



## PHASE ONE CHARTER APPLICATION

This application is designed to serve as an initial application to a Michigan charter school authorizer pursuant to Part 6A of the Michigan School Code. Once completed, it will be used by an authorizer to determine whether to invite an applicant to advance to a second phase application and review process. Charter school contracts will be issued on a competitive basis as additional chartering opportunities become available.

The Phase One Charter Application form offers an opportunity for charter school founders to briefly outline their program components and objectives in short narrative form for all prospective authorizers. If initial interest is expressed, then an applicant may undertake the more comprehensive, rigorous Phase Two application process for a particular authorizer. This streamlined procedure should help save valuable time and resources for applicants and allow authorizers to concentrate their energies on the state's most promising charter school programs.

It is important to note that acceptance of this application does not bind an authorizer to issue a contract to any person or entity. All authorizers retain the right to approve some or none of the applications submitted. In addition, authorizers retain the rights to: (i) alter these documents at any time, (ii) require the submission of additional materials, (iii) return incomplete applications, and/or (iv) make applications available 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. Do not bind your document. Fasten with a single staple in the upper left-hand corner or secure with an appropriately-sized pressurized binder clip.
4. Send one (1) paper copy and one (1) electronic copy of your application to the authorizer that is currently receiving applications. The electronic file version must be conveyed via email in either Microsoft® Word, WordPerfect®, or Acrobat® Reader (.pdf) format.
5. No application fee is required at this time. Should you be invited to submit a Phase Two application, normal authorizer application fees will apply.
6. You will be notified of your application status within sixty (60) days of receipt.

Please contact Stephanie Van Koevering, MCCSA Executive Director, at (517) 487-4848 or [stephanie@mccsa.us](mailto:stephanie@mccsa.us) with questions.



## PHASE ONE CHARTER APPLICATION

### Application Cover Sheet

Name of Proposed School: \_\_\_\_\_

Primary Contact Person/Role: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Evening/Mobile: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Facsimile: (\_\_\_\_) \_\_\_\_-\_\_\_\_

E-Mail Address \_\_\_\_\_

Brief Description of Proposed School (for media distribution): \_\_\_\_\_

\_\_\_\_\_

Proposed grades: \_\_\_\_\_ Enrollment Numbers: \_\_\_\_\_

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: \_\_\_\_\_

Please list the authorizers whose consideration you currently seek:

\_\_\_\_\_

I hereby certify the information in the application is complete and accurate to the best of my knowledge and acknowledge my obligation to inform MCCSA 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 MCL 380.502(3)(h), 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 MCL 380.502(3)(h), I/we hereby certify and agree that \_\_\_\_\_, a public school academy authorized pursuant to Part 6A of the Michigan School Code, will comply with the provisions of Part 6A and, subject to the provisions of Part 6A 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 Section 380.502 of the Michigan School Code (revised).



## PHASE ONE CHARTER APPLICATION

### Assurances Page

By checking the boxes and signing below, the Applicant indicates its 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 Michigan 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 not permitted currently.
  - 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 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 Education Assessment Program (MEAP) test or an assessment instrument developed under Section 1279 for a state-endorsed high school diploma.
- The proposed charter school will obtain and submit all necessary fire, health and safety approvals required by the Michigan School Code and other applicable law, including:
  - A copy of the final building occupancy inspection letter (Form FM-40) from the State of Michigan Office of Fire Safety.
  - A copy of the proposed charter school's approval letter from the local department of public health indicating that the proposed facilities pass all water supply, food handling, and sanitation requirements.
  - A copy of a letter from the Michigan Department of Labor, Barrier Free Design Division, that the building complies with or is not subject to the Barrier Free Design provisions under 1966 PA 1, as amended.

I certify that the Applicant understands 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 below questions in concise narrative form, adhering to the page limitations specified. Narrative responses must be typewritten, single-spaced, in 12-point font.

#### **Assessment of Community Need**

1. Describe the characteristics, population and unmet educational needs of the community where the proposed charter school will be located, paying particular attention to the impetus for and level of interest in the school. Where possible, detail any objective market research, surveys, or other measures of local demand for the proposed educational program.
2. List and describe the existing schools in the area (public, private and parochial) serving the community, and detail the characteristics that will set the proposed charter school apart and attract students.

#### **Student Population**

3. Detail the proposed grade levels and/or range of ages of students to be served, along with plans for future growth.
4. 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 the future educational needs.
5. Detail the proposed charter school's anticipated enrollment in years one through five, projecting the minimum and maximum enrollment the school is prepared to serve in each year.

#### **Educational Program**

6. Describe the vision, mission and educational goals of the proposed charter school.
7. Provide a general description of the curricula to be used.
8. Provide an overview of the instructional design and program to be emphasized by the school, 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.
9. 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.
10. Describe the ways in which the proposed charter school will ensure high-quality services to students with special needs.

## **Attendance and Participation**

11. Specify the proposed charter school's anticipated date of opening, and briefly describe the proposed school calendar and school day schedule.
12. Briefly describe the proposed charter school's advertising and recruitment plans, paying particular attention to any early intervention and/or other retention strategies which will be employed to maximize retention.
13. Describe proposed methods for involving parents in the education of enrolled students.

## **Assessment and Evaluation**

14. Describe the assessment program and related strategies, detailing how results will be used to improve teaching and learning.
15. Using the assessments presented in Question 14, describe the anticipated annual standards or measures of student achievement that you expect. Take into account that MEAP is not given for every grade in every year. How will you set annual growth targets? How will you communicate progress against the standards/targets to students and parents?
16. Describe how the proposed curriculum will be evaluated.

## **Project Team**

17. List the name(s) and address(es), and role(s) of all principal organizer(s) of the proposed charter school.
18. Briefly describe the strengths, experiences, and expected contributions of each member of the development team.
19. Describe all outside contractual relationships, if any, necessary to ensure the establishment and effective operation of the proposed charter school.
20. Briefly describe the anticipated staffing and governance structure for the proposed charter school.
21. Describe the process to be used to recruit, identify and hire teachers.
22. Describe the team's past efforts to obtain a charter, if any, and detail related outcomes.

## **Facilities**

23. Provide a description of the physical facility, suitability of space and provisions for specialized space (if any).
24. 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.
25. Describe proposed arrangement for transportation of pupils, if any.

## **Financial Information**

26. Detail all pre-operational costs, and describe how these costs will be covered.
27. Indicate the total amount and sources of funds, property or other resources expected to be available through banks, lending institutions, corporations, foundations, grants, etc. Note which are secured and which are anticipated and include evidence of firm commitments if possible. Detail plans for meeting financial needs if anticipated revenues are not received or are lower than the estimated budget.
28. Complete the attached Pre-operational Budget worksheet.

## **Conclusion**

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



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### Pre-Operational Budget Worksheet

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

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

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