

(ATTACHMENT 2) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

Contract Requisition Number: CR064952
Contract Number: C032424
Vendor Number: V0285730

MILWAUKEE BOARD OF SCHOOL DIRECTORS PROFESSIONAL SERVICES CONTRACT

This Contract is being entered into this 1st day of March 2024, by and between **Boys & Girls Clubs of Greater Milwaukee Inc.** (“Contractor”) and Milwaukee Board of School Directors d/b/a Milwaukee Public Schools (“MPS”). Contractor is a pre-approved lead agency for MPS’s before and after school recreation programming pursuant to **RFP 1075**.

1. SCOPE OF SERVICES

Contractor shall specifically perform the following tasks:

Contractor shall provide a Community Learning Center Program (“CLC”) or Safe Place Program (“Recreation Program”) to provide a safe place for MPS students and neighborhood children within the city of Milwaukee to participate in recreational and educational activities at Bethune Academy, Riverwest Elementary School, and Townsend Street School during the 2023-24 school year.

MPS desires to work with Contractors that provide high-quality childcare programs. As such, Contractor shall maintain at least a three-star YoungStar rating from the Wisconsin Department of Children and Families to be eligible to continue operating the Safe Place as set forth herein.

Detailed scope of services is described in attachment, **Attachment A**.

Contractor shall provide, at its own expense, all personnel, supplies, and equipment required to perform the services under this Contract. Unless otherwise indicated, all services are in-person.

2. TERM

This Contract shall be in effect on **March 1, 2024 through June 30, 2024**, unless terminated pursuant to **Sections 11-13** below.

No work shall commence before a Contractor receives a fully executed Contract and has been given approval to proceed. Any work performed by the Contractor prior to obtaining a fully-executed Contract with approval to proceed shall not be compensated pursuant to this Contract. Any continuation of the Contract beyond this term must be set forth in writing and signed by the original signatories to the Contract.

3. COMPENSATION

Total compensation under this Contract shall not exceed **\$120,000.00**. Additional guidelines and requirements regarding compensation are identified in attachment, **Attachment A, Section 4**, and its referenced appendices.

MPS reserves the right to determine in its sole discretion whether services have been adequately and fully delivered; to withhold payment until services are fully and adequately delivered; or to disallow a pro rata share of payments for services not fully and adequately delivered.

MPS does not pay in advance for services. No payment shall be made until a properly submitted invoice/Cost Report(s) pursuant to **Attachment A, 4**, is approved. Said invoice/Cost Report(s) shall be submitted to:

Milwaukee Public Schools
ATTN: Lynn Greb - Director of Recreation
5225 W. Vliet Street
Milwaukee, WI 53208

As a matter of practice, MPS attempts to pay all invoices/cost reports in 30 days. It is mutually agreed that State Prompt pay law does not apply to this Contract.

Unless otherwise specified, MPS shall not pay cost reports/invoices submitted more than 60 days after actual work. In the case of grant funding, no payments shall be made after grant close out. Final cost reports/invoices must be marked as such.

4. NON APPROPRIATION OF FUNDS

This Contract is contingent upon the appropriation of sufficient funds by appropriate MPS officials. If funds are not appropriated, Contractor agrees to take back any commodities furnished under the Contract, terminate any services supplied to MPS under the

(ATTACHMENT 2) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

Contract Requisition Number: CR064952
Contract Number: C032424
Vendor Number: V0285730

Contract, and relieve MPS of any further obligations under the Contract.

5. NON-DISCRIMINATION

In the performance of work under this Contract, Contractor shall not discriminate in any way against any employee or applicant for employment on the basis of a person's sex, race, age, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, disability, or socio-economic status. This prohibition includes but is not limited to employment; promotions, demotions and transfers; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeships. Contractor is required to include a similar provision in all subcontracts to this Contract.

If MPS determines Contractor has violated this non-discrimination policy, MPS may terminate this Contract without liability for undelivered services or materials. MPS may also deem the Contractor ineligible to participate in future contracts with MPS.

6. INDEMNITY

Notwithstanding any references to the contrary, Contractor assumes full liability for all of its acts or omissions in the performance of this Contract, as well as the acts or omissions of its subcontractors. Contractor shall indemnify and hold harmless MPS, its agents, officers and employees against all liabilities, losses, judgments, decrees, costs, and expenses that may be claimed against MPS as a result of granting of this Contract to said Contractor, or that may result from the carelessness or neglect of said Contractor, its agents, or employees. If judgment is recovered against MPS in suits of law or equity for any reason, including by reason of the carelessness, negligence, or acts or omissions of the Contractor, against such persons, firms or corporations carrying out the provisions of the Contract for the Contractor, the Contractor assumes full liability for such judgment, not only as to any monetary award, but also as to the costs, attorneys' fees or other expenses resulting therefrom.

In accordance with applicable laws, MPS shall be responsible for defending and paying judgments on behalf of its officers, employees and agents while acting within the scope of their employment or agency for any claims that may arise out of MPS's negligence for acts, policies, or directives that affect the activities covered by this Contract.

The obligations identified in this section shall survive the termination of the Contract.

7. BACKGROUND CHECKS

Contractor will conduct, at Contractor's expense, a criminal information records background check, (hereinafter referred to as "background check"), through the Wisconsin Department of Justice and other appropriate states' agencies, on all current and potential administrators, board members, officers, and employees who have, or who are anticipated to have, "direct, unsupervised contact" with MPS students in the performance of this Contract. Further, Contractor agrees to comply with all additional terms outlined in **Attachment A, Section 5**.

An out of state background check should be completed in the state(s) in which the individual resided for at least six months within the last two years and was eighteen years or older at the time.

Contractor will submit to MPS's Department of Employment Relations (DER), (via mail to Milwaukee Public Schools Background Checks, Attn: Department of Employment Relations, Room 116, 5225 West Vliet Street, Milwaukee, WI 53208, or via email at 564@milwaukee.k12.wi.us), all completed background checks. Such records will be reviewed and MPS will notify Contractor of any individual(s) who, based on MPS standards, are unfit and should not have contact with MPS students. All determinations made by MPS with regards to whether an individual is fit to provide services pursuant to this Contract are made in MPS's sole discretion.

The following will each be a material failure to comply with the terms of this Contract and cause for immediate termination of this Contract by MPS: failure to perform background checks as outlined in this **Section 7**; failure to submit background checks to MPS as outlined in this **Section 7**; allowing services to be provided by an individual who has not be subjected to a background check; and allowing services to be performed by an individual who has been determined to be unfit by MPS as outlined in this **Section 7**.

8. INSURANCE AND PROOF OF FINANCIAL RESPONSIBILITY

Contractor understands and agrees that financial responsibility for claims or damages to any person, or to Contractor's employees and agents, shall rest with the Contractor. Contractor and its subcontractors shall effect and maintain any insurance coverage, including, but not limited to, Workers' Compensation, Employers' Liability, General Liability, Contractual Liability, Automobile Liability and Umbrella Liability to support such financial obligations. The indemnification obligation, however, shall not be reduced in any way by existence or non-existence, limitation, amount or type of damages, compensation, or benefits payable

(ATTACHMENT 2) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

Contract Requisition Number: CR064952
Contract Number: C032424
Vendor Number: V0285730

under Workers' Compensation laws or other insurance provisions.

The minimum limits of insurance required of the Contractor by MPS shall be:

| Workers' Compensation | Statutory Limits |
|--|--|
| Employers' Liability | \$100,000 per occurrence |
| General Liability | \$1,000,000 per occurrence/\$2,000,000 aggregate |
| Professional Liability* | \$1,000,000 per occurrence/\$2,000,000 aggregate |
| Auto Liability | \$1,000,000 per occurrence |
| Umbrella (excess) Liability | \$1,000,000 per occurrence |
| School Leaders' Errors and Omissions** | \$1,000,000 per occurrence/\$2,000,000 aggregate |
| Fidelity Bond/Crime Insurance | Value of the Agreement |

**Professional liability insurance may be used in lieu of School Leaders' E & O (or Directors' and Officers') insurance only if Provider is a one-person Independent Contractor.*

***Directors' and Officers' insurance may be used in lieu of School Leaders' E&O provided that the insurance company shows written proof shows written proof that all employees and volunteers are protected by the coverage.*

Commercial General Liability shall be on an occurrence form covering the risks associated or arising out of the services provided under this Agreement. This insurance is not to have any exclusions, sub-limits, or restrictions as respects coverage for sexual abuse and molestation, corporal punishment, athletic events, and use of gymnasium equipment.

The Milwaukee Board of School Directors shall be named as an additional insured under Contractor's and subcontractors' general liability insurance and umbrella liability insurance. Evidence of all required insurances of Contractor shall be submitted electronically to MPS via its third party vendor, EXIGIS Risk Management Services. Waivers and exceptions to the above limits will be in the sole discretion of MPS and shall be recorded in the EXIGIS system, which records are incorporated into this Contract by reference. The certificate of insurance or policies of insurance evidencing all coverages shall include a statement that MPS shall be afforded a thirty (30) day written notice of cancellation, non-renewal or material change by any of Contractor's insurers providing the coverages required by MPS for the duration of this Contract.

9. SHIPPING /TAXES

If goods are provided pursuant to this Contract, please note that MPS is exempt from Federal Excise and Wisconsin Sales Taxes. All vendor quotes, bids and invoices must include delivery FOB destination to the MPS location receiving the goods and freight must be prepaid. This means any freight, shipping, processing, handling or like charges must be part of a unit price. Any separate line items for freight, shipping, processing, handling or like charges listed on an invoice will be deleted and NOT PAID.

All textbook purchases shall be governed by the terms and conditions in the Milwaukee Board of School Directors' Textbook Contract, which provides that textbooks shipped to MPS or its schools must be done at no additional charge to MPS or its schools.

