



### Transmission Cover Sheet

#### School Information

School Name:	Next Door Foundation	Fiscal Year:	2024-2025
Site Number:	493	Date:	
Prepared By:	Subernia Mclemore	Title:	Senior Grant Accountant and Analyst
Phone Number:	414.999.2588	Email:	<a href="mailto:smclemore@nextdoormke.org">smclemore@nextdoormke.org</a>
School Leader:	Heather Mehring Grams	Financial Officer:	Jeffery Grant
Phone Number:	414.999.2513	Phone Number:	414.999.2565

#### Transmittal Type (Check One):

Original Budget	<input checked="" type="checkbox"/>	Budget Revision(s)	<input type="checkbox"/>
Semi-Annual Expenditures	<input type="checkbox"/>	Prior Year Carryover	<input type="checkbox"/>
Annual Expenditures	<input type="checkbox"/>	Other	<input type="checkbox"/>

Indicate the reason for the submission of the attached document(s) (including any carryover amounts) and a summary of how the funds will be expended or a brief explanation of budget revisions. Additional Information (schedules, explanations, etc.) for this submission should also be emailed to Tangela Anderson at [anderst6@milwaukee.k12.wi.us](mailto:anderst6@milwaukee.k12.wi.us) and cc Bridget Schock at [schockbx@milwaukee.k12.wi.us](mailto:schockbx@milwaukee.k12.wi.us).

#### For MPS Office of Finance Use Only

Received By:	Date:
Approved By:	Date:
Notes:	

### Optional Services Calculation Spreadsheet

School Information			
<b>School Name:</b>	Next Door Foundation	<b>Fiscal Year:</b>	2024-2025
<b>Site Number:</b>	493	<b>Date:</b>	1/0/1900
<b>Prepared By:</b>	Subernia Mclemore	<b>Title:</b>	Senior Grant Accountant and Analyst
<b>Phone Number:</b>	414.999.2588	<b>Email:</b>	smclemore@nextdoormke.org
<b>School Leader:</b>	Heather Mehring Grams	<b>Financial Officer:</b>	Jeffery Grant
<b>Phone Number:</b>	414.999.2513	<b>Phone Number:</b>	414.999.2565

**Instructions:**

Use this form to calculate the MPS Optional Services totals, which will be used in the FY25 Non-Instrumentality Charter School Budget form. A portion of the total amount of the instructional services section is deducted from each of the four contract payments: 40% from the first payment, 20% from the second payment, 30% from the third payment, and 10% from the forth payment. At the end of the fiscal year, MPS will summarize your school's actual usage and contract payment deductions and will issue an invoice to your school for excess expenditures. **If your school did not incur expenditures equal to your requested MPS Optional Services amount, you must submit a refund request to MPS Contracted Schools, Tangel Anderson at [anderst6@milwaukee.k12.wi.us](mailto:anderst6@milwaukee.k12.wi.us) and cc Bridget Schock at [schockbx@milwaukee.k12.wi.us](mailto:schockbx@milwaukee.k12.wi.us). The due date to request instructional optional services is **Tuesday, March 13, 2024**.**

Instructional Optional Services - Special Education					
Position	No. of Hours	Position FTEs	FTE Billing Increments	FY25 MPS Annual Rate	FY25 Amount
Occupational Therapist		0.00	0.05	\$ 5,244	\$ -
Physical Therapist		0.00	0.05	\$ 5,591	\$ -
Psychologist		0.00	0.10	\$ 12,261	\$ -
Special Education Supervisor		0.00	0.10	\$ 11,911	\$ -
Speech Pathologist		0.00	0.10	\$ 10,216	\$ -
Social Worker		0.00	0.10	\$ 11,731	\$ -
Special Education Teacher		0.00	0.10	\$ 10,216	\$ -
Social Worker Assistant		0.00	0.10	\$ 4,294	\$ -
School Registered Nurse		0.00	0.50	\$ 54,242	\$ -
School Nurse Associate		0.00	0.38	\$ 25,878	\$ -
<b>Total Instructional Optional Services - Special Education</b>					<b>\$ -</b>

NOTE: Non-Instructional Optional Services can be purchased at any time during the school year using an "Optional Services Request Form." Schools are encouraged to make optional services requests as soon as possible to ensure that services are available. Please reference the Optional Services Guide for offerings and prices.

