



Public School Academy Charter Application

OUR VISION: A WORLD CLASS EDUCATION FOR ALL
STUDENTS

PHASE ONE CHARTER APPLICATION

This application is designed to serve as an initial application to the Eastern Michigan University Charter Schools Office (CSO) pursuant to the Revised School Code for a charter public school academy. It will be utilized by the CSO to determine whether to invite an applicant further into the review process. Charter Contracts are issued by the Eastern Michigan University Board of Regents on a competitive basis to qualified applicants.

Eastern Michigan University is interested in partnering with applicants who articulate a promising vision, propose a sound plan of operations, outline a strong educational program and demonstrate the ability to implement a high quality school, resulting in strong outcomes for students, families and communities. The application process is designed to identify and promote applicants that have the vision and ability to operationalize schools that will be bedrock institutions in their communities.

This application offers an opportunity for applicants to briefly outline their program components, objectives, and desired impact in short narrative form. Based upon the strength, content and viability of the application, the CSO may invite applicants to campus for a more comprehensive discussion of the application. It is important to note that acceptance of this application does not bind the University to issue a contract. The University reserves the right to approve any or none of the applications submitted. In addition, the University retains the right to: (i) require the submission of additional materials, (ii) return incomplete applications, and/or (iii) provide any submitted applications to others in compliance with the Freedom of Information Act.

Application Process

1. Complete the attached application form by including a response to each category and item on the form. All application responses must be typewritten.
2. Attach to the application all required documents, including your project narrative. The narrative must be typewritten, single-spaced, in 12-point or larger font. Please do not append any support materials at this time.
3. Applicants should submit via email (1) PDF file of the completed application to the following email address: charter_schools@emich.edu. The title of the email should state, "Name of Proposed Academy – Phase I Application for Review". A reply message acknowledging receipt of the Application will be sent within 48 hours.
4. Applications will be accepted on a rolling basis. Applicants will be notified of the status of the application within 60 days of confirmed receipt.
5. Please contact the Eastern Michigan University Charter Schools Office - EMU CSO at (734) 487 – 2086 or email charter_schools@emich.edu with any questions.

PHASE ONE CHARTER APPLICATION

Application Cover Sheet

Name of Proposed School: _____

Person/Entity Applying for the charter: _____

Primary Contact Person/Role: _____

Address: _____

City/State/Zip: _____

Daytime Phone: (____) ____-____ Evening/Mobile: (____) ____-____

E-Mail Address: _____

Brief Description of Proposed School (for media distribution): _____

Proposed grades: _____ Proposed Enrollment : _____

Proposed School Location/Address: _____

Local School District in which school will be located: _____

Intermediate School District in which school will be located: _____

Name of Educational Service Provider, if applicable: _____

Indicate if proposed school currently operates as a traditional, private, or charter school: _____

If operating as a charter school, please list current authorizer: _____

If this application has been filed with other authorizers, please list below:

I hereby certify the information in the application is complete and accurate to the best of my knowledge and acknowledge my obligation to inform Eastern Michigan University, Charter Schools Office of any material changes.

Signature of Applicant

For Office Use Only:

Date of Receipt:

Application Log Number:

PHASE ONE CHARTER APPLICATION

Agreement to Comply with Applicable Laws

Pursuant to the Revised School Code, the following Agreement is required for this Application and must be executed by the Applicant on behalf of the proposed charter school.

In accordance with the Revised School Code, 1976 PA 451, I/we hereby certify and agree that _____, a public school academy authorized pursuant to the Revised School Code, will comply with the provisions of the Revised School Code and, with all other state law applicable to public bodies and with federal law applicable to public bodies or school districts.

Signature of Applicant

Note: A public school academy shall be organized as a public, non-profit corporation (with by-laws) as directed in the Revised School Code.

PHASE ONE CHARTER APPLICATION

Assurances

By checking the boxes and signing below, the Applicant indicates his/her understanding and intent to comply with the following pertinent statutory and regulatory requirements. Additional information about the Applicant's strategies and methods for compliance will be explored in greater detail during the Phase Two application process.