MPS reserves the right to reject any items that do not conform to the bid, quote or Purchase Order. All return freight charges associated with the rejected materials shall be borne by the vendor.

10. IRREPARABLE HARM

It is mutually agreed the breach of this Contract on Contractor's part shall result in irreparable and continuing damage to MPS for which money damages may not provide adequate relief. Therefore, the breach of this Contract on Contractor's part shall entitle MPS to both preliminary and permanent injunctive relief and money damages insofar as they can be determined under the circumstances.

11. TERMINATION BY CONTRACTOR

Contractor may, at its option, terminate this Contract upon the failure of MPS to pay any amount, which may become due hereunder for a period of sixty (60) days following submission of appropriate billing and supporting documentation. Upon said termination, Contractor shall be paid the compensation due for all services rendered through the date of termination including any retainage.

12. TERMINATION BY MPS - BREACH BY CONTRACTOR

If Contractor fails to fulfill its obligations under this Contract in a timely or proper manner, or violates any of its provisions, MPS shall thereupon have the right to terminate it by giving ten (10) days written notice before the effective date of termination of the

(ATTACHMENT 2) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

Contract Requisition Number: CR064952
Contract Number: C032424
Vendor Number: V0285730

Contract, specifying the alleged violations, and effective date of termination. The Contract shall not be terminated if, upon receipt of the notice, Contractor promptly cures the alleged violation within ten (10) days. In the event of termination, MPS will only be liable for services rendered through the date of termination and not for the uncompleted portion, or for any materials or services purchased or paid for by Contractor for use in completing the Contract.

13. TERMINATION BY MPS

MPS further reserves the right to terminate this Contract at any time for any reason by giving Contractor written notice by Registered or Certified Mail of such termination. MPS will attempt to give Contractor 20 days' notice, but reserves the right to give immediate notice if Contractor violates **Attached A, Section 1.e.i;** and/or **Section 5, 7, 8, 15, 17, 23-27** herein. In the event of said termination, Contractor shall reduce its activities hereunder, as mutually agreed to, upon receipt of said notice. Upon said termination, Contractor may be paid for all services rendered through the date of termination, including any retainage. This section also applies should the Milwaukee Board of School Directors fail to appropriate additional monies required for the completion of the Contract.

Pursuant to Wis. Stat. §120.125(4)(c), MPS may elect to terminate this Contract at the end of Term (**Section 2**) if it intends to provide child care for the pupils at the School, or intends to solicit other childcare providers to provide services during the following school year.

Nothing in this, or any other, section shall prevent MPS from immediately terminating this Contract if it determines, in its sole discretion, that continuing this Contract would cause an immediate and incurable threat to the safety of the participants in the Summer Recreation Program.

14. INDEPENDENT CONTRACTOR

Contractor agrees and stipulates that in performing this Contract, it is acting as an Independent Contractor, and that no relationship of employer and employee, partnership or joint venture is created by this Contract. Contractor has exclusive control over work hours, location, and other details of such services, and MPS's sole interest is to ensure that said service shall be performed and rendered in a competent, safe, efficient, timely and satisfactory manner in accordance with the terms of this Contract.

Contractor has the sole obligation to provide for and pay any contribution or taxes required by federal, state or local authorities imposed on or measured by income. Contractor specifically covenant not to file any complaint, charge, or claim with any local, state or federal agency or court in which Contractor claims to be or to have been an employee of MPS during the period of time covered by this Contract and that if any such agency or court assumes jurisdiction of any complaint, charge or claim against MPS on Contractor's behalf, Contractor will request such agency or court to dismiss such matter. MPS shall not be charged any obligation or responsibility whatsoever of extending any fringe benefits which may be extended to MPS employees, including any insurance, or pension plans.

Contractor further agrees that MPS is not to be charged with the obligation or responsibility of extending any fringe benefits such as hospital, medical and life insurance, or pension plans which may be extended to employees of MPS from time-to-time and further agree to indemnify and hold harmless MPS and all its employees, officers and agents from any liability for personal injuries, including death, or for damage to or loss of personal property, which might occur as a result of the performance of the services provided for under this Contract.

15. ASSIGNMENT LIMITATION

This Contract shall be binding upon and inure to the benefit of the parties and their successors and assigns; provided, however, that neither party shall assign its obligations hereunder without the prior written consent of the other.

16. PROHIBITED PRACTICES

- A. Contractor during the period of this Contract shall not hire, retain or use for compensation any member, officer, or employee of MPS to perform services under this Contract, or any other person who, to the knowledge of Contractor, has a conflict of interest.
- B. Contractor hereby attests it is familiar with MPS's Code of Ethics, providing in pertinent part, "[a]n employee of Milwaukee Public Schools may not accept any gift or gratuity in excess of \$25.00 annually from any person, persons, group or any firm which does business with or is attempting to do business with MPS."
- C. No person may enter into this Contract for services that the MPS employee would otherwise perform as an employee.

(ATTACHMENT 2) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

Contract Requisition Number: CR064952
Contract Number: C032424
Vendor Number: V0285730

- D. No current or former MPS employee may perform services on a professional services contract without the prior written consent of the MPS Chief Human Capital Officer or his/her designee.
- E. If the Contract is for apparel for \$5,000.00 or more, the Contractor agrees to provide only items manufactured by responsible manufacturers. Contractor is required to include a similar provision in all subcontracts to this Contract.

17. LIVING WAGE REQUIREMENT

Contractor shall comply with, and ensure its sub-contractors performing work under this Contract comply with Milwaukee Board of School Directors’ Administrative Policy 3.09(17), which requires that employees be paid a “living wage”. If MPS determines in its sole discretion, Contractor has violated this living wage policy, MPS may terminate this Contract without liability for undelivered services or breach of contract. MPS may also deem Contractor ineligible to participate in future contracts with MPS.

18. NOTICES

Notices to either party provided for in this Contract shall be sufficient if sent by Certified or Registered mail, postage prepaid, addressed to the signatories on this Contract, or to their designees.

To: Lynn A. Greb, Senior Director
Milwaukee Public Schools
Department of Recreation & Community Services
5225 W. Vliet Street, Room 162
Milwaukee, WI 53208

To: Provider:

Copy To: Director of Procurement & Risk Management
Milwaukee Public Schools
5225 W. Vliet Street, Room 160
Milwaukee, WI 53208

19. WAIVER

The waiver or failure of either Party to exercise in any respect any rights provided for in this Contract shall not be deemed a waiver of any further right under this Contract.

20. INTEGRATION / SEVERABILITY

This Contract and its attachments and appendixes, if any, constitute the entire Contract among the Parties with respect to the subject matter hereof and supersede all prior proposals, negotiations, conversations, discussions and Contracts among the Parties concerning the subject matter hereof. No amendment or modification of any provision of this Contract shall be effective unless the same shall be in writing and signed by both Parties.

The District shall not be bound by any terms and conditions included in of Contractor’s packaging, service catalog, brochure, technical data sheet or other document which attempts to impose any conditions at variance with or in addition to the terms and conditions contained herein.

If any term or provision of this Contract should be declared invalid by a court of competent jurisdiction or by operation of law, the remaining terms and provisions of this Contract shall be interpreted as if such invalid Contracts or covenants were not contained herein.

21. CHOICE OF LAW & FORUM

The state courts of Wisconsin shall be the sole forum for all disputes arising of this Contract. The validity, construction, enforcement and effect of this Contract shall be governed solely by the laws of the State of Wisconsin.

22. TIMING

Time is of the essence in this Contract.

23. CERTIFICATION REGARDING DEBARMENT OR SUSPENSION

Contractor certifies that neither Contractor or its principals; its subcontractors or their principals; the sub-recipients (if applicable) or their principals are suspended, debarred, proposed for debarment, voluntarily excluded from covered transactions, or otherwise disqualified by any federal department or agency from doing business with the Federal Government pursuant to Executive Orders 12549 and 12689. Contractor specifically covenants that neither the Contractor or its principals, its sub-contractors or their principals, or the sub-recipients (if applicable) or their principals are included on the Excluded Parties List System (“EPLS”)

(ATTACHMENT 2) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

Contract Requisition Number: CR064952
Contract Number: C032424
Vendor Number: V0285730

maintained by the General Services Administration (“GSA”).

24. LOBBYING RESTRICTIONS

Pursuant to 31 U.S.C. 1352, MPS certifies that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal contract, grant, loan, or cooperative agreement, MPS shall complete and submit Standard Form-LLL, “Disclosure of Lobbying Activities,” in accordance with its instructions.

Therefore, Provider agrees and shall disclose to MPS accordingly if any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement. If MPS is required to complete the "Disclosure of Lobbying Activities" form, which is available at <https://www2.ed.gov/fund/grant/apply/appforms/sflll.doc>, due to Provider’s disclosure, Provider agrees to fully assist MPS with any necessary information or to complete the form. DPI will forward the completed form to the federal government on MPS’s behalf.

25. FORCE MAJEURE

MPS will not be liable to pay Contractor for any work that the Contractor is unable to perform due to act of God, riot, war, civil unrest, flood, earthquake, outbreak of contagious disease or other cause beyond MPS’s reasonable control (including any mechanical, electronic, or communications failure, but excluding failure caused by a party’s financial condition or negligence).

26. STUDENT DATA

Contractor acknowledges that student data is protected by both federal and state law. *See* Wis. Stat. § 118.125; 20 U.S.C. § 1232g(b); 34 C.F.R. § 99.1 *et seq.* If MPS determines that Contractor has disclosed any student record information in violation of either federal or state law, without prejudice to any other rights or remedies the MPS may have, MPS shall be entitled to immediately terminate this and every other existing Contract without further liability. Moreover, MPS may bar Contractor from future MPS contracts for varying periods up to and including permanent debarment.

