a prorated amount of estimated expenses equal to 25% of accumulated expenses on the first Friday of November with payment due by the last Friday of December. Open enrollment and tuition subsidy revenues will be excluded from this calculation.
 - End of the year reconciliation will be made based on increased or decreased enrollments. Enrollments will be calculated quarterly, i.e., a student enrolled after the beginning of the first quarter, but prior to the start of the second quarter will be calculated as a 1 (FTE), (4K=0.6), student. A student enrolling after the second quarter, but prior to the start of the third quarter will be calculated as a .75 (FTE), (4K=0.45), student. Any student enrolled after the start of the third quarter, but prior to the fourth quarter will be calculated as a .50 (FTE), (4K=0.3), student. Any student enrolled after the start of the fourth quarter, but prior to the fourth quarter billing date will be calculated as a .25 (FTE), (4K=0.15). Consortium students leaving the RVA prior to the end of any quarter will only have the prorated amount of FTE time assessed for billing purposes. Any student who meets mid-year early graduation requirements will be counted in full for the remainder of the year. Any student enrolling at the request of the member district past the fourth quarter billing date will be separately invoiced. Member districts will be invoiced following the first Friday but prior to the 15th of May.

- Member districts which elect to share staff to teach direct instruction courses with 5 or more RVA students will be provided a \$5,000 per section per year credit. (See table below.) Shared consortium staff will not be considered for sections having fewer than 5 students. The RVA Administration makes determinations of class and section needs and reserves the right to deny requests for shared course sections. Needs for shared course sections are made on an annual basis by RVA Administration with no guarantee of continued availability from year-to-year. Preference will be given to those districts who have previously shared staff. All shared staff will be required to attend and participate in designated RVA trainings and professional development. Poor evaluations or performance of shared staff in their instructional duties as evaluated by RVA Administration can result in the course section not being offered in future years.

RVA Affiliated & Invested Shared Instructional Staff Credit		
Based on Per Teacher Per RVA Students Enrolled		
Teacher	RVA Students	Credit
1	0-4	No Section
1	5-35	\$5,000

- Member districts can elect to participate in the RVA District Connect Hybrid Course Network on an annual basis. The RVA District Connect Hybrid Course Network is a cooperative endeavor among member districts and other educational institutions to enhance the education of both youth and adults in their communities through the sharing of instructors and courses between partnering RVA entities. The cost for participation is an access fee of \$3,000 per year to those member districts or other institutions participating in the network. Participation includes either a member providing instructors and courses (providers) to the network or a member having participants enroll in courses (consumers). Consumers will pay provider members \$250 per enrollment per semester for standard courses and \$350 per enrollment per semester for post-secondary collegiate or dual credit courses. RVA's Governance Board will act as the governing body of this network, with advisement from the Administrative Advisory Council (AAC). The RVA will control and maintain fiscal, system, scheduling, registration, technical support, and quality management of the network. Annual review of the networks operational procedures will be conducted by the AAC. Suggested revisions for consideration to the operating procedures will be provide to the RVA Governance Board for approval.

RVA District Connect Hybrid Learning Network		
Based on Access Fee, Instructional, and Curriculum Costs		
Annual Access Fee	Instructional Cost	Curriculum Cost
\$3,000 / participating member	\$250/stu/sem standard courses \$350/stu/sem post-secondary courses	Determined by course payable by consumer

- Member districts and other educational institutions may annually elect to apply for the “Growing Connections Credit.” This financial credit is given to partner districts who elect to participate in one of two requirement tiers as outlined in the following table:

Growing Connections Credit		
	Tier 1	Tier 2
Requirements	<ul style="list-style-type: none"> Attend Virtual Coordinator Orientation Participate in Growing Connections Series Maintain a Learning Center Maintain Monthly Contact with Full-Time Virtual Students 	<ul style="list-style-type: none"> All Requirements From Tier 1 RVA Enrichment Event Location Participate in Technical Training Provide Basic LMS/Technical Student Support Full-Time Virtual Tutoring Support as Requested
# of RVA Students	Financial Credit	
0	\$0	\$0
1-10	\$2,500	\$5,000
11-20	\$3,750	\$7,500
21-35	\$5,000	\$10,000
36+	\$7,500	\$15,000

- Other costs and credits will be assessed to the member districts and other educational institutions for services including but not limited to: professional development per diems, special education services provided by the RVA in lieu of the consortium district, and associated technology purchases.
- New districts wishing to become consortium members may petition their request to the RVA Governance Board by contacting the RVA Administrator. Any district wishing to belong to the RVA consortium under a multi-year commitment must first have approval from RVA Governance Board, requesting district’s BOE, with final approvals made by the MAPSD’s BOE.

