PHASE ONE CHARTER APPLICATION

This application is designed to serve as an initial application to Grand Valley State University Charter Schools Office (GVSU CSO) pursuant to the Revised School Code for a charter to organize and operate a public school academy.

The Phase One Charter Application offers an opportunity for charter school founders to briefly outline their program components and objectives in short narrative form. Though the GVSU CSO is open to receiving any application, the University’s chartering priorities are two-fold: add diversity to educational options in the community the school would serve, or replicate a program or model that is likely to show success in the area. The GVSU CSO prioritizes applications that are aligned to University’s five core values:

* Inquiry
* Inclusive and Equitable Community
* Innovation
* Integrity
* International Perspectives

If initial interest is expressed, the GVSU CSO may invite the applicant to complete a more comprehensive and rigorous Phase Two Interview or Application in which the GVSU CSO will more deeply assess an applicant’s ability to execute on the plan described in the Phase One Application.

It is important to note that acceptance of this application does not bind the GVSU CSO to issue a contract to any person or entity. The GVSU CSO retains the right to approve some or none of the applications submitted. In addition, the GVSU CSO retains the right to: (i) alter these documents at any time, (ii) require 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. Email your completed application to **chrtrapp@gvsu.edu.** You will receive a confirmation email once your application is received.
3. An application fee is not required at this time.
4. Applications are accepted on a rolling basis and reviewed quarterly. You will be notified of your application status within ninety (90) days of receipt.

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: (   )     -

Email Address:

Brief Description of Proposed School (for media distribution- 3 lines or less):

Proposed Grades:      Proposed Enrollment:

Proposed School Location/Address:

Proposed opening date:

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:

Does the proposed school currently operate as a traditional, private, or charter school? If so, please indicate which type of school:

If this application has been filed with other authorizers, please list the authorizers 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 the GVSU CSO of any material changes.**

Signature:       Date:

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 interview/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 or age or grade level currently permitted by state law.
* The pupils must be residents of the State of Michigan.
* Admissions must be open to pupils on a statewide 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.

The proposed charter school will administer and use the M-STEP, Michigan Merit Exam, and other state assessments, as applicable, to assess the progress of the pupils in the charter school.

The proposed charter school will obtain and submit the necessary Certificate of Use and 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.

The Applicant acknowledges that the proposed charter school will file the Articles of Incorporation as prepared by the GVSU CSO should the charter school be authorized by the GVSU Board of Trustees (<https://www.gvsu.edu/cso/forms-and-documents-33.htm>).

The Applicant acknowledges that the proposed charter school will adopt the the bylaws as prepared by the GVSU CSO (<https://www.gvsu.edu/cso/forms-and-documents-33.htm>) should the charter school be authorized by the GVSU Board of Trustees.

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 above-checked provisions, as well as all other provisions of the Revised School Code, all other state law applicable to public bodies, and with all federal law applicable to public bodies or school districts.

Signature of Applicant

PHASE ONE CHARTER APPLICATION

Application Questionnaire

Please respond to the questions below in concise narrative form, adhering to the page limitations specified. Narrative responses must be typewritten, single-spaced, in 12-point font, and should adhere to the page limitations specified in the section.

**Assessment of Community Need (two pages)**

1. **Describe the proposed community to be served and how the community was selected. Include the results of any surveys or market research, local or state community revitalization or economic development plans, or other indicators of demand for the school that led to the selection of the proposed community.**

1. **Provide a list and a description of the district public, charter public, and nonpublic schools that are currently educating students in the proposed community to be served.**

1. **Describe how the school will be different than existing options. Explain how it will meet an unmet need or otherwise diversify educational options in the proposed community to be served.**

**Student Population (two pages)**

1. **Describe the characteristics of the anticipated student population. Identify where these students are most likely being educated currently.**

1. **Detail the proposed grade levels and/or age ranges of students to be served upon opening, along with plans for future growth.**

1. **Provide grade levels and enrollment projections for the school’s first five years of operations. This projection must include the school’s minimum, anticipated, and maximum enrollment per grade each year.**

* **Explain the rationale for these enrollment projections.**
* **Explain how the school would adjust if actual enrollment did not meet the projected minimum enrollment.**

**Educational Program (five pages)**

1. **Describe the school’s vision, mission, and values.**

1. **GVSU establishes an educational goal for each school that it charters that says the school will outperform statistically similar public schools in proficiency and growth. Describe any additional educational goals that the school is proposing to achieve.**

1. **The Educational Program is the school’s philosophy and approach toward delivering instruction. The university’s priorities are to authorize schools that either offer innovative educational programs or replicate the educational programs of other schools that have demonstrated success with a substantially similar student community.**
2. **Describe your school’s educational program. This description should include how your educational program is expected to improve achievement in the proposed community to be served.**
3. **If the educational program is in innovation, cite the research or provide other evidence that supports its efficacy.**
4. **If the educational program is a 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. Include data demonstrating the educational program’s effectiveness in educating a substantially similar student population proposed to be educated by the school.**

1. **Describe the curriculum and instructional resources that will be used to implement the educational program. Describe how they were developed or selected.**

**Demonstrate how the curriculum is aligned to state standards.**

1. **Describe the expected qualifications and contributions of the school leader, and how these qualifications are expected to support the educational program.**
2. **If a school leader has been identified, provide the leader’s resume.**
3. **If a school leader has not been identified, provide both the criteria that will be used in the leader’s selection and the timeline for making this selection.**