27. NON-DISCLOSURE

Absent prior written consent of the person listed in Section 3 or his/her designee, Contractor shall not: (1) disclose, publish, or disseminate any information, not a matter of public record, that is received by reason of this Contract, regardless of whether the Contractor is or is not under contract at the time of the disclosure; or (2) disclose, publish, or disseminate any information developed for MPS under this Contract. Contractor agrees to take all reasonable precautions to prevent any unauthorized use, disclosure, publication, or dissemination of the same information.

All information and any derivatives thereof, whether created by MPS or Contractor under this Contract remains the property of MPS and no license or other rights to such information is granted or implied hereby. For purposes of this Contract, “derivatives” shall mean: (i) for copyrightable or copyrighted material, any translation, abridgment, revision, or other form in which an existing work may be recast, transformed, or adapted; and (ii) for patentable or patented material, any improvement thereon.

Within ten business days of the earlier of receipt of MPS’ written or oral request, or final payment, Contractor will return all documents, records, and copies thereof it obtained during the development of the work product covered by this Contract.

28. MPS LOGO/PUBLICITY

No Contractor shall use the MPS Logo in its literature or issue a press release about the subject of this Contract without prior written notice to and written approval of MPS’s Executive Director of Communications & Outreach.

29. ORDER OF PRIORITY

Should Contractor and MPS sign Contractor’s Contract in addition to this Contract, the terms set forth in this Contract shall govern in the event of a conflict.

(ATTACHMENT 2) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

Contract Requisition Number: CR064952
Contract Number: C032424
Vendor Number: V0285730

30. PUBLIC RECORDS

Both parties understand that the Board is bound by the Wisconsin Public Records Law, and as such, all of the terms of this Contract are subject to and conditioned on the provisions of Wis. Stat. § 19.21, *et seq.* Contractor acknowledges that it is obligated to assist the Board in retaining and producing records that are subject to Wisconsin Public Records Law, and that the failure to do so shall constitute a material breach of this Contract, and that the Contractor must defend and hold the Board harmless from liability under the law. Except as otherwise authorized, those records shall be maintained for a period of seven years after receipt of final payment under this Contract.

31. CONTRACT COMPLIANCE REQUIREMENT

The HUB requirement on this Contract is 10%. The paid student employment requirement of this Contract is 0 hours. The student career awareness requirement for this Contract is 10 hours. Failure to achieve these requirements may result in the application of some or all of the sanctions set forth in Administrative Policy 3.10, which is hereby incorporated by reference.

(ATTACHMENT 2) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

IN WITNESS WHEREOF, the parties here to have executed this Contract on the day, month and year first above written.

CONTRACTOR (Vendor #: V0285730)

MILWAUKEE BOARD OF SCHOOL DIRECTORS

By: _____
Authorized Representative

By: _____
*Janine Adamczyk, Director
Procurement & Risk Management*

Date: _____

Date: _____

Boys & Girls Clubs of Greater Milwaukee Inc.
1558 N. Sixth Street
Milwaukee, WI 53212
(414) 484-5397

By: _____
*Keith P. Posley, Ed.D.
Superintendent of Schools*

Date: _____

SSN / FEIN: [REDACTED]

Budget Code:
000-0-0-W2C-37-ECTS - \$40,000.00 (Bethune Academy)
000-0-0-W2C-TO-ECTS - \$40,000.00 (Townsend Street)
000-0-0-W2C-PI-ECTS - \$40,000.00 (Riverwest)

By: _____
*Marva Herndon, President
Milwaukee Board of School Directors*

Date: _____

Reviewed by Insurance Compliance:

By: _____

Date: _____

Reviewed by Contract Compliance:

By: *Jiquinna Cohen*

Date: 02.06.2024

ATTACHMENT A

PROVISION OF A SAFE PLACE PROGRAM IN
MILWAUKEE PUBLIC SCHOOLS
2024

RECITALS

WHEREAS, MPS is authorized by Wis. Stat. § 120.125 to enter into agreements with outside agencies for the provision of licensed before and after-school programs for children; and

WHEREAS, pursuant to the definition developed by the Youth Serving Agencies Coalition, a “safe place” is a site within walking distance of city youth that offers a safe setting; provides caring adults; provides challenging, interesting, and structured activities and a sense of belonging during non-school hours; and

WHEREAS, high-quality before and after-school programs can have a positive and lasting impression on school-age children; and

WHEREAS, MPS and Provider desire to enter into this Contract to establish a Safe Place program (“Safe Place”) for MPS students and neighborhood children within the City of Milwaukee;

NOW, THEREFORE, in consideration of the mutual promises set forth herein, the parties do hereby agree as follows:

1. PROVIDER’S SAFE PLACE PROGRAMMING

a. Provider shall operate a Safe Place as set forth below:

MPS will provide space, (on a nonexclusive basis), utilities and routine custodial cleaning and maintenance at the MPS facility_____, (hereinafter referred to as the “School”), located at_____ on pupil attendance days from 6:30 a.m. to the start of the school day and from the end of the school day until the closing of the authorized Safe Place programming, but no later than 10:00 p.m., for the 2023-24 school year. Provider’s start and end times shall coincide with the MPS Bell Schedule and MPS Engineer/BA Start Times (**Appendix D**). All requests to operate outside of the aforementioned work schedules must be pre-approved by MPS. Provider shall be responsible for all engineer overtime costs.

b. Provider’s Safe Place should offer homework assistance, academic enrichment and tutoring activities that directly support the specific needs of the student participants, in accordance with “best practices” for childcare centers. Should Provider need assistance determining “best practices” for childcare centers, it can refer to the online resources provided by the Wisconsin Department of Children and Families (“DCF”).

c. Provider shall enter, at a minimum, the following data into MPS’ Cayen APlus system for all Safe Place participants on a daily basis: attendance (including exact in/out times), information on each participant’s activities (including, but not limited to, academic activities, recreation activities, meal consumption), and fee payment information.

(ATTACHMENT 2) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

- d. Provider's Safe Place shall meet the standards for license-exempt programs established by the Department of Children and Families Health and Safety Checklist – Public School Operated Programs – DCF 251.
- e. Provider's Safe Place, serving students ages 4-12, must accept Wisconsin Shares Child Care Subsidies (“W2”) and participate in DCF's YoungStar Quality Rating and Improvement System (“YoungStar”).
 - i. Provider's Safe Place shall conform to those standards necessary to maintain at least a three-star rating under YoungStar. If, throughout the term of this Contract, Provider's rating is downgraded to a two-star or lower, Provider must remedy the deficiency within 60 days. Failure to reacquire a three-star rating within 60 days, or failure to consistently maintain a three-star rating throughout the term of this Contract, may result in immediate termination of this Contract by MPS.
 - ii. Utilizing the processes and procedures developed by MPS for the use of DCF's EBT Card System, MPS and Provider will ensure accurate W2 records and reimbursements.
- f. Provider is authorized to collect fees to permit those children who are not eligible to receive W-2 funds to attend the Safe Place. All fees collected will accrue to Provider. Notwithstanding the foregoing, Provider shall make every effort in its operational ability to ensure that no child is turned away based solely on an inability to pay.
 - i. Upon request Provider shall submit to MPS a proposed fee rate schedule for review and approval prior to commencing services hereunder.
 - ii. Provider is responsible for the billing and collection of all fees from the parents or guardians of the children attending the Safe Place. MPS shall have no financial responsibility for any unpaid fees due to Provider for services provided under this Contract.
- g. Pursuant to Wis. Stat. §120.125(4)(g), Provider “shall not provide religious instruction or permit religious practices to be conducted...” at the Safe Place.
- h. Provider is responsible for the care, custody, control, supervision, and security of all Safe Place participants, employees, volunteers, and visitors. Provider shall submit to MPS a “Safe Place Safety Plan” on the form set forth in **Appendix A**.
- i. For emergency situations requiring police, fire, Child Protective Services (CPS) or ambulance services, Provider shall, within 30 minutes following an incident/accident, verbally report the incident/accident to a member of MPS's Project Team. Additionally, Provider shall submit a written incident/accident report within 24 hours of the incident/accident by email to that member of MPS's Project Team. The MPS Project Team may request that reports and/or additional documents be submitted sooner, if necessary. MPS Project Team will report emergency incidents to the Wisconsin

(ATTACHMENT 2) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

Department of Children and Families (DCF) with any necessary information once the emergency incident is reported to MPS.

- j. All Safe Place Program staff are mandated reporters and must report to CPS suspected incidents of abuse, neglect, etc. If a Safe Place staff member observes an incident, he/she should report the incident to the Site Coordinator immediately. The Site Coordinator should then work with the frontline staff in reporting the incident to CPS and following up as needed.
- k. The Safe Place Site Coordinator and Safe Place Lead Agency are responsible for assuring that all Safe Place Program staff are fully trained in all areas, including MPS incident/accident reporting policies and procedures, mandatory reporting as well as infant and child cardiopulmonary resuscitation/automated external defibrillator usage according to the Department of Children and Families Licensing Rules for Group Child Care Centers (DCF 251.05(2)(C)). The Safe Place Site Coordinator and Lead Agency are also responsible for developing and submitting to Milwaukee Recreation an annual MPS Emergency Action Plan (EAP) for approval. This plan shall detail the after-school program's emergency management plan and safety procedures, The Safe Place shall ensure that all program staff are fully trained and regularly practice these protocols to ensure the safety of all program participants and staff in compliance with district, Department, and DCF safety requirements.
- l. Provider will be responsible for ensuring participants are supervised in the event a parent/guardian fails to pick up the child.
- m. Pursuant to Wis. Stat. §120.125(4)(a), MPS shall not be responsible for providing transportation to or from the Safe Place.
- n. MPS Recreation and Community Services staff and MPS Nutrition Services staff reserve the right to inspect and observe Safe Place operations at any time throughout the term of this Contract, with or without prior notice, for purposes of monitoring and compliance.