- The Applicant acknowledges and certifies that the proposed charter school shall comply with all state and federal laws applicable to charter schools.
- The Applicant acknowledges and certifies that it will comply with all Revised School Code requirements related to admissions and enrollment; specifically:
 - The proposed charter school is prohibited from charging tuition.
 - The proposed charter school cannot discriminate on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as a disabled person, or any other basis that would be illegal, if used by a school district.
 - The proposed charter school can limit admissions to pupils within a particular range of age or grade level currently permitted by law.
 - The pupils must be residents of the state of Michigan.
 - Admissions must be open to pupils on a state-wide basis.
 - The proposed charter school will utilize a lottery or other impartial selection process to admit students when demand exceeds capacity.
- The proposed charter school is incorporated/will incorporate as a public nonprofit corporation pursuant to the laws of the state of Michigan, and is prepared to submit its articles of incorporation and by-laws during the Phase Two application process.
- To the extent applicable, the proposed charter school will use the Michigan Student Test of Educational Progress (M-STEP) test or an assessment instrument developed under Michigan Statue for a state-endorsed high school diploma. To the extent applicable, the progress of the pupils in the charter school shall be assessed using a Michigan Student Test of Educational Progress (M-STEP) test or the Michigan Merit Examination, as applicable. MCL 380.502(3)(e)(ii).

The proposed charter school will obtain and submit the necessary Certificate of Use & Occupancy permits issued by the Bureau of Construction Codes to the Authorizer, as well as applicable health and safety approvals as required by the Revised School Code and other applicable law.

I certify that I understand and will comply with all of the above-checked statutory and regulatory requirements within time frames specified by law and by the authorizing contract.

Signature of Applicant

PHASE ONE CHARTER APPLICATION

Application Questionnaire

Please respond to the following items in concise narrative form, adhering to the page limitations specified. Narrative responses must be typewritten, single-spaced, in 12-point font, and should not exceed two pages in length per section, unless otherwise specified.

Assessment of Community Need

1. Describe the characteristics, population and unmet educational needs of the community where the proposed charter school will be located. Include in detail, any market research, surveys or other measures of local demand for the proposed educational program.
2. List and describe (inclusive of enrollment, student demographic information, performance) the existing schools (public, private and parochial) serving the community within a three to eight mile radius of the proposed site for the academy, and detail the characteristics that will set the proposed charter school apart and attract students.
3. Include a detailed description of how the proposed charter public school plans to fill the identified community need(s).

Student Population

4. Detail the proposed grade levels and/or range of ages of students to be served upon opening, along with plans for future growth. Please provide projected growth in years one through five. Include the minimum and maximum enrollment the school is prepared to serve each year, as well as future years, with rationale.
5. Describe the characteristics of the anticipated student population. Identify where these students are most likely being educated currently and why they are expected to choose the proposed charter school for their future educational needs.

Educational Program (should not exceed 5 pages in length)

6. Describe the vision, mission and educational goals of the proposed charter school.
7. Provide an overview of the instructional design and program, including the educational philosophy of the academy, with particular emphasis on how this approach will enhance student achievement. Be sure to detail the research foundations for the educational approach(es) to be utilized, and describe why these approach(es) are most effective for the student population(s) to be served.
8. Provide a description of the curriculum that will be used. Include a description of how the written curriculum aligns with the educational philosophy and instructional approaches that will be used to implement the instructional design as well as meet state and national standards.
9. Has the development team identified a school leader? If so, please provide a resume or vitae as well as the criteria used to identify the leader. If a school leader has not been identified, what is the criteria and timeline for selecting a leader?

10. If the proposed program is the replication of a whole school model in use elsewhere, provide a list of the names and locations of schools in which the program has been implemented.
11. Describe the other services to be provided by the school (e.g., Head Start, latchkey, extra-curricular activities, tutoring, computer training) and explain how these services will relate to and/or improve program quality.
12. Describe the ways in which the proposed charter school will ensure high-quality services to all groups of students including but not limited to: ethnic/racial minorities, students with disabilities, economically disadvantaged students, special education students, limited English proficient students, gifted and talented students and transient students.

Attendance and Participation

13. Specify the proposed charter school's anticipated date of opening, and briefly describe the proposed school calendar and school day schedule.
14. Briefly describe the proposed charter school's advertising and recruitment plans, with particular emphasis on any early intervention and/or other strategies that will be employed to maximize retention.
15. Describe the proposed methods to be utilized to ensure a high level of parent participation and community involvement in the proposed charter school.

