

Petition to Open Koshkonong Trailways

1. Establishment: The person seeking to establish the charter school is that of Koshkonong Trailways.
2. Instrumentality: Koshkonong Trailways will be an instrumentality of the District.
3. Administration: At its sole cost and expense, the District will provide administrative services to support all the District employees and all enrolled pupils at Koshkonong Trailways in substantially the same manner as provided to the District employees and all students enrolled in the District's non-charter schools. The District will at all times remain the sole employer of all personnel engaged in providing administrative services to Koshkonong Trailways. To the extent that the District requires information maintained only by Koshkonong Trailways to complete the reporting and compliance monitoring requirements hereunder, the District will provide Koshkonong Trailways with a list of all information required and Koshkonong Trailways will provide full and accurate responses with reasonable promptness.
4. Educational Programming: Koshkonong Trailways School will address the WI state standards by engaging students in grades 7-12 in a variety of place-based and project-based curricula. Student learning will directly relate the content of the standards to the community where students will see the value of their work in the impact it has.
 - Key components of the philosophy behind Koshkonong Trailways are as follows:
 - Learning takes place when students and teachers are partners in creating experiences based on collective knowledge.
 - Students use academic career plans to tailor their projects to incorporate the WI standards while honoring their passions and interests.
 - Students should continuously work to broaden their horizons. As such, teachers at Koshkonong Trailways host 1-2 high-interest seminars that students may choose between at all times to expose students to new ideas and varying perspectives.
 - Students are involved in lifetime physical fitness activities as well as health and wellness education.
 - Projects and other learning activities require students to apply knowledge to real problems, use multiple investigative methods, and create products of value beyond the classroom.
 - Teachers resolve the majority of disciplinary issues through restorative justice practices.
 - Students are accountable through Academic-Career Plans and Student-Led Conferences, both founded in Standards-Based Grading.
 - Learning will utilize the Severson Learning Center to ground students in their community.
 - High School Credit Requirements for graduation - 25 Total
 - English - 4 Credits
 - Math - 3 Credits
 - Science - 4 Credits (Life, Physical, Agricultural and Environmental)
 - Social Studies - 3 Credits
 - PE - 1.5 Credits
 - Health - .5 Credits
 - Humanities - 2 Credits
 - Technology - 2 Credits
 - Electives - 5 Credits

- Annual Middle School Credit Requirements
 - English - 1.0
 - Math - 1.0
 - Science - 1.0
 - Social Studies - 1.0
 - PE - 1.0
 - Technology - 1.0
 - Electives - 1.0

5. Methods for Achieving Educational Goals

- Academic Skills: Students will participate in a rigorous project-based learning environment. This environment shall be modelled after the description set forth by The Buck Institute on their website, an organization founded to assist schools in implementing PBL:

***Project Based Learning** is a teaching method in which students gain knowledge and skills by working for an extended period of time to investigate and respond to an authentic, engaging and complex question, problem, or challenge. In **Gold Standard PBL**, projects are focused on student learning goals and include Essential Project Design Elements:*

- ***Key Knowledge, Understanding, and Success Skills** - The project is focused on student learning goals, including standards-based content and skills such as critical thinking/problem solving, communication, collaboration, and self-management.*
- ***Challenging Problem or Question** - The project is framed by a meaningful problem to solve or a question to answer, at the appropriate level of challenge.*
- ***Sustained Inquiry** - Students engage in a rigorous, extended process of asking questions, finding resources, and applying information.*
- ***Authenticity** - The project features real-world context, tasks and tools, quality standards, or impact – or speaks to students’ personal concerns, interests, and issues in their lives.*
- ***Student Voice & Choice** - Students make some decisions about the project, including how they work and what they create.*
- ***Reflection** - Students and teachers reflect on learning, the effectiveness of their inquiry and project activities, the quality of student work, obstacles and how to overcome them.*
- ***Critique & Revision** - Students give, receive, and use feedback to improve their process and products.*
- ***Public Product** - Students make their project work public by explaining, displaying and/or presenting it to people beyond the classroom.*
(https://www.bie.org/about/what_pbl, 2017)
- Vocational Skills
 - i. Student-driven projects will encourage interaction with professionals within the field of study allowing students to gain insight into a variety of career options.
 - ii. Student projects will incorporate a wide range of skills to produce authentic, real-world solutions to problems. Skills may include the use of technology, building, business management, etc.
- Citizenship: Student seminars and projects will incorporate a service aspect within the confines of the projects.
 - i. Students will participate in whole-school service learning projects within their community to ground their learning with relevance.
 - ii. Students will participate in service learning projects that reach beyond the confines of Cambridge to allow them to broaden their worldview and see the world from other perspectives.

