



# Wisconsin eSchool Network 2009-10 Membership Agreement

Wisconsin eSchool Network is a non-profit organization that exists solely as a vehicle for sharing online resources while maintaining maximum autonomy for each entity. These resources include: sharing high quality online course content (including supplementary/supporting resources), a course management system, the Virtual School Administrator (VSA) (to be replaced by BocaVox Maestro for fall 2009), and the expansion of quality online opportunities for students and staff from districts choosing to participate in the Network.

As a member of the Wisconsin eSchool Network the following resources will be provided:

- Access to a performance management system currently the Virtual School Administrator (to be replaced by BocaVox Maestro for fall 2009)
- Access to a course management system currently Ucompass Educator
- Access to 30 enrollments per semester in high quality online course content
- Access to the Wisconsin eSchool Network website
- Non-voting representation on the Network Advisory Board
- Sample documents such as Policies and Procedures, Student Contracts etc.
- A student orientation mini-course

Additional fee-based support resources available include:

- Consulting and mentoring services from experienced staff to support start-ups
- Training and support for the **district liaison**
- Training, support and a mentor for local **online content teachers**
- Training for **online mentors/coaches**

Wisconsin eSchool Network Members are required to provide:

- An annual payment of \$6,500 to cover administrative, operational and resource costs
- One **online content teacher** for the contract year
- An identified primary contact person who will serve as the **district liaison**

Note: More specific details regarding the above are found on pages 2-4.

The Appleton Area School District (AASD) is the fiscal agent for the Wisconsin eSchool Network. Accounting and bookkeeping are provided by AASD. Financial reports are prepared by the Network Co-Directors and shared with the Advisory Board based on information from the auditors.

\_\_\_\_\_  
Member School

\_\_\_\_\_  
Member District Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mentor District

\_\_\_\_\_  
Mentor District Administrator

\_\_\_\_\_  
Date

### **Operating Costs:**

All administrative and operational expenses are included in the annual payment of \$6500.

### **Online Content Teacher:**

- Online content teachers must be certified in the content area for the course provided.
- Online content teachers must be in compliance with the Virtual School Legislation published in April 2008 requiring 30 hours of professional development prior to teaching online. (See the professional Development section on page 4 of this document for options.)
- A teacher mentor will be assigned for at least the first full semester that a new online content teacher is facilitating an online course.
- Qualified mentors include but are not be limited to:
  - a. A current experienced local online content teacher,
  - b. An experienced online content teacher from a Partner district,
  - c. Someone contracted from Florida Virtual School.
- Mentor costs are the responsibility of the new online content teacher's district.
- The district providing the online content teacher will be responsible for the performance appraisal of the online content teacher. As Partners and Members bring on their own staff, best practices will be shared with those organizations. They will be encouraged to have local stakeholders enroll in "Investigating the World of K-12 Online Learning" (See Professional Development on page 4.).
- Any concerns regarding online content teacher performance should be directed to the administrator for the online content teacher's district. The Co-Directors will maintain a record of the appropriate administrative contacts for each district.
- Districts are encouraged to consider the iNACOL National Standards for Quality Online Teaching when training and evaluating online content teachers

### **Virtual School Administrator (VSA)/(Changes to Maestro for fall 2009):**

A performance and student information system designed specifically for the functions of online/virtual schools is provided. It is used by administrators, teachers, counselors, students and parents. It provides online course registrations, course enrollment approvals, enrolling students in specific courses, progress reports, data collection, monitoring of district enrollments, course completions etc. Designated individuals from the Member district approve online course requests and through a District Liaison Account have ongoing access to the progress and completion information for all students from their district. The annual cost for this system is included in the annual fee.

As customizations are being built into Maestro, roles are being defined to ensure that all parties have an appropriate level of access to information regarding data for their district and their students.

- a. Network Director
- b. District Liaison
- c. Registrar
- d. Online Mentor/Coach
- e. Online Content Teacher
- f. Parent/Guardian
- g. Student

### **Ucompass Educator Course Management System:**

A course management system provides the web based tools to display course content and assess online lessons as well as the communication tools to support interaction within the online course. The cost of the Course Management System is included in the annual fee.

### **Online Course Content:**

Most of the courses currently available through the Network were purchased with Investment funds from Network Partners. A portion of the annual fees from Members will be used to purchase additional courses and upgrade existing courses as new versions become available.

A few courses were developed locally by Appleton staff and Kiel has licensed some FLVS middle school courses that may have available enrollments. For information on possible access to these and to VHS, Inc courses check with your mentor district.