Non-Instructional Optional Services - Other Services			
Service Provider	Type of Service	FY25 Annual Rate	FY25 Amount
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
<b>Total Non-Instructional Optional Services - Other Services</b>			<b>\$ -</b>

Non-Instructional Optional Services - Special Education Transportation			
Service Provider	Type of Service	FY25 Annual Rate	FY25 Amount
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
<b>Total Non-Instructional Optional Services - Special Education Transportation</b>			<b>\$ -</b>



Items highlighted in yellow are calculated by a formula	FTE's - Original Budget	96.00	<<< sometimes not the same as the contracted FTE's
	WI Estimated FTE Allocation	11,729.00	
	Other Allocated Funds Per FTE		
	FTE's x Alloc \$'s =	1,125,984	<<< Col D Total
	Special Education - Reimbursable @ 20%	38,958	<<< Col G Total (will be calculated once Col B is completed)
	Total Funding From MPS	1,164,942	<<< Col I Total

**FY25 NON-INSTRUMENTALITY CHARTER SCHOOL**  
**Appendix G** - Revised Budget & Semi-annual Report Form - 7/1/24 thru 6/30/25

[illegible]



## Appendix F - Original Budget Form - 7/1/24 thru 6/30/25

<div> <div>Items highlighted in yellow are calculated by a formula</div> </div>	School Name	Next Door Foundation	Date Submitted	1/0/1900
	Contact Person	Subernnia Mclmore	E-mail Address	smclemore@nextdoormke.org
	Phone Number	414.999.2588		
	FTE's - Original Budget	96.00	<<< sometimes not the same as the contracted FTE's	
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[illegible]

## Appendix G - Revised Budget & Semi-annual Report Form - 7/1/24 thru 6/30/25

FTE's - Average or Revised		
WI FTE Allocation	11,729.00	
Other Allocated Funds Per FTE		
FTE's x Alloc \$'s =	0	<<< Col D + Col Q Totals
Approved FY24 Carryover	0	<<< Col O Total
Other Revisions	0	<<< Col S Total
Special Education - Reimbursable @ 20%	38,958	<<< Col G + Col T Total
Total Funding From MPS	38,958	<<< Col V Total

[illegible]



FY25 NON-INSTRUMENTALITY CHARTER SCHOOL BUDGET  
Appendix F - Original Budget Form - 7/1/24 thru 6/30/25

School Name	Next Door Foundation		Date Submitted	1/0/1900
Contact Person	Subernia Mclemore		E-mail Address	smclemore@nextdoormke.org
Phone Number	414.999.2588			

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A	B	C	D	E	G	I	K	M
Description	MPS FY25 Eligible Spec Ed	MPS + Other Sources	MPS FY25 Contract Funding	%	FY25 Reimbursable - state defined - Spec Ed costs	MPS FY25 Total Original Budget (D+G)	Other Sources FY25 Budget	Total MPS & Other Sources FY24 Budget (I+K)
	s's from Spec Ed Claim Form & MPS Opt'l Serv Form	FTE Bud/ Rev Bud Positions	Include IDEA if opt out of MPS Opt Serv		automatically calculates @ 20%			

FY25 NON-INSTRUMENTALITY CHARTER SCHOOL  
Appendix G - Revised Budget & Semi-annual Report Form - 7/1/24 thru 6/30/25