Single Year “Affiliate” Consortium Agreements

A participating school district or other educational institution can join the RVA by utilizing a shared virtual learning services agreement of one year or less. The purpose of this agreement is two-fold: to provide school districts and other educational institutions an opportunity for their students to receive a virtual education without needing to have individual students open enroll, or for districts and other educational institutions to be compelled to sign a multi-year commitment and for the requesting school district access to curriculum and educational services for use in the traditional school setting.

Individual consortium agreements are to be developed cooperatively between the requesting district or other educational institutions and the RVA Administration. A single year affiliate agreement shall consider and describe the following:

Pursuant to Wisconsin Statutes 66.0301, 120.25 and the Department of Public Instruction (DPI) Chapter PI-14.02, the RVA and School District of (entity name) agree

to form a consortium to provide year round virtual learning services to Pre-Kindergarten through Grade 12 students residing in the ***** (entity name) for the term of one school year. The RVA and (entity name) are jointly considered Parties within this Agreement.

Program Description [PI-14.02(b)]:

- Upon approval of this agreement, the RVA will be allowed to enroll pupils from families seeking virtual learning educational options from the ***** (entity name) and provide them instructional services in accordance with this contract and RVA's operating policies and procedures.
- The RVA will provide the designated contact with copies of each student enrollee's academic achievement reports and assessment data.
- Students acquiring enough credits for graduation will be granted a diploma from the ***** (entity name) meeting all necessary graduation requirements of the RVA. The ***** (entity name) agrees that any additional local graduation requirements will be communicated to the students by ***** (entity name) personnel in a timely manner as to not delay the graduation of a student on track to meet all RVA requirements.
- The ***** (entity name) retains determination and all associated special education and/or related services should they be needed for RVA students. The RVA will not over-cost for special education services as they will remain under the direct control of the ***** (entity name). If an IEP team is created for student of ***** (entity name) attending the RVA, then the RVA requests to have a teacher represented on such team.
- The ***** (entity name) agrees to provide to its RVA parents the option of receiving in-district intervention programming and progress monitoring services to student who are referred for a specific learning disability.
- The ***** (entity name) agrees to coordinate, schedule, and proctor all required State assessments.
- The ***** (entity name) agrees to allow its resident RVA students access to regular school programming including but not limited to: academic classes, elective courses, activities, clubs, co-curriculars, athletics, etc.
- The RVA will provide access to digital learning curriculum and ongoing professional development for digital learning use in classrooms with the ***** (entity name).

Fiscal Agent [PI-14.02(c)1,2,3]:

- The RVA, under the authorization and fiscal oversight of MAPSD, will be the fiscal agent. RVA instructors will operate in accordance of Wisconsin statute and follow the RVA's operational policies, salary schedule, take part in staff development, and be supervised by RVA administration. The RVA will account for all employment responsibilities (teacher retirement, worker's compensation, and unemployment insurance).
- As fiscal agent, the RVA will establish and maintain records in accordance with the uniform accounting system prescribed by DPI under §115.28(13); file all required financial reports DPI; and, upon request of DPI, file a copy of the contract and the plan of operation with DPI.

Budget Reconciliation [PI-14.02(f)(h)]:

Virtual School Access Fee

- ***** (Entity name) will be assessed an annual “Affiliate Virtual School Access Fee” based upon the number of different students enrolled in the RVA over the course of the year. This amount is not prorated by the number of enrollment days. This amount is fixed and billed at the end of year reconciliation. Fees are based on the following table:

RVA Invested & Affiliated Virtual School Access Fee	
Based on Full-time Students Enrolled	
0	\$0
1-4	\$3,000
5-9	\$4,500
10-14	\$6,000
15-19	\$7,500
20-24	\$9,000
25-29	\$10,500
30-34	\$12,000
35-39	\$13,500
40+	\$15,000

- ***** (Entity name) will be assessed at an agreed per pupil amount (tuition). The tuition amount will be prorated to the number of days of enrollment by each participating student. Tuition is determined to be the annual public school open enrollment dollar amount determined by DPI on an annual basis **less (dollar amount) per pupil**. Different open enrollment dollar amounts exist for both regular and special education students.
- ***** (Entity name) may elect to share staff to teach direct instruction courses with 5 or more RVA students and will be provided a \$5,000 per section per year credit. (See table below.) Shared consortium staff will not be considered for sections having fewer than 5 students. The RVA Administration makes determinations of class and section needs and reserves the right to deny requests for shared course sections. Needs for shared course sections are made on an annual basis by RVA Administration with no guarantee of continued availability from year-to-year. All shared staff will be required to attend and participate in designated RVA trainings and professional development. Preference will be given to those districts who have previously shared staff. Poor evaluations or performance of shared staff in their instructional duties as evaluated by RVA Administration can result in the course section not being offered in future years.