- Competencies: Students will participate in activities that benefit both physical and mental wellness.
 - i. Physical Education credits will be obtained via students participating in lifelong physical activities such as skiing, biking, hiking, kayaking, etc.
 - ii. Advisory time will help students develop personal relationships with their peers, and assist them in developing a greater sense of self.
 - iii. Students will demonstrate through their personalized academic career plans connections between the learning they are engaged in at Koshkonong Trailways with their future career. All student ACPs will incorporate their future career goals and the steps needed to get there.

- 6. Method for Measuring Success Towards Educational Goals: In keeping with District expectations for student academic and citizenship outcomes, and in keeping with the Board of Education's governance role in monitoring progress, Koshkonong Trailways will report academic and citizenship progress to the Board of Education on the same schedule as reports are provided by the District's non-charter schools.
 - Koshkonong Trailways shall assess student progress and outcomes using the state mandated measures of accountability as well as those measures used by the District which are appropriate to the age and grade level of the students served by Koshkonong Trailways. In addition, Koshkonong Trailways may use assessments specific to its educational program (e.g. project evaluations, student presentations, and the like).
 - The expectation is that Koshkonong Trailways's students will perform and progress in a similar fashion as students enrolled in District's non-charter schools.

- 7. Governance Structure: Governance Board.
 - A Governance Board consisting of staff, parents, and community members will govern the school (the “Koshkonong Trailways Governance Board”). The Koshkonong Trailways Governance Board will determine and oversee the mission and strategic plan, coordinate public relations strategies, establish policies, as well as, oversee and approve the budget of the school.
 - Lead Teacher. Koshkonong Trailways will be a teacher led school. The lead teacher will coordinate and oversee the daily operation of the school and will work closely with the Koshkonong Trailways Governance Board to ensure that the educational goals of the school are met. Communications from Cambridge School District needed for procedural purposes will go to the Koshkonong Trailways Lead Teacher as well as the Koshkonong Trailways Principal. The Koshkonong Trailways Lead Teacher will meet regularly (minimum once per month) with the assigned principal to provide consistent and collaborative communication.
 - Principal. A principal will be assigned to Koshkonong Trailways by Cambridge School District. CSD will appoint the principal in collaboration with the Koshkonong Trailways Governance Board. The Koshkonong Trailways principal will demonstrate an interest and a commitment to the students as well as the mission and vision of the school. The Koshkonong Trailways principal will be appropriately licensed.
 - Governance Board Constitution. Other than issues specifically addressed in this agreement regarding the Koshkonong Trailways Governance Board, the size, method of appointment and constitution of the Koshkonong Trailways Governance Board will be as stipulated in the Koshkonong Trailways Governance Board’s by-laws. Total membership of the Koshkonong

Trailways Governance Board shall be comprised of fewer than 50% CSD employees, CSD administrators, and CSD Board of Education members.

- Officers. Election of officers is detailed in the by-laws of the Koshkonong Trailways Governance Board.
 - Meetings. Meetings will be held at minimum 4 times per year. A quorum, consisting of a majority of the Voting Members of the Koshkonong Trailways Governance Board must be present. Of the members present, fewer than 50% can be CSD employees before business can be transacted. A majority vote of the Voting Members then serving is sufficient for any action, including election of Board Officers. Meetings are open to all staff, parents, students, and community members and participation on standing committees is encouraged.
 - Annual Report. Koshkonong Trailways will produce an Annual Report for the Governance Board and will make this document available to the Board of Education and community. The Annual Report will include: (1) state testing results (2) progress monitoring test results (3) enrollment data (4) attendance data (5) student and parent satisfaction survey results (6) financial report (7) student academic progress
8. Teacher Qualifications: Individuals employed by Koshkonong Trailways will hold current licenses or permits applicable to charter schools and required by state law or the Wisconsin Department of Public Instruction. The school board shall employ all personnel for Koshkonong Trailways and, therefore, the school board's employment requirements and standards, as well as applicable collective bargaining agreements, will apply to such employees. The school board will involve Koshkonong Trailways staff and board members in the selection process of any teacher to be hired. The final decision for hiring remains with the Koshkonong Trailways selection committee composed of current Koshkonong Trailways staff and a representative from the Koshkonong Trailways governance board, who makes a hiring recommendation to the school board.
9. Health and Safety: All state and local health and safety regulations and building code standards will be followed at all locations at which the Koshkonong Trailways may be located. In addition, the health and safety policies applicable to all other non-charter schools in the District shall apply equally to Koshkonong Trailways.
10. Equal Opportunities: Koshkonong Trailways is committed to promoting equal opportunities for all students, regardless of their disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic. All students are entitled to the educational opportunities afforded them by Koshkonong Trailways. Koshkonong Trailways will follow protocols set forth by Cambridge School Board in dealing with matters of discrimination.
11. Admission Requirements: To apply for enrollment at Koshkonong Trailways, parents and/or guardians shall complete a student application available at Koshkonong Trailways or the District's main office.
- If open enrolling from another school district, Parents are strongly encouraged to apply online at <https://dpi.wi.gov/open-enrollment/applications>. If a parent chooses not to apply online, paper application forms will be available, from any school district or from the Department of Public Instruction. Parents must submit paper application forms directly to the school district they wish their child to attend.