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O	Q	S	T	V	X	Z
MPS Approved Carryover from FY24	MPS FY25 Allocation Per Pupil or FTE Count Changes	MPS FY25 Other Revisions	FY25 Reimbursable - state defined - Spec Ed costs @ 20%	MPS FY25 Revised Budget (I+O+Q+S+T)	MPS FY25 Actual Expenses 7/1/23 - 12/31/23	MPS FY25 Available Balance (V- X)



## Appendix F - Original Budget Form - 7/1/24 thru 6/30/25

[illegible]

## Appendix G - Revised Budget &amp; Semi-annual Report Form - 7/1/24 thru 6/30/25

[illegible]



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A	B	C	D	E	G	I	K	M	O	Q	S	T	V	X	Z
Description	MPS FY25 Eligible Spec Ed  s's from Spec Ed Claim Form & MPS Opt'l Serv Form	MPS + Other Sources FTE Bud/ Rev Bud Positions	MPS FY25 Contract Funding  Include IDEA if opt out of MPS Opt Serv	%	FY25 Reimbursable - state defined - Spec Ed costs  automatically calculates @ 20%	MPS FY25 Total Original Budget (D+G)	Other Sources FY25 Budget	Total MPS & Other Sources FY24 Budget (I+K)	MPS Approved Carryover from FY24	MPS FY25 Allocation Per Pupil or FTE Count Changes	MPS FY25 Other Revisions	FY25 Reimbursable - state defined - Spec Ed costs @ 20%	MPS FY25 Revised Budget (I+O+Q+S+T)	MPS FY25 Actual Expenses 7/1/23 - 12/31/23	MPS FY25 Available Balance (V-X )
						0		0					0		0
						0		0					0		0
						0		0					0		0
						0		0					0		0
						0		0					0		0
						0		0					0		0
						0		0					0		0
						0		0					0		0
						0		0					0		0
						0		0					0		0
						0		0					0		0
						0		0					0		0
						0		0					0		0
						0		0					0		0
						0		0					0		0
Purchased Services Subtotal			356,214		0	356,214	13,408	369,622	0	0	0	0	356,214	0	356,214

**FY25 NON-INSTRUMENTALITY CHARTER SCHOOL**  
**Appendix G** - Revised Budget & Semi-annual Report Form - 7/1/24 thru 6/30/25

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Special Ed. Costs Reconciliation	
MPS Optional Service Form	0
Spec Ed Cost Claim Form-Wages+Bene	194,791
Spec Ed Cost Claim Form-Transportation	0
Total Special Ed. Costs	194,791
	0