Assessment and Evaluation

16. All schools authorized by the Eastern Michigan University Board of Regents are required to administer the state mandated assessments, including a norm-referenced assessment for students in first grade, a computer adaptive assessment in grades 2 through 8 and a nationally normed assessment for grades 9 and 10. Indicate any additional assessments the proposed charter public school will administer and the rationale for selecting these assessments.
17. How will the proposed charter public school utilize assessment data to improve teaching and learning? Describe the annual standards or measures of student achievement that you expect. How will you set annual growth targets? How will you communicate progress against standards/targets to students and parents?
18. Describe how the proposed curriculum will be evaluated.
19. If the proposed charter school will serve grades 9 – 12, describe the graduation requirements?

Project Team

20. List the name(s) and address(es), and role(s) of all principal organizer(s) of the proposed charter school.
21. Briefly describe the applicant's track record, if any, in operating charter schools or other schools.
22. Briefly describe the strengths, experiences, and expected contributions of each member of the development team.
23. Describe any outside contractual relationships that would be necessary to ensure the establishment and effective operation of the proposed charter school.
24. Briefly describe the anticipated staffing and governance structure of the proposed charter school.
25. If there is a proposed management company, please provide a list of schools currently managed by the organization, a brief narrative outlining the rationale for selection and the organization's track record working with the proposed student population. Also, please include a list of schools formerly managed by the organization which are no longer in operation or are under new management.
26. Describe the process to be used to recruit, identify, and hire teachers. Provide the criteria, process and strategy in recruiting certified instructional staff to deliver the proposed curriculum. How will the academy ensure that the educational model is fully staffed with qualified personnel?
27. Describe the team's past efforts to obtain a charter, if any, and detail related outcomes.
28. Do any of the Project Team members intend to work at or be employed by the proposed academy upon opening? If so, please indicate who and in what capacity.

Governance

Board of Directors Candidates

Please provide the following:

- Names of five to seven Board of Directors candidates
 - Title and/or occupation
 - Place of employment
 - Resume for each candidate
29. Provide a description of the method(s) used to recruit and select these individuals.

Facilities and Transportation

30. Provide a description of the proposed physical facility, suitability of space and provisions for specialized space (if any).
31. Describe any purchase or leasing arrangements, and/or construction or renovations that must occur to ensure adequate facilities. Include detailed information about anticipated budget, costs and financing arrangements. Indicate what stage the preparations are in and what work has been completed, and what your estimated timeline for completion will be.
32. Describe proposed arrangement for transportation of pupils, if any.

Financial Information

33. Provide a narrative that indicates the total amount and sources of funds expected to be available through banks, lending institutions, corporations, foundations, grants, etc., that will be used to maintain positive cash flow from the pre-operational phase until the end of the first school year. Indicate which funds are already secured and which are anticipated and include evidence of firm commitments.
34. Detail plans for meeting financial needs if anticipated revenues are not received or are lower than the estimated budget.
35. Provide a budget for the first year of operation based on the projected enrollment. If the projected enrollment is not met, provide a plan that will be put into place to ensure continued operations of the Academy.
36. Complete the attached Pre-Operational Budget worksheet.

Conclusion

37. Present any other information you believe to be relevant or compelling in support of your application.

PHASE ONE CHARTER APPLICATION

Pre-Operational Budget Worksheet

A charter school is likely to incur considerable costs before it receives its first state aid payment. Provide a budget projection that includes anticipated revenues and expenditures related to early planning and development costs, between now and August of the first school year, that are not likely to be covered by the school's first-year operating budget.

Revenues – Sources of Funding	Budget Amount	Specific Source
Local Funding		
Fundraisers and Contributions	\$	
Local Foundation & Grant Support	\$	
State Funding		
Start-Up Grants	\$	
Other (list)	\$	
Federal Funding		
Start-Up Grants	\$	
Other (list)	\$	
Other Financing Sources		
Lines of Credit	\$	
Loans	\$	
Other (list)	\$	
TOTAL REVENUES AND OTHER SOURCES	\$	

Expenditures	Budget Amount	Assumptions (e.g., "4 month lease @ \$500/month)
Legal Fees	\$	
Accounting and Consultation Fees	\$	
Filing Fees	\$	
Fundraising Fees	\$	
Marketing (including postage, printing)	\$	
Rent (including office space, equipment)	\$	
Supplies	\$	
Utilities	\$	
Labor	\$	
Facility Preparation Costs	\$	
Other (unique start-up costs)	\$	
TOTAL EXPENDITURES	\$	