2. NUTRITION GUIDELINES

Food Served by MPS: School Year

- a. MPS will provide a nutritious snack or meal for Safe Place participants based on standards set by USDA CACFP At-Risk Guidelines or National School Lunch Program After School Snack Guidelines. Sites selected as dinner sites shall be made at the sole discretion of MPS Nutrition Services. Sites must maintain an average of serving 30 meals per day to be eligible for the program. To be eligible for meals or snacks, educational and/or enrichment activities must be provided.

(ATTACHMENT 2) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

- b. If Provider's Safe Place is selected as a dinner site by MPS Nutrition Services, MPS will provide dinner to all eligible Safe Place participants, provided the following requirements are met:
 - i. Provider has at least one (1) person at the Safe Place that is trained in all applicable United States Department of Agriculture's Child and Adult Care Food Program ("CACFP") rules and regulations. Provider must attend an annual training for CACFP conducted by MPS Nutrition Services.
 - ii. Provider must keep documentation sufficient for MPS to claim the dinner meals pursuant to CACFP, including input of a daily point of sale meal count in MPS's One Source point of sale system ("POS") and current enrollment and attendance information from APlus.
 - iii. MPS will provide training and instructions to Provider on how to operate the POS. Provider shall be responsible for entering each participant's name or ID number into the POS.
 - iv. If Provider's staff is unable to operate the POS for any reason, Provider must document the name and ID number of each participant that receives a meal.
 - v. Failure to provide proper meal counts will result in Provider reimbursing MPS for the meals that MPS cannot claim through CACFP.
 - vi. Provider must perform its own clean up and food disposal. Clean-up means the removal of all food trays and debris on the tables to allow for cleaning and sanitation by MPS Nutrition Staff. Food disposal means disposal of food in appropriate, agreed-upon containers. MPS Facilities will empty trash containers.
 - vii. Provider must provide adequate and attentive supervision of children during meal-time and immediately end any inappropriate behavior being displayed by the children.
 - viii. Provider will provide written notice of cancellation of meal service to MPS Nutrition Services site staff at least two (2) weeks in advance. Failure to notify MPS could result in Provider covering any incurred costs of wasted meals.
- c. Failure of Provider to comply with any of the requirements set forth in this section may result in MPS discontinuing dinner service to the Safe Place.
- d. If Provider's Safe Place is selected as a snack site by MPS Nutrition Services, MPS will provide snacks to all eligible Safe Place participants, provided the following requirements are met:
 - i. Provider has at least one (1) person at the Safe Place that is trained in all applicable United States Department of Agriculture's National School Lunch Program (NSLP) After School Snack rules and regulations.
 - ii. Provider must keep documentation sufficient for MPS to claim the snacks pursuant to NSLP After School Snack, including point of sale snack count documented on the Snack Count Form and current enrollment and attendance information.
 - iii. Failure to provide proper snack counts will result in Provider reimbursing MPS for the snacks that MPS cannot claim through NSLP After School Snacks.
 - iv. Provider must provide adequate and attentive supervision of children during snack time and immediately end any inappropriate behavior being displayed by the children.

(ATTACHMENT 2) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

3. USE OF SCHOOL BUILDING

- a. Throughout the term of this Contract, MPS will grant Provider non-exclusive use of the School for the purpose of operating its Safe Place, subject to the following limitations:
 - i. Provider must obtain a signed building permit from the school administrator, which will specify the date(s), time(s) and area(s) of the School in which Provider can operate the Safe Place. Copies of the permit should be on file with the School and MPS' Department of Recreation and Community Services.
 - ii. Hours of operation during the school year are as set forth in Section 1.a.i.
 - iii. Hours for non-pupil attendance days and weekends must be mutually agreed upon by School and Provider and shall be at no additional cost to MPS. In the event there are additional costs, including but not limited to, overtime costs for the School's operations personnel and non-routine custodial needs, those costs shall be invoiced directly to Provider.
 - iv. Provider shall be liable to MPS for any damage, except for reasonable wear and tear, to property of MPS in the operation of the Safe Place, and shall hold MPS and its agents, representatives, successors and assigns, harmless from any liability, claim, or damages caused by the acts or omissions of Provider, its staff, agents, representatives, successors and assigns.
 - v. Provider shall have no right to assign, mortgage, create, incur, assume or permit to exist any Lien, or pledge this Contract, in whole in part; or to sublease the School or this Contract.
- b. MPS shall provide utilities and routine custodial cleaning and maintenance at the School.
- c. Provider shall be responsible for cleaning and maintaining classrooms and all MPS facilities, equipment, and supplies utilized for the program on a daily basis in accordance with the MPS "Caring for your Building" Procedures, incorporated herein as **Appendix C**. This includes, but is not limited to, sweeping floors; cleaning table surfaces; and the collection of garbage from all rooms used.
- d. Except as otherwise set forth in this Contract, Provider shall be responsible for all actual costs associated with the operation of the Safe Place.
- e. If the School, or any part thereof, is destroyed or substantially damaged by fire, the elements, or any cause so as to be deemed, in either party's reasonable judgment, unfit for occupancy, then this Contract shall terminate at the election of either party.
- f. Pursuant to Wis. Stat. §120.125(4)(b), nothing in this Contract shall prohibit MPS from permitting other childcare providers to provide childcare services to pupils in the same building during the same time in which Provider provides before- and after-school childcare programs.

(ATTACHMENT 2) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

- g. Pursuant to Wis. Stat. §120.125(4)(b), nothing in this Contract shall prohibit MPS from providing its own before- and after-school childcare programs in the same building and during the same time in which Provider provides before- and after-school childcare programs.

4. COMPENSATION

- a. MPS shall make payment to Provider in the amount, not to exceed, **\$120,000** for meeting the Safe Place program requirements outlined in this Contract, contingent upon submission of appropriate documentation as set forth below:
 - i. No later than February 15, 2024, Provider shall return to MPS a completed “MPS Safe Place Project Annual Budget Forecast” indicating an annual budget by cost category. The Budget Forecast form is included in the collective budget documents attached hereto as **Appendix B**. MPS will not reimburse Provider for any expenditures incurred prior to the start date of this Agreement.
 - ii. MPS shall review Provider’s proposed budget documents. Upon approval, Provider will submit a “Monthly Cost Report” by the 28th of each month. Whether late Cost Reports will be accepted and reviewed is in the sole discretion of the MPS Recreation Department.
 - iii. Reimbursement for expenditures will be made on a monthly basis, provided that Provider has complied with all MPS’s fiscal requirements and has supplied all records and reports requested by MPS. MPS will have 45 days from receipt of Provider’s Monthly Cost Report to reimburse approved expenditures.
 - 1. Provider agrees to spend all funds received under this Agreement in accordance with the authorized cost categories as identified in **Appendix B**.
 - 2. Provider shall retain and maintain adequate source records including, but not limited to, invoices, payroll records, time sheets and receipts for up to seven (7) years after the termination of this Contract.
 - a. Copies of receipts submitted by Provider must be legible and provide the following information:
 - i. Name of vendor from which the item was purchased;
 - ii. Date of the purchase, which must coincide with the period in which the reimbursement is requested;
 - iii. Identification and quantity of items purchased; and
 - iv. Amount spent (excluding all taxes, late payment fees, etc.).

(ATTACHMENT 2) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

- b. All purchases must include a written description of the purpose of the expenditure on the monthly “Schedule of Paid Costs.” A Schedule of Paid Costs Monthly Report form is included in **Appendix B**. Any purchase that does not include a description may not be approved for reimbursement.
- iv. Provider shall use appropriate cash management procedures so that public funds disbursed under this Contract are discernible from other funds.
- b. Provider shall receive monthly cost reimbursements for providing childcare services to those W2 authorized children who have been certified by DCF.
 - i. The reimbursement amount will be made through MPS after all required reports and documentation have been submitted and reviewed.
 - ii. MPS shall be entitled to retain up to seven and one-half percent (7.5%) of all accrued W2 funds to cover its costs to administer Safe Places.

5. BACKGROUND CHECKS

- a. Provider must comply with all requirements of Wis. Stats. § 48.685 and § 48.686, which identify the standards required for criminal history and child abuse record searches for licensed Caregivers and Child Care Programs.
 - i. Provider will conduct, at Provider’s expense, any and all required background checks, as set forth below:
 - 1. Providers participating in the YoungStar Quality Rating System and receiving Wisconsin Shares Child Care Subsidies must abide by all background check requirements prescribed by the Wisconsin Department of Children and Families (“Department”), including, but not limited to:
 - a. Submitting a request to the Department for a criminal background check initially for each potential caregiver, and at least once every 5-year period for each existing caregiver;
 - b. Obtaining FBI fingerprint checks every five (5) years;
 - c. Submitting background checks for any and all employees and contractors with the opportunity for unrestricted access to children;
 - d. Using the Child Care Provider Portal (CCPP) to submit new and prospective employee information needed to trigger fingerprint-based checks;
 - e. Abiding by all other requirements prescribed by the Department, available at <https://dcf.wisconsin.gov/ccbgcheck>.
 - f. Further, it is Provider’s responsibility to stay updated and abide by any changes to, or new requirements, or procedures, required by the Department.
 - 2. Providers not subject to the requirements set forth in the above Section 8.a.i. must obtain a criminal information background check through the Wisconsin Department of Justice (<https://recordcheck.doj.wi.gov/>) and other states’ agencies, as applicable, on all current and potential

(ATTACHMENT 2) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

administrators, board members, officers, full-time employees, part-time employees and volunteers who have, or who are anticipated to have direct, unsupervised contact with children throughout the Safe Place Program. (Note: No background checks are required for youth mentors/workers who are under the age of 18).