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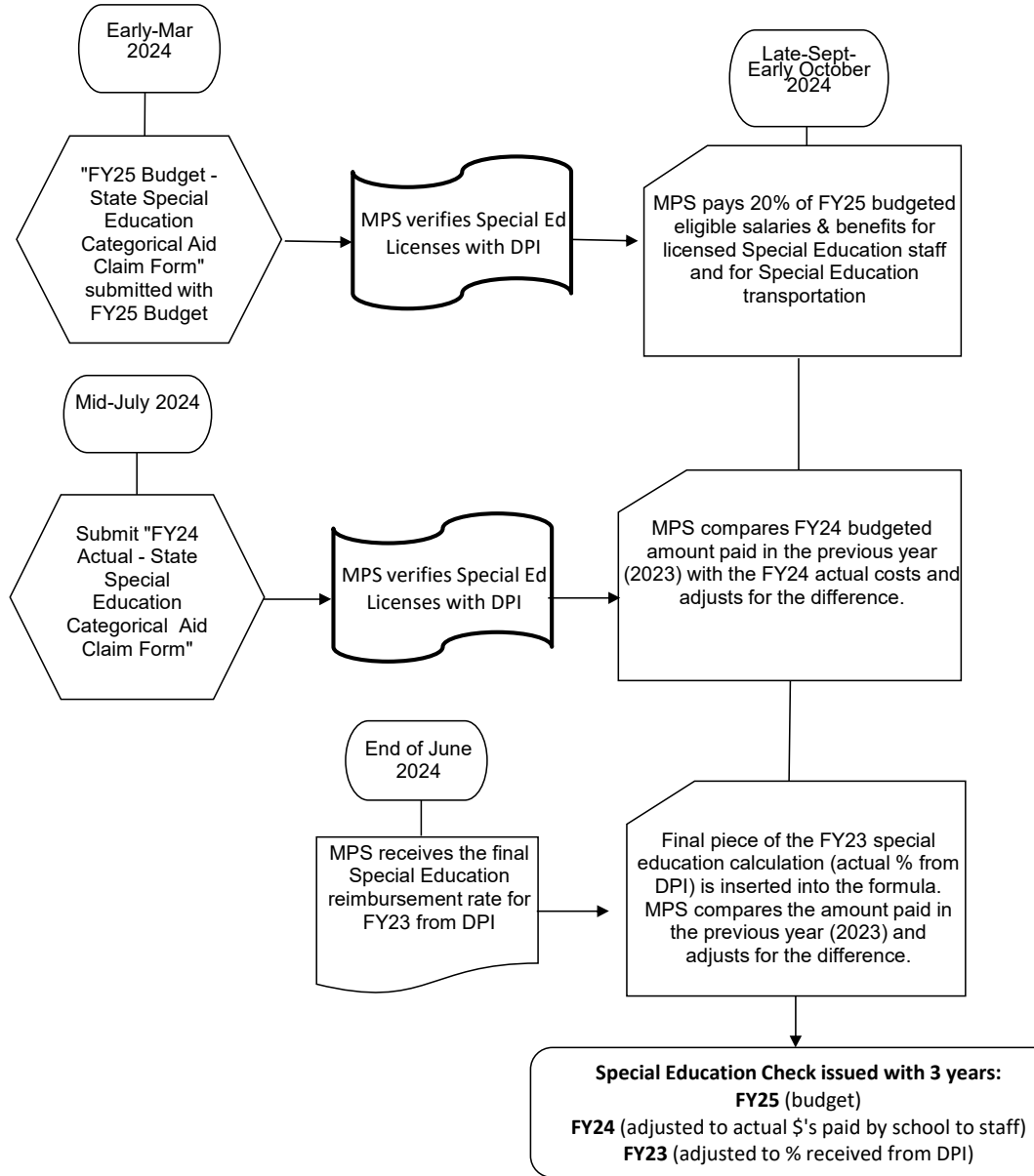
Other Sources List by Fund	Dollars Budgeted
Child Care Subsidy	65,539.08
Contributions & Other Income	302,396.46
Total	\$ 367,935.54
Column K Total	\$ 367,935.54
Difference (s/b \$o)	\$ -

- When completed, submit above report via e-mail in Excel format to: Tangela Anderson (anderst6@milwaukee.k12.wi.us) and cc: Bridget Schock (shockbx@milwaukee.k12.wi.us)
- The school employee, who is in charge of approving this completed report, must send the e-mail directly or be cc'ed on the e-mail to acknowledge he/she has authorized the submission of this report to MPS.

## Appendix G - Revised Budget & Semi-annual Report Form - 7/1/24 thru 6/30/25

<http://proxy.milwaukee.k12.wi.us> Budget & Finance\Budget Preparations - Non-instrumentality Charter Schools

## FY25 SPECIAL EDUCATION COST CLAIM AND REIMBURSEMENTS PROCESS



Visit MPS Homepage for Non-instrumentality Charter Schools to retrieve a copy of the "FY25 Budget - 2024-2025 State Special Education Categorical Aid Claim Form with instructions" to complete.

E-mail special education claim forms **in excel format** to Tangela Anderson at [anderst6@milwaukee.k12.wi.us](mailto:anderst6@milwaukee.k12.wi.us) and cc Michele Wilborn at [wilbormk@milwaukee.k12.wi.us](mailto:wilbormk@milwaukee.k12.wi.us).

**Note: If forms are not received on time, no 2025 payment will be made until the following year.**