- Members have access to up to 30 enrollments per semester in any of the Network courses posted on the website.
- For counting purposes all students who become active in a content course will be counted as an enrollment.
- Enrollments in a Student Orientation mini-course will not count as using a Member enrollment.
- Students enrolled during the contract period, who continue to be active in their course but have not completed the course by the end of the contract period, will be provided a reasonable amount of time to complete the course.
- Unused enrollments will be forfeited at the end of the contract period.

### **Network Website:**

The website provides a list of student courses (subject to availability). Professional development opportunities and Best Practices are also posted on the website. [www.wisconsineschool.net](http://www.wisconsineschool.net)

### **Network Advisory Board:**

1. The Advisory Board consists of representatives of all Partner and Member districts.
  - a. Connie Radtke and Sue Steiner serve as the Co-Directors of the Network for the 2009-2010 school year. They do not have voting rights in official decisions of the Advisory Board.
  - b. The Advisory Board includes representatives from each Partner (voting) and Member (non-voting) district.
  - c. **Partner** organizations, who provide investment funds and operating costs, are voting members. Each Partner district has one vote.
  - d. **Member** organizations, which pay annual fees instead of providing investment dollars and operating fees, are invited to participate in the Advisory Board meetings to provide input but they do not have a vote.
  - e. Decisions of the Advisory Board require 75% consensus. Decisions cannot be made unless there is a quorum of Partners in attendance. The quorum will be defined as half of the Partners plus one.
2. The duties of the Advisory Board include but are not limited to:
  - a. Prioritizing the order of courses to be ramped up to statewide levels.
  - b. Reviewing opportunities to update courses when a "refresh" (major revision) for an individual course becomes available.
  - c. Establishing a process for evaluating and selecting additional courses to be purchased and/or developed locally.
  - d. Leveraging buying power for supplementary and additional resources that would be mutually beneficial to the Network.
  - e. Setting standards/expectations for preparing students to be successful online learners.
  - f. Setting standards/expectations for training and qualifications for online content teachers.
  - g. Setting standards/expectations for district liaison and/or online mentor/coach.
  - h. Facilitate staff/section planning for Network course sections.
  - i. Long range visioning and capacity building.
3. The Advisory Board will meet at least quarterly each year. It may meet more often initially as the Network evolves. Meetings may be held using a web conferencing tool, conference call or face-to-face meeting.

### **Sample Operating Documents:**

Examples of student contracts, policy and procedure documents, online content teacher evaluations etc. are available from mentor districts upon request.

### **Student, Parent/Guardian and Online Mentor/Coach Orientation:**

- Preparing students, their parent/guardian and the online mentor/coach for learning in the online environment is critical to their success.
- It is the responsibility of the school district enrolling the student to assure that students (and their parent/guardian) are appropriately prepared for the enrollment in an online content course. The Network will explore minimum standards and expectations for preparing students to be successful online learners. (example: Virtual Driver's License)
- The online content teacher for each specific content course will provide details about their individual course either in a "First Day of Class" live session, an Elluminate web conference or a "Welcome Call". Online content teachers are expected to maintain updated copies of their syllabus/course expectations within each course.

### **Consulting and Mentoring Services:**

Interested districts can purchase consulting and mentoring services to meet their needs. The Network will keep a referral list of qualified persons that may be interested and available to provide these services.

### **Professional Development Opportunities:**

An array of professional development opportunities will be offered through the Network. The specifics of these opportunities will be posted on the Network website as they become available.

- *Online Facilitation: Taming the World of Online Learning (OFTWOL)* This online course was developed as a joint project by Madison and Appleton for the Network and their local use. It is intended as an introduction to online teaching and learning for teachers and administrators. Graduate credit is available through Cardinal Stritch University.
- *Investigating the World of K-12 Online Learning* – This course is designed as an introduction to online teaching and learning. Its' intended audience is administrators, school/governance board members, and teachers interested in but not necessarily planning to teach online.
- *Topic Driven Workshops, conference call Networking sessions, etc* – A variety of learning and sharing opportunities are planned to support various individuals in the Network.
- Districts are encouraged to consider the iNACOL National Standards for Quality Online Teaching when training and evaluating online content teachers.
- Virtual legislation requirement - Beginning July 1, 2010, no person may teach an online course in a public school, including a charter school, unless he or she has completed at least 30 hours of professional development designed to prepare a teacher for online teaching.

### **Questions or Concerns?:**

Contact the mentor district that worked with you on this contract or one of the Network Co-Directors.

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Sue Steiner [ssteiner@kiel.k12.wi.us](mailto:ssteiner@kiel.k12.wi.us)

**Note:** A more detailed Memorandum of Understanding is signed by Network Partners. An Addendum also exists that includes Network protocols that reflect current practices and a process for change. Copies will be provided to Network Members.