- a. An out-of-state background check should be completed in the state(s) in which the individual resided for at least six (6) months, within the last ten years, and was 18 years or older at the time.
 - b. For purposes of this Contract, a volunteer is any non-paid person who provides services on a regular and ongoing basis for more than five (5) hours a week. A volunteer is not a parent or other adult who is a one-time volunteer for a field trip or other one-time-only activity. Provider shall use good judgment in accepting the services of a volunteer and shall be familiar with the volunteer before accepting services of that volunteer.
 - c. No later than one (1) month before working with children at the Safe Place Site begins, Provider will electronically submit completed background checks for all individuals providing services under this Agreement utilizing the Smart Sheet link provided herein:
<https://app.smartsheet.com/b/form/9095513a736c49a791df055c1e2fa879>. Records that indicate a history of conviction or pending criminal charges will be reviewed by the MPS Department of Employment Relations. Thereafter, MPS will immediately notify Provider of any individual(s) who, based on MPS standards, should not have contact with children at any Safe Place events or MPS locations. Failure to submit the results of any crime information records checks prior to the provision of services will result in the termination of services. All determinations made by MPS with regards to whether an individual is fit to provide services under this Contract are made in MPS's sole discretion.
3. As required by law, Provider shall complete the other searches required by Wis. Stat. § 48.685, review the results and determine that there is nothing in the background of Provider's employees, agents or sub-contractors that would render them unfit to provide services under this Contract where there is contact and access to children. Background factors that would disqualify any individual from providing services to MPS include, but are not limited to: falsification of background information; conviction of a criminal offense that substantially relates to the duties and responsibilities to be assigned to or performed by Provider under this Contract; or pending criminal charges alleging acts of a similar nature. For a period not less than two (2) years, Provider has a duty to retain all documentation related to background checks and other searches performed pursuant to this Contract and Wis. Stat. § 48.685 on file for the duration of this Contract and to provide the same to MPS upon request.

APPENDICES

The following documents are hereby made a part of this Contract and Provider agrees to abide by all the terms and conditions herein.

- Appendix A 2023-24 Safe Place Program Safety Plan 23-24
- Appendix B 2023-24 Safe Place Budget Forms
- Appendix C Caring for Your Building Cleaning Procedures
- Appendix D MPS Bell Schedule 23-24

2023-2024 Safe Place Program Safety Plan

1. Safe Place staff and participants have access to the following in the school facility. Please check all that apply:
 Note: **Activities should not take place in spaces that are unsafe and/or that are not conducive to student learning.**

Classrooms Library Supplies/Equip. Classroom computers/computer cart/computer Lab
 Storage Space Gym Kitchen Parent Center Cafeteria

2. Safe Place has adequate office space on site. Please check all that apply:

Desk Locked filing cabinet Phone/Voicemail Computer/internet Storage space

3. Each Safe Place site MUST review, and practice emergency procedures as required during Safe Place program hours with youth and staff. Emergency procedures include fire drills, tornado drills, and school emergency lockdown procedures. Post and practice written emergency plans including scheduled dates. Please list emergency procedure dates below.

| <u>Fire Drills</u> <i>* DCF Licensing requires fire drills to be conducted monthly.</i> | | <u>Tornado Drills</u> <i>* DCF Licensing requires tornado drills to be conducted monthly from April – October.</i> | | <u>Emergency Lockdown Procedures</u> | |
|--|-------|---|--|--------------------------------------|--|
| Sept: | Feb: | Oct 2022: | | Sept: | |
| Oct: | Mar: | Apr 2023: | | Nov: | |
| Nov: | Apr: | May 2023: | | Jan: | |
| Dec: | May: | June 2023: | | Mar: | |
| Jan: | June: | | | May: | |

4. Has the site identified two Safe Place Staff (site coordinator preferred) to complete the Medical Administration Training?
 Note: **This is mandatory training per MPS policy.**

<http://dpi.wi.gov/sspw/pupil-services/school-nurse/training/medication>

For the 2023-24 school year, use the link above to the DPI webcasts via the DPI webpage (OPTION 1). The knowledge (webcasts) training and assessment tests are to be completed at least **every four years**, while the skills competency check-off should be completed **annually**. Afterschool programs can show the webcasts/videos in groups or can have individuals watch the webcasts on their own computers. After watching the video, participants take the written assessment test, and print it out as proof of completing the session. There is no certificate generated. Some routes of administration have both a video and a short module containing updates to administration practices. These routes are indicated by an asterisk. The skills competency check-off would be completed by a professional nurse, physician, or a skilled and willing parent. At a minimum, the following Medication Administration Training courses must be completed via webcasts): Option 1 (Direct Access Webcasts): 1) Basic, 2) Oral, 3) Ear, 4) Eye and 5) Topical.

(NOTE: A parent may only dispense medication to his or her own child. A parent may not dispense medication to any other child/ren.)

No Yes. Please list the names of staff members and their certification expiration date:

| | | | |
|--------------|-------------------------|--------------|-------------------------|
| Name: | Expiration Date: | Name: | Expiration Date: |
|--------------|-------------------------|--------------|-------------------------|

5. How many safety personnel does your site have on duty during scheduled Safe Place program hours?

6. What is your site's contingency plan if Safe Place security personnel are absent from work?

7. Describe **in detail** how individuals are permitted entrance into the school building during Safe Place hours of operation (use separate sheet if necessary). *(Include use of MPS Visitor Policy Procedures.)*

8. Describe **in detail** how are participants dismissed from Safe Place. Please include procedures for student in-person pick-up, student walkers and bus riders. (Use separate sheet if necessary.) **All students must be signed out daily.**



9. Describe how Safe Place students are permitted access to areas throughout the school building, including restrooms, classrooms and offices. (Use separate sheet if necessary).



10. Where are the hard copies of Safe Place Registration forms and daily attendance records stored on site? *Note: Safe Places must maintain hard copies of registration forms and daily attendance records for seven years.*



**(ATTACHMENT 2) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS
APPENDIX A**

Safe Place Staff Roster

Directions: Staff- to-student ratios **MUST** abide by the following standards **and** maximum group sizes:

| | | | |
|--|--|--------------------------------------|-------------------------------------|
| <u>Youth ages 3-4 years</u> 1:10 | <u>Youth ages 4-5 years</u> 1:13 | <u>Youth ages 5-6</u> 1:17 | <u>Youth ages 6+</u> 1:18 |
| Group Max.: 20 with two staff | Group Max.: 24 with two staff | Group Max.: 34 with two staff | Group Max.: 36 with two staff |

| Name: | Position: | Works directly with Youth | Works for the Day School | Projected Hours Per Week: | CBC Completed and Approved | CPR/AED Expiration Date |
|----------------|-----------|--|--|---------------------------|--|-------------------------|
| 1. [REDACTED] | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 2. [REDACTED] | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 3. [REDACTED] | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 4. [REDACTED] | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 5. [REDACTED] | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 6. [REDACTED] | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 7. [REDACTED] | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 8. [REDACTED] | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 9. [REDACTED] | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 10. [REDACTED] | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 11. [REDACTED] | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 12. [REDACTED] | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 13. [REDACTED] | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 14. [REDACTED] | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 15. [REDACTED] | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 16. [REDACTED] | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 17. [REDACTED] | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 18. [REDACTED] | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |



(ATTACHMENT 2) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS
Safe Place Programs

APPENDIX B

Monthly Cost Report

Return by the 28th of each month to:
 Milwaukee Recreation Division
 Attention: Michelle Porter
 5225 W. Vliet St., Room 162
 Milwaukee, WI 53208

Vendor #: _____

Safe Place Location: _____

Lead Agency: _____

Total Program Budget: _____

Report #: _____ Cumulative From: _____
 Current Report From: _____ to _____
 Prepared By: _____ Date _____
 Accepted by MPS: _____ Date _____
 Authorized by Project Coordinator for _____
 Reimbursement Amount: _____ Date _____

Program Year: 2023-24 School Year

| Cost Category | Budget To Date | Previous Month Exp / Rev | Current Month Exp / Revenue | Cost / Rev To-Date | Budget Balance |
|---|----------------|-----------------------------|--------------------------------|--------------------|----------------|
| Personnel (Full & Part-Time) Gross Salary | \$ - | \$ - | \$ - | \$ - | \$ - |
| Fringe Benefits (Full & Part-Time) Employer Paid | \$ - | \$ - | \$ - | \$ - | \$ - |
| General Services: Snacks, Admissions, Family meals | \$ - | \$ - | \$ - | \$ - | \$ - |
| Office Supplies & Materials | \$ - | \$ - | \$ - | \$ - | \$ - |
| Program Supplies & Materials | \$ - | \$ - | \$ - | \$ - | \$ - |
| Equipment Purchase | \$ - | \$ - | \$ - | \$ - | \$ - |
| Equipment Rental | \$ - | \$ - | \$ - | \$ - | \$ - |
| Contractual Services | \$ - | \$ - | \$ - | \$ - | \$ - |
| Transportation (Contracted busses and leases) | \$ - | \$ - | \$ - | \$ - | \$ - |
| *Administrative Costs | \$ - | \$ - | \$ - | \$ - | \$ - |
| Centralized Expenses (Office Use Only) | \$ - | \$ - | \$ - | \$ - | \$ - |
| SUB-TOTALS | \$ - | \$ - | \$ - | \$ - | \$ - |
| CLC Program Revenue | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTALS | \$ - | \$ - | \$ - | \$ - | \$ - |

*Safe Place Programs are Allowed a Maximum of 10% of the Total Cost Report Reimbursement Amount.

I certify that the information contained in this report is correct, is recorded as such on the books of this agency, and that the expenditures reflected herein were made in accordance with conditions of the agreement of this agency with the Safe Place and MPS.