- The enrollment period for Koshkonong Trailways will coincide with the open enrollment period of the District. Prior to the enrollment period, the Governance Board shall establish separate enrollment caps for grades 7/8 and 9-12 respectively. If the applications received during the enrollment period do not exceed the established enrollment cap for any grade, then all students who have submitted applications by the enrollment deadline will be accepted for admission and no lottery will be held for that grade. After the close of the enrollment period, seats not filled at any grade level may be reallocated by the Governance Board to other grade levels. If vacancies remain at any grade level after the enrollment period or are created by withdrawals before the start of school, additional students will be accepted on a first-come, first-serve basis with priority established by the date an application was submitted.
- If the number of applications exceeds the seats available at any grade level, then priority will first be given to continuing students and siblings of enrolled students. Next, if there are seats still available, a lottery will be conducted by representatives of the District and Koshkonong Trailways for each grade level that is oversubscribed. Parents of students selected through the lottery will have thirty (30) days to sign and return a commitment letter, confirming that the pupil will attend the school. If the letter is not returned within thirty days, the enrollment space will be offered to the next student on the waiting list created through the lottery process. Students not admitted to Koshkonong Trailways because of the lack of seats available will be placed on a waiting list in the order drawn and admitted if a seat becomes available. Each school year the waiting list will expire on January 30 and a new waiting list for the following year will be established as provided above.
- Koshkonong Trailways will give enrollment priority to continuing students, siblings of enrolled students, children of the school's founders, governing board members, and Cambridge School District teachers and staff. The number of students granted enrollment priority may not exceed 10% of the school's total population.
- Students with disabilities who apply by the deadline will be included in the lottery, if needed, and otherwise admitted and provided with District educational services under individualized education programs.
- Koshkonong Trailways will give consideration to ratios of in-district and open-enrollment students as well as male to female ratios.
- All placements in a grade shall be determined by the Koshkonong Trailways' Principal.

12. Annual Audits of Programmatic Operations of the School: The school board or its designee will provide an annual audit of the programmatic operation of Koshkonong Trailways as part of the district's programmatic evaluation of all district schools. Koshkonong Trailways staff will annually audit and report to the Koshkonong Trailways Governance Board and the Cambridge School Board on the financial status, student progress, and programmatic operations of the school.

13. Student Discipline: The pupils who are enrolled in Koshkonong Trailways shall be subject to the school board policies related to discipline. Students will be notified of these policies through the Koshkonong Trailways handbook.

14. Public School Alternatives For Pupils Who Reside In The School District And Do Not Wish To Attend Or Are Not Admitted To Koshkonong Trailways: Students who do not wish to attend or who are not admitted into Koshkonong Trailways will be entitled to attend another public school in the

district depending on space availability and the criteria for admission, and such students may be eligible to attend a school district alternative program.

15. Description of the School Facilities: Koshkonong Trailways will be located at Severson Learning Center. The school itself will be housed within a modular structure on the property.
16. Liability Insurance: The school board will provide the same types and limits of liability insurance for Koshkonong Trailways that it provides for other public schools in the school district and its employees, volunteers, etc.
17. The effect of the establishment of Koshkonong Trailways on the liability of the school district: The school board shall assume the liability of the Koshkonong Trailways in the same manner and to the same degree the school board assumes the liability with regard to its other public schools, programs, employees, volunteers, etc. Safety policies and practices will be put into place to ensure student and staff safety.
18. Budget: The Koshkonong Trailways governance board shall collaborate with Cambridge School District Administration to determine an annual budget which will consist of the following:
 - The minimum and maximum number of students which will be accepted into Koshkonong Trailways;
 - The staffing needs of the school; and
 - Discretionary spending for operation of the school.
 - Because facility costs benefit all students in the district as well as the community and are not solely for the use of the Koshkonong Trailways, they will not be considered a part of the Koshkonong Trailways annual budget.
 - It is agreed that grants and other funding efforts may be pursued by the Koshkonong Trailways governing board, parents, and supporters. The Cambridge School Board agrees to allow and support the application and acceptance of grant funds by the Koshkonong Trailways. Any funds obtained in this manner will be spent at the sole discretion of the Koshkonong Trailways governing board. The Cambridge School District will maintain appropriate accounting for each grant.
19. Transportation: Koshkonong Trailways students residing within the District will be provided transportation according to current transportation routes. Additional transportation needs will be negotiated with the District, such as picking up students from other districts at the District border and transportation for school outings and field trips. Koshkonong Trailways will follow the District's procedures for provisions of transportation.