RVA Affiliated & Invested Shared Instructional Staff Credit		
Based on Per Teacher Per RVA Students Enrolled		
Teacher	RVA Students	Credit
1	0-4	No Section
1	5-35	\$5,000

- Member districts can elect to participate in the RVA District Connect Hybrid Course Network on an annual basis. The RVA District Connect Hybrid Course Network is a cooperative endeavor among member districts and other educational institutions to enhance the education of both youth and adults in their communities through the sharing of instructors and courses between partnering RVA entities. The cost for participation is an access fee of \$3,000 per year to those member districts or other institutions participating in the network. Participation includes either a member providing instructors and courses (providers) to the network or a member having participants enroll in courses (consumers). Consumers will pay provider members \$250 per enrollment per semester for standard courses and \$350 per enrollment per semester for post-secondary collegiate or dual credit courses. RVA's Governance Board will act as the governing body of this network, with advisement from the Administrative Advisory Council (AAC). The RVA will control and maintain fiscal, system, scheduling, registration, technical support, and quality management of the network. Annual review of the networks operational procedures will be conducted by the AAC. Suggested revisions for consideration to the operating procedures will be provide to the RVA Governance Board for approval.

RVA District Connect Hybrid Learning Network		
Based on Access Fee, Instructional, and Curriculum Costs		
Annual Access Fee	Instructional Cost	Curriculum Cost
\$3,000 / participating member	\$250/stu/sem standard courses \$350/stu/sem post-secondary courses	Determined by course payable by consumer

- Partner districts and other educational institutions annually elect to apply for the "Growing Connections Credit." This financial credit is given to partner districts who elect to participate in one of two requirement tiers as outlined in the following table:

Growing Connections Credit		
	Tier 1	Tier 2
Requirements	<ul style="list-style-type: none"> Attend Virtual Coordinator Orientation Participate in Growing Connections Series Maintain a Learning Center Maintain Monthly Contact with Full-Time Virtual Students 	<ul style="list-style-type: none"> All Requirements From Tier 1 RVA Enrichment Event Location Participate in Technical Training Provide Basic LMS/Technical Student Support Full-Time Virtual Tutoring Support as Requested

# of RVA Students	Financial Credit	
0	\$0	\$0
1-10	\$2,500	\$5,000
11-20	\$3,750	\$7,500
21-35	\$5,000	\$10,000
36+	\$7,500	\$15,000

District Connect Access Fee

- ********* (Entity name) will be assessed an annual “Affiliate District Connect Access Fee” based upon the total number of student & staff enrollments in District Connect over the course of the year. This amount is fixed and billed at the end of year reconciliation. Fees are based upon the following table:

RVA Invested & Affiliated District Connect Access Fee	
Based on Total # of Student & Staff Course Enrollments Registrations	
< 5	\$1,500
5-24	\$2,500
25-74	\$3,500
75-109	\$4,500
110-174	\$5,500
174-399	\$6,500
400-799	\$7,500
800+	\$8,500

- ********* (Entity name) will be provided access to all the courses available through the Wisconsin eSchool Network (Wisconsin Digital Learning Collaborative). Professional development and ongoing technical support and training will be provided to the ********* (entity name) staff by the RVA.
- ********* (Entity name) will be charged all associated costs for content of digital courses acquired from the Wisconsin eSchool Network. This amount is fixed at the rate per courses which are “licensed,” “owned,” or “Digital” by the Wisconsin eSchool Network and billed at the end of year reconciliation.
- (Entity name) will be charged for any other curriculum or service costs procured or provided to the member district.
- ********* (Entity name) will be charged a per course/student/semester instructional costs for any classes taken by ********* (entity name) students in RVA teacher directed courses. This cost is variable depending upon type of instructional support needed. This amount is fixed and billed at the end of year reconciliation.
- The RVA will prepare a preliminary budget for the virtual learning services with actual and final reconciliation prior to June 30, 20xx. In this way, the proration of costs will be made on a basis which is fair and equitable to each participant.

Renewal:

Including language to determine when the agreement will be revisited for possible renewal on at least an annual basis.

Program Contacts: Charles Heckel, RVA Administrator, MAPSD, will be the responsible contact person for this instructional position. The designated contact for the ***** (entity name) will be _____.

RVA Administration may enter into negotiations and development of single year contracts with requesting districts in the representative best interest of the RVA, the RVA Governance Board and MAPSD BOE. Upon drafting a satisfactory agreement, any district still wishing to belong to the RVA consortium, under a single year commitment, must have final approval from both requesting district's BOE and MAPSD's BOE.