Agency Director: _____

Date: _____

2023-2024 Safe Place Schedule of Paid Costs
Monthly Report

| Project Name: Safe Place | | Account No.: | Budget Cost Category: | | | Cost Report Number | |
|--|------|---------------------------------------|-----------------------|-----------|----------------|------------------------------|------------|
| <i>To Be Completed by Project Operator</i> | | | | | | <i>To be Computed by MPS</i> | |
| Check No. | Date | Payee Description/Purpose of Purchase | Total Amount | % Claimed | Amount Claimed | Adjustments Amount | Reimbursed |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Budget Category Total | | | | | | | |

This form must accompany the Monthly Cost Report, due on the 28th of each month.

Provider Please Note: Expenditures will not be authorized if the purpose of the purchase is not included on this form.
The entire Cost Report will be returned for proper documentation.

2023-24 Safe Place Project Annual Budget Forecast

Safe Place Location: _____
 Lead Agency: _____
 Total Budget: _____

Prepared By: _____
 Phone Number: _____

| COST CATEGORY | BUDGET | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |
|----------------------|------------|----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Personnel | | | | | | | | | | | | | |
| Fringe Benefits | | | | | | | | | | | | | |
| General Services | | | | | | | | | | | | | |
| Office Supplies | | | | | | | | | | | | | |
| Program Supplies | | | | | | | | | | | | | |
| Equipment Purchase | | | | | | | | | | | | | |
| Equipment Rental | | | | | | | | | | | | | |
| Contractual Services | | | | | | | | | | | | | |
| Transportation | | | | | | | | | | | | | |
| Administrative Cost | | | | | | | | | | | | | |
| Centralized Expenses | | | | | | | | | | | | | |
| Building Operations | | | | | | | | | | | | | |
| Totals | Period | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Cumulative | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Balance | | 0 | | | | | | | | | | | |

Lead Agency: _____
 Accepted By MPS: _____

Date: _____
 Date: _____

(ATTACHMENT 2) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS APPENDIX B

2023-24 SAFE PLACE PROGRAM BUDGET

| Personnel - Direct | Pay Rates | Hrs Per Day | Hours Per Week | # Program Weeks | Totals |
|--|----------------------------------|-------------|----------------|-----------------|---------------|
| Site Coordinator | | | | | |
| Academic Coordinator | | | | | |
| Technology Coordinator | | | | | |
| Security Monitor | | | | | |
| Security Monitor | | | | | |
| Data Entry Clerk | | | | | |
| Safe Place Academic Enrichment Positions | | | | | |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| Fringe Benefits - Direct | <u>Give Detailed description</u> | | | | Totals |
| Insurance | | | | | |
| Retirement | | | | | |
| Social Security | | | | | |
| Unemployment | | | | | |
| Workers Compensation | | | | | |

Return to MPS Recreation, Room 162.

2023-24 SAFE PLACE PROGRAM BUDGET

| General Services- Direct | <u>Give Detailed description</u> | Totals |
|-------------------------------------|----------------------------------|---------------|
| Field Trips | | |
| Participant Nutritious Snacks/Meals | | |
| Program Advertising and Printing | | |
| Staff Training | | |
| Staff / Participant Travel | | |
| Family Events | | |
| | | |
| | | |
| Program Supplies - Direct | <u>Give Detailed description</u> | Totals |
| Instructional Materials | | |
| Program Materials | | |
| Course / Activity Supplies | | |
| Staff / Participant Apparel | | |
| Computer Software | | |
| | | |
| | | |
| Office Supplies - Direct | <u>Give Detailed description</u> | Totals |
| General Office Supplies | | |
| Equipment Supplies | | |
| Program Publications & Periodicals | | |
| Program Subscriptions/Books | | |
| Mailings / Postage | | |
| Duplication | | |
| Other (specify) | | |
| | | |
| | | |

(ATTACHMENT 2) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS APPENDIX B

2023-24 SAFE PLACE PROGRAM BUDGET

| Equipment Purchases - Direct | <u>Give Detailed description</u> | Totals |
|---|----------------------------------|---------------|
| Computer / Printers | | |
| Copier / Fax / Machine | | |
| photographic | | |
| Furniture | | |
| Audio | | |
| Telephone / Answering Machines | | |
| | | |
| | | |
| Equipment Rental - Direct | <u>Give Detailed description</u> | Totals |
| Audio / Visual | | |
| Furniture | | |
| DJ Equipment | | |
| | | |
| | | |
| Contractual Services - Direct | <u>Give Detailed description</u> | Totals |
| Program Consultants | | |
| Subcontracted Services | | |
| | | |
| Transportation - Direct | <u>Give Detailed description</u> | Totals |
| Contracted busses and leases | | |
| | | |
| | | |
| Administrative Costs - In-direct | <u>Give Detailed description</u> | Totals |
| * See Cost Categories | | |
| Please Note: When completing this budget be as specific as possible and If necessary attach additional pages for justifications. | | |

Return to MPS Recreation, Room 162.

**2023-24 Safe Place Schedule of Revenue Resources
Monthly Report**

| Project Name: Safe Place | | | Cost Report Number | |
|--|--|--------------|-------------------------------|------------|
| <i>To Be Completed by Project Operator</i> | | | <i>To Be Completed by MPS</i> | |
| Date | | Total Amount | Adjustments Amount | Reimbursed |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Budget Category Total | | \$ - | | |

This form must accompany the Monthly Cost Report, due on the 28th of each month.

(ATTACHMENT 2) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

2023-24 Safe Place COST CATEGORIES

APPENDIX B

| CATEGORY | DESCRIPTION |
|---------------------------------------|---|
| Personnel (Direct) | <ul style="list-style-type: none">▶ Direct Program Employee's Salary / Wages Expense |
| Fringe Benefits (Direct) | <ul style="list-style-type: none">▶ Insurance (Disability, Health & Dental, Life)▶ Medicare▶ Retirement▶ Social Security▶ Unemployment Compensation▶ Workers Compensation |
| General Services (Direct) | <ul style="list-style-type: none">▶ Event / Activity Admission Fees▶ Participant Nutritious Snacks & Meals▶ Program Advertising and Printing (must include Safe Place reference and/or logo)▶ Staff Training▶ Staff / Participant Travel (In-State or Out-of-State) |
| Program Supplies (Direct) | <ul style="list-style-type: none">▶ Instructional Materials▶ Program Materials▶ Course / Activity Supplies (i.e., art, recreation, athletic, etc)▶ Staff / Participant Apparel (must include Safe Place reference and/or logo)▶ Computer Software |
| Office Supplies (Direct) | <ul style="list-style-type: none">▶ General Office Products & Consumable Supplies▶ Equipment Supplies (i.e., computer, copier, etc.)▶ Program Publications & Periodicals▶ Program Subscriptions/Books▶ Mailings / Postage▶ Duplicating |
| Equipment Purchase (Direct) | <ul style="list-style-type: none">▶ Computer / Printer▶ Copy/Fax Machine▶ Photographic▶ Furniture▶ Audio▶ Telephone/Answering Machine |
| Equipment Rental (Direct) | <ul style="list-style-type: none">▶ Audio /Visual▶ Furniture▶ DJ Equipment |
| Contractual | <ul style="list-style-type: none">▶ Subcontracted Services |
| Transportation (Direct) | <ul style="list-style-type: none">▶ Contracted Busses and Leases |
| Administrative Cost (Indirect) | <ul style="list-style-type: none">▶ A percentage of Provider's indirect Administrative Staff Cost▶ Bookkeeper / Accountant fees for preparing and maintaining Program records, budget, cost reports,▶ Consumable Agency Supplies used for Safe Place functions▶ Program Audit and insurance fees▶ Criminal Background Checks for Program Staff▶ Employee Drug Screening & Health Screening |

NOTE:

All cost reimbursement requests must be directly related to services provided to and/or for the authorized participants of the Safe Place Program.

(ATTACHMENT 2) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS APPENDIX B

ADMINISTRATIVE COSTS:

In-direct costs that are incurred by the Provider in operating and administrating the Safe Place program and are not with direct program services. These costs can be, but aren't limited to, administrative expenses, i.e., bookkeeping, accounting, insurance, criminal background checks, auditing or a percentage of staff's salary/wages for supervision of Safe Place programs. These costs must be identified and submitted to MPS as part of the Safe Place Program Budget, Attachment B. The maximum amount for administrative cost for Wisconsin Shares funds is 10% of the submitted cost report.

CONTRACTUAL SERVICES:

Costs associated with the purchase of professional services or advice, under a contract by a firm or individual not employed by the Provider. This service or advice shall be required for the successful operation of a Safe Place program and can include expenses for hiring consultants or program subcontractors. (Note: Provider has the sole responsibility for ensuring that proper contract/procurement procedures are used in securing contracts and that all relevant legislation pertaining to non-discrimination and "fairness" is followed.) Provider shall also be responsible for submitting copies of all subcontracts and professional service agreements that cost reimbursements will be requested for prior to, or along with the Monthly Cost Report which requests such reimbursement.

EQUIPMENT PURCHASE:

Equipment purchases made with Safe Place funds should be related to the objectives of the Safe Place program. Costs associated with the purchase of tangible personal property that have a unit acquisition cost equal to or over three dollars (\$300) and a useful life of one year or longer. Equipment purchases must be pre-approved by MPS and shall be purchased for the Provider's program usage only. All equipment remains the sole property of MPS and shall be identified by an inventory number that is tagged on any equipment purchased with Safe Place funds and is made a part of the Provider's end of the year report to MPS.

EQUIPMENT RENTAL:

Costs associated with the rental of tangible personal property having a unit acquisition cost equal to or over three hundred dollars (\$300). Equipment must be rented for the sole purpose or usage by the Provider in carrying out the goals and objectives of the Safe Place program.

FRINGE BENEFITS:

Benefits that employers provide in an employee's compensation package. They can include, but are not limited to, costs of leave, insurance, social security contribution, Medicare contribution, pensions, unemployment benefits plans, retirement, etc.