1. **How does the criteria for selecting the school leader align with the proposed charter public school’s educational philosophy?**

1. **If the proposed program is a 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.**

1. **The university embraces a culture of educational equity. Describe how the school will ensure that equitable and inclusive services are provided to all groups of students, especially those from historically underserved communitites.**

1. **A school may operate the same configuration of age or grade range levels at more than one site if the school can demonstrate that its educational model has made measurable, meaningful progress toward its educational goals. Provide evidence of this progress if the school is proposing to initially operate at multiple sites.**

1. **The board of directors of a school may contract with an educational service provider (“ESP,” also sometimes referred to as an educational management organization or charter management organization) for some or all of the operations, management, and implementation of the educational program. If consideration is being given to contracting with an ESP, provide ALL of the following information:**
   1. **Provide the name of the ESP and describe criteria that was used to select the ESP, and how it is expected to support innovation in the educational program or replication of a program with demonstrated success.**
   2. **Provide a list of all schools currently operated by the ESP that educate a substantially similar student population, the number of years that the ESP has operated each school, and academic performance data.**
   3. **Provide a list of all schools formerly operated by the ESP, and whether the schools transitioned to other management or closed, and why.**

**Attendance and Participation (two pages)**

1. **Provide the proposed school calendar and school day schedule. Describe how these will support the delivery of the school’s educational program.**

1. **Describe the school’s plan to advertise to, recruit, and retain an inclusive and equitable community of students.**

1. **Charter public schools are open enrollment; the admissions policy and criteria must comply with the Revised School Code. Provide the school’s admissions policy.**

1. **Describe how the principal organizer(s) will provide the public with adequate notice that a new public school is opening, and information on the school’s application, enrollment, and admissions process.**

1. **Describe how the school will promote a high level of parent participation and community involvement.**

**Assessment and Evaluation (two pages)**

1. **All schools authorized by the university are required to participate in the state assessment system for general and special student populations. Describe any *additional* assessments that the school will administer and why they were selected.**

1. **Describe the school’s approach to using assessment data to improve student achievement, especially for students from historically underserved communities.**

1. **If the school will offer high school grades, provide the school’s graduation requirements.**

1. **If the school will offer high school grades, describe what, if any, access will be provided to dual enrollment or early/middle college coursework.**

**Project Team (Two pages)**

1. **Provide an organizational chart or visual representation of the school’s proposed organizational structure.**

1. **List the name(s), address(es), and role(s) of all principal organizer(s) of the proposed school.**

1. **Describe the principal organizer(s) previous record, if any, in operating other public or nonpublic schools or programs.**

1. **Briefly describe the strengths, experiences, and expected contributions of the principal organizer(s).**

1. **Describe any outside contractual relationships or other formal affiliations that will be necessary for the proposed school’s operation. These include relationships for financial, managerial, curricular, professional development, student support, dual enrollment or early/middle college coursework, and other similar services.**

1. **Describe the responsibilities of all anticipated staff positions.**

1. **Describe the proposed process to be used to recruit and retain teachers who are both qualified to teach the proposed educational program and reflective of the proposed student population.**

1. **Describe mentoring or induction programs, if any, for new teachers and how it would support the delivery of the educational program.**

1. **Describe anticipated professional development for teachers to support the delivery fo the educational program.**

1. **Describe the past efforts of the principal organizer(s) to obtain a charter, if any, and describe outcomes of these efforts.**

**Board Governance (two pages)**

1. **Describe the expected qualifications and contributions of members of the school’s board of directors.**

1. **Provide a list of at least five, but no more than seven, individuals for consideration to serve on the school’s board of directors and describe how each individual represents the school community. Submit a resume for each identified board member.**

1. **Describe the process for recruiting successive nominees to the school’s board of directors who are representatitve of the school community.**

**Facilities and Transportation (two pages)**

1. **Describe the proposed school facility, the suitability of its space, and provisions for specialized space, if any, to accommodate unique aspects of the educational program.**

1. **Describe the purchase or leasing arrangements for the facility, and anticipated budget, costs, and financing arrangements.**

1. **Provide an anticipated timeline for the construction or acquisition and, if necessary, renovation, of the facility.**

1. **Describe the contingency plan, if any, to acquire a temporary facility if the school is unable to occupy its proposed facility.**

1. **Describe proposed arrangements for pupil transportation.**

**Financial Information (two pages)**

1. **Describe how the school’s development and its operations through the end of its first school year will be funded. This should include the total amount of funds expected, by source, from all sources. Indicate which funding has been secured.**

1. **Describe the plans for meeting financial needs if anticipated enrollment is not met or revneues are lower than expected.**

1. **Complete the attached Pre-Operational Budget worksheet.**

1. **Provide a budget and cash-flow projection for the pre-operational period and the first five years of operation based on the school’s projected minimum, anticipate, and maximum enrollment. Use the template provided** [**here**](http://www.gvsu.edu/cms4/asset/4A92D201-FA66-CAE2-297124435204EE1A/operating_budget_example.xls)**.**

**Conclusion (two pages)**

1. **Present any other information you believe to be relevant or compelling in support of your application. This may include letters of support from individuals or organizations representing the community to be served.**

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 | $ |  |