GENERAL SERVICES:

Identified and documented costs paid for services provided to and/or for Safe Place participants in the fulfillment of the Safe Place program goals and objectives. These costs can be event/activity admission fees, "nutritious" snacks & meals, program advertising,

OFFICE SUPPLIES:

Identified and documented costs associated with the purchase of basic office accessories, publications, subscriptions and supplies, including paper materials and supplies used for copiers / computers. Printing and postage expenses are also included in this category.

PERSONNEL:

Compensation (salary or wages) provided to program employees for services rendered in the operation of the Safe Place Program. Documentation submitted, shall include information on employee's pay rate, hours, pay period, check number and authorized deductions.

PROGRAM FEES/REVENUE GENERATING ACTIVITIES:

- The Provider shall maintain adequate source records relating to program fees and revenue generating activities (i.e., registration, weekly fees, and field trips) and include documentation of all funds collected in the Safe Place Monthly Cost Report. All revenue generated must be reported on the Safe Place Cost Report on a monthly basis.

(ATTACHMENT 2) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS

APPENDIX B

- All funds generated through the collection of W2 child care subsidies, shall be monitored by MPS. MPS will provide a monthly statement to Provider reflecting funds collected and money accrued.

PROGRAM SUPPLIES:

Costs associated with the purchases of tangible goods and other expenses necessary for carrying out the Safe Place program operation. They include supplies having a purchase price less than three hundred fifty dollars (\$300). Examples of these expenses include, but are not limited to: program materials, instructional materials, staff / participant apparel and *computer software*.

TRANSPORTATION:

Costs associated with contracted or leased transportation expenses (i.e., busses, vans, etc. Copies of vendor invoices and/or billings must be submitted to MPS. They shall include information on the purpose or trip identification, number of participants, dates and vendor name).

UNALLOWABLE COST ITEMS:

Any cost unrelated to the Safe Place program goals and objectives as determined by the MPS Division of Recreation and Community Services.

- Purchases or salaries not within the scope of the Safe Place program
- Alcoholic beverages
- Late charges or fees; Credit Card fees
- Contributions, donations or tips
- Provider's non-Safe Place related promotional items (such as t-shirts, pens, stickers, posters, etc.)
- Taxes (exception: Federal Taxes)
- Gas
- Unpaid personal credit card purchases that do not have the original receipt. Note: Safe Places are not allowed to use the district or individual school names in association with credit card purchases. Additionally, personal credit cards should only be used for minor purchases in the event that the normal purchasing process through the Provider is not available for the items needed. Such purchases must be reasonable, ordinary, and necessary for the operation of the Safe Place.
- Door prizes and incentive items for staff and participants.
- Agency signage to be placed within or outside of school facilities.
- DVDs
- Video game systems, accessories, and games
- Pool Tables, Foosball Tables, and Air Hockey Tables
- Program and equipment purchases not directly aligned to educational, health and wellness programming.



Caring for Your Building – Faculty and Staff

Routine Classroom Cleaning

The following are expectations for faculty and staff to keep their classrooms and common areas clean .

Classroom Setup

- ▣ Keep bookcases neatly organized
- ▣ Do not pack bookcases or storage cabinets beyond their capacity
- ▣ Do not double stack bookcases or filing cabinets
- ▣ Materials should not be stored on top of cabinets
- ▣ Electrical cords and ethernet cables are not to trail across the floor or be tucked under carpets
- ▣ Do not hang items on light fixtures or ceilings
- ▣ Tape should not be put on walls, doors, floors, or glass (exception: blue painter's tape)
- ▣ Keep items off heat sources such as univents and radiators
- ▣ Ensure that classroom vents are not blocked

Throughout the Day

- ▣ Keep food and drinks away from carpeted areas
- ▣ Any spills must be cleaned up immediately
- ▣ Food should be stored in proper containers to prevent ant and rodent infestation
- ▣ Children's personal belongings should be placed neatly in assigned locations (not on floor)
- ▣ Pick up trash from the floor

End of Day

- ▣ All paint, glue, or other craft supplies must be cleaned up; do not leave paint brushes and cups in the sink
- ▣ Remove general clutter from floor and properly store
- ▣ Return all toys, materials, books, and equipment to assigned areas/shelves
- ▣ Place chairs on top of desks at the end of the school day



Caring for Your Building – Students

General Expectations

- ▮ Take care of your environment
- ▮ Take care of your belongings
- ▮ Return items to appropriate places

Hallway Behavior

- ▮ Don't litter; put trash in the garbage can
- ▮ Pick up paper from the floor
- ▮ Keep lockers neat and orderly
- ▮ Keep track of personal belongings
- ▮ Keep work area organized

Classroom Expectations

- ▮ Students must arrive on time
- ▮ Take care of classroom materials; use materials gently and appropriately
- ▮ Return items to appropriate places
- ▮ Take care of belongings
- ▮ Keep the area around your desk free of debris
- ▮ The teacher is in charge of the classroom at all times – any adjustments to the physical arrangements such as opening windows, adjusting window shades, changing thermostats, etc., may be made only under the teacher's direction
- ▮ Students must deposit all waste materials in proper containers, school is your home away from home – treat it as such
- ▮ No food, beverages, or gum are allowed at any time other than a school-sponsored event
- ▮ Writing on desks, damaging equipment, etc., is vandalism and is unacceptable
- ▮ Place your chair on top of your desk at the end of the school day

Bathroom Behavior

- ▮ Keep facilities clean
- ▮ Flush toilet after using
- ▮ Toilet paper is put into the toilet only
- ▮ Push soap and pull towel dispenser gently
- ▮ The bathroom is not a play area

Cafeteria Behavior

- ▮ Keep all food in the cafeteria
- ▮ Students must clean their area before they leave the cafeteria
- ▮ Clean up table and floor areas
- ▮ Students must be seated unless purchasing food/beverages, returning trays, discarding garbage, or they are with staff
- ▮ Sitting on cafeteria tables is unacceptable; tables are not designed to withstand the stress
- ▮ Throwing food is not permitted under any circumstances; students caught throwing food will be disciplined

Bus Behavior

- ▮ Put trash in the garbage can
- ▮ Keep track of personal belongings



Bell Schedule
 2023-2024

APPENDIX D

| School Name | Start Time | Dismissal |
|--------------------------------------|--|--|
| Academy of Accelerated Learning | 7:25 a.m. | 2:10 p.m. |
| ALBA | 7:20 a.m. | 2:20 p.m. |
| Alcott | 7:25 a.m. | 2:25 p.m. |
| Allen-Field | 9:15 a.m. | 4:00 p.m. |
| Alliance | 8:00 a.m. | 3:25 p.m. |
| Assata | 9:00 a.m. | 2:41 p.m. |
| Audubon Middle | 8:00 a.m. | 3:25 p.m. |
| Audubon High | 8:00 a.m. | 3:25 p.m. |
| Auer Avenue | 7:25 a.m. | 2:10 p.m. |
| Banner Prep | 7:55 a.m. (M, T, Th, F) 7:55 a.m. (W) | 3:05 p.m. (M, T, Th, F) 1:05 p.m. (W) |
| Barbee Montessori | 9:15 a.m. | 4:00 p.m. |
| Barton | 7:25 a.m. | 2:10 p.m. |
| Bay View HS | 8:00 a.m. | 3:25 p.m. |
| Bay View Montessori – Dover (1-8) | 9:10 a.m. | 4:10 p.m. |
| Bay View Montessori – Howard (K3-K5) | 9:00 a.m. | 4:00 p.m. |
| Bethune Academy | 7:25 a.m. | 2:25 p.m. |
| Bradley Technical & Trade | 8:00 a.m. | 3:25 p.m. |
| Brown Street | 7:25 a.m. | 2:10 p.m. |
| Browning | 7:25 a.m. | 2:10 p.m. |
| Bruce | 7:25 a.m. | 2:10 p.m. |
| Bryant | 7:25 a.m. | 2:10 p.m. |
| Burbank | 9:10 a.m. | 4:10 p.m. |
| Burdick | 7:25 a.m. | 2:25 p.m. |
| Carmen Northwest | 8:00 a.m. (M, T, W, Th) 8:00 a.m. (F) | 3:36 p.m. (M, T, W, Th) 2:30 p.m. (F) |
| Carmen South | 8:00 a.m. (M, T, W, Th) 8:00 a.m. (F) | 3:36 p.m. (M, T, W, Th) 2:30 p.m. (F) |
| Carmen Southeast | 8:00 a.m. (M, T, W, Th) 8:00 a.m. (F) | 3:30 p.m. (M, T, W, Th) 2:23 p.m. (F) |
| Carson Academy | 9:10 a.m. | 4:10 p.m. |
| Carver Academy | 9:10 a.m. | 4:10 p.m. |
| Cass Street | 7:25 a.m. | 2:25 p.m. |
| Clarke Street | 7:25 a.m. | 2:25 p.m. |
| Clemens | 7:25 a.m. | 2:10 p.m. |
| Clement Avenue | 7:25 a.m. | 2:25 p.m. |
| Congress | 7:25 a.m. | 2:25 p.m. |
| Cooper | 7:25 a.m. | 2:25 p.m. |
| Craig Montessori | 9:10 a.m. | 4:10 p.m. |
| Curtin | 7:25 a.m. | 2:25 p.m. |
| Doerfler | 7:25 a.m. | 2:25 p.m. |
| Douglas (Andrew S.) | 9:05 a.m. | 4:15 p.m. |
| Eighty-first Street | 7:25 a.m. | 2:10 p.m. |
| Elm Creative Arts | 9:15 a.m. | 4:00 p.m. |



Bell Schedule
2023-2024

| | | |
|------------------------|---|---|
| Emerson | 7:25 a.m. | 2:10 p.m. |
| Engleburg | 7:25 a.m. | 2:10 p.m. |
| Fairview | 7:25 a.m. | 2:25 p.m. |
| Fernwood Montessori | 7:25 a.m. | 2:25 p.m. |
| Fifty-Third Street | 7:25 a.m. | 2:25 p.m. |
| Forest Home Avenue | 7:25 a.m. | 2:10 p.m. |
| Franklin | 7:25 a.m. | 2:25 p.m. |
| Fratney Street | 9:15 a.m. | 4:00 p.m. |
| Gaenslen | 7:25 a.m. | 2:25 pm. |
| Garland | 7:25 a.m. | 2:25 p.m. |
| Goodrich | 7:25 a.m. | 2:10 p.m. |
| Grandview | 8:00 a.m. (M, T, W, Th) 8:00 a.m. (F) | 2:00 p.m. (M, T, W, Th) 1:00 p.m. (F) |
| Grant | 7:25 a.m. | 2:25 p.m. |
| Grantosa | 9:10 a.m. | 4:10 p.m. |
| Grant Gordon | 7:25 a.m. | 2:10 p.m. |
| Greenfield Bilingual | 7:25 a.m. | 2:25 p.m.. |
| Green Tree Preparatory | 8:20 a.m. (M,T,W,FR) 8:20 a.m. (TH) | 3:20 p.m. (M,T,W,FR) 12:20 p.m. (TH) |
| Groppi | 8:00 a.m. | 3:25 p.m. |
| Hamilton | 8:00 a.m. | 3:25 p.m. |
| Hampton | 7:25 a.m. | 2:10 p.m. |
| HAPA Denver Campus | 7:15 a.m. | 2:05 p.m. |
| HAPA Main Campus | 7:00 a.m. | 2:20 p.m. |
| Hartford University | 9:10 a.m. | 4:10 p.m. |
| Hawley Environmental | 9:15 a.m. | 4:00 p.m. |
| Hawthorne | 7:25 a.m. | 2:10 p.m. |
| Hayes Bilingual | 9:10 a.m. | 4:10 p.m. |
| Highland Community | 8:30 a.m. (K3-6) 8:10 a.m. (adolescent) | 3:30 p.m. (K3-6) 3:30 p.m. (adolescent) |
| Hi-Mount Community | 7:25 a.m. | 2:25 p.m. |
| Holmes | 7:25 a.m. | 2:25 p.m. |
| Honey Creek | 7:25a.m. | 2:10 p.m. |
| Hopkins Lloyd | 7:25 a.m. | 2:10 p.m. |
| Humboldt Park | 9:10 a.m. | 4:10 p.m. |
| I.D.E.A.L. | 9:10 a.m. | 4:10 p.m. |
| Jackson EC | 7:25 a.m. | 2:10 p.m. |
| Kagel | 7:25 a.m. | 2:25 p.m. |
| Keefe Avenue | 7:25 a.m. | 2:10 p.m. |
| Kilbourn | 7:25 a.m. | 2:10 p.m. |
| King – High School | 8:00 a.m. | 3:25 p.m. |
| King – Middle Years | 9:05 a.m. | 4:15 p.m. |
| King K-8 | 7:25 a.m. | 2:25 p.m. |
| Kluge Creative Arts | 7:25 a.m. | 2:10 p.m. |
| LaCausa Charter | 7:25 a.m. | 2:25 p.m. |



Bell Schedule 2023-2024

| | | |
|---|---|-------------------------------------|
| Lad Lake Synergy | 7:45 a.m. | 2:50 p.m. |
| LaFollette | 9:10 a.m. | 4:10 p.m. |
| Lancaster | 7:25 a.m. | 2:25 p.m. |
| Lincoln Avenue | 7:25 a.m. | 2:10 p.m. |
| Lincoln Center of the Arts | 9:05 a.m. | 4:15 p.m. |
| Longfellow | 7:25 a.m. | 2:25 p.m.. |
| Lowell | 7:25 a.m. | 2:10 p.m. |
| MacDowell Montessori (K-6) | 8:00 a.m. | 3:00 p.m. |
| MacDowell Montessori High School (7-12) | 8:00 a.m. | 3:25 p.m. |
| Madison Academic Campus | 8:00 a.m. | 3:25 p.m. |
| Manitoba | 9:10 a.m. | 4:10 p.m. |
| Maple Tree | 7:25 a.m. | 2:10 p.m. |
| Marshall HS | 8:00 a.m. | 3:25 p.m. |
| Maryland Avenue Montessori | 7:25 a.m. | 2:25 p.m. |
| Marvin E. Pratt | 7:25 a.m. | 2:10 p.m. |
| Meir (Golda) (3-8) | 8:00 a.m. | 3:00 p.m. |
| Meir (Golda) (6-12) | 8:00 a.m. | 3:25 p.m. |
| Metcalf | 7:25 a.m. | 2:25 p.m. |
| Milwaukee Academy of Chinese Language | 9:10 a.m. | 4:10 p.m. |
| Milwaukee College Prep - 38 th Street Campus | 8:00 a.m. | 3:10 p.m. |
| Milwaukee College Prep – 36 th Street Campus | 8:00 a.m. | 3:10 p.m. |
| Milwaukee College Prep – Lola Rowe Campus | 8:00 a.m. | 3:10 p.m. |
| Milwaukee College Prep – Lloyd Street Campus | 8:00 a.m. | 3:10 p.m. |
| Milwaukee Environmental Sciences | 7:25 a.m. | 2:25 p.m.. |
| Milwaukee Excellence HS | 8:00 a.m. | 3:25 p.m. |
| Milwaukee Excellence MS | 8:00 a.m. | 3:25 p.m. |
| Milwaukee French Immersion | 9:15 a.m. | 4:00 p.m. |
| Milwaukee German Immersion | 9:15 a.m. | 4:00 p.m. |
| Milwaukee High School of the Arts | 8:00 a.m. | 3:25 p.m. |
| Milwaukee Parkside School for the Arts | 9:10 a.m. | 4:10 p.m. |
| Milwaukee School of Languages | 8:00 a.m. | 3:25 p.m. |
| Milwaukee Sign Language | 9:10 a.m. | 4:10 p.m. |
| Milwaukee Spanish Immersion Lower - 88 th Street | 9:20 a.m. | 4:05 p.m. |
| Milwaukee Spanish Immersion Upper - 55 th Street | 9:05 a.m. | 3:50 p.m. |
| Mitchell | 7:25 a.m. | 2:25 p.m. |
| Morgandale | 9:10 a.m. | 4:10 p.m. |
| Morse Middle School Gifted & Talented | 9:05 a.m. | 4:15 p.m. |
| Neeskara | 7:25 a.m. | 2:10 p.m. |
| Next Door | 8:00 a.m. | 3:00 p.m. |
| Ninety-fifth Street | 7:25 a.m. | 2:10 p.m. |
| North Division | 8:00 a.m. | 3:25 p.m. |
| NOVA | 9:00 a.m.(M, T, Th, F) 9:00 a.m. (W) | 3:50 p.m. (M, T, Th, F) 1:29 (W) |



Bell Schedule
2023-2024

| | | |
|--|-----------------------------------|-----------------------------------|
| Obama | 8:00 a.m. | 3:10 p.m. |
| Obama School of Career and Technology Education (9-12) | 8:00 a.m. | 3:25 p.m. |
| Parkview | 7:25 a.m. | 2:10 p.m. |
| Project Stay | 8:00 a.m. | 3:25 p.m. |
| Pulaski | 8:00 a.m. | 3:25 p.m. |
| Reagan | 8:00 a.m. | 3:25 p.m. |
| Riley | 7:25 a.m. | 2:10 p.m. |
| River Trail | 9:10 a.m. | 4:10 p.m. |
| Riverside | 8:00 a.m. | 3:25 p.m. |
| Riverwest | 7:25 a.m. | 2:10 p.m. |
| Rogers Street | 7:25 a.m. | 2:25 p.m. |
| Roosevelt | 9:05 a.m. | 4:15 p.m. |
| Shalom | 9:00 a.m. | 4:00 p.m. |
| Sherman | 7:25 a.m. | 2:25 p.m. |
| Siefert | 7:25 a.m. | 2:10 p.m. |
| South Division | 8:00 a.m. | 3:25 p.m. |
| South Division Accelerated | 8:40 a.m. (AM) 12:10 p.m. (PM) | 11:40 a.m. (AM) 3:10 p.m. (PM) |
| Southeastern Youth & Family | 7:40 a.m. | 2:45 p.m. |
| Starms Discovery Learning | 9:10 a.m. | 4:10 p.m. |
| Starms Early Childhood | 9:15 a.m. | 4:00 p.m. |
| Story | 7:25 a.m. | 2:25 p.m. |
| Stuart | 7:25 a.m. | 2:10 p.m. |
| Thoreau | 7:25 a.m. | 2:25 p.m. |
| Thurston Woods | 7:25 a.m. | 2:25 p.m. |
| Townsend | 7:25 a.m. | 2:25 p.m. |
| Transition | 8:00 a.m. | 3:25 p.m. |
| Trowbridge | 7:25 a.m. | 2:25 p.m. |
| Victory and Italian Immersion | 9:10 a.m. | 4:10 p.m. |
| Vieau | 9:10 a.m. | 4:10 p.m. |
| Vincent | 8:00 a.m. | 3:25 p.m. |
| Vincent Accelerated | 8:40 a.m. (AM) 12:10 p.m. (PM) | 11:40 a.m. (AM) 3:10 p.m. (PM) |
| Wedgewood Park | 9:05 a.m. | 4:15 p.m. |
| Westside Academy | 7:25 a.m. | 2:10 p.m. |
| Whitman | 7:25 a.m. | 2:25 p.m. |
| Whittier | 7:35 a.m. | 2:20 p.m. |
| Washington HS of Information Technology | 8:00 a.m. | 3:25 p.m. |
| Wisc. Conservatory of Lifelong Learning (K-12) | 8:00 a.m. | 3:25 p.m. |
| Zablocki | 7:25 a.m. | 2:10 p.m. |