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 public school. Once completed, it will be used by the GVSU CSO 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.

The Phase One Charter Application offers an opportunity for charter school founders to briefly outline their program components and objectives in short narrative form. If initial interest is expressed, then an applicant may undertake the more comprehensive and rigorous Phase Two Interview or Application. This streamlined procedure should help save valuable time and resources for applicants.

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 the Director of Governance and Compliance, Alyson Murphy, at [murphaly@gvsu.edu](mailto:murphaly@gvsu.edu). You will receive a confirmation email once your application is received.
3. No application fee is required at this time. Should you be invited to submit a Phase Two Application, the GVSU CSO normal application fees may apply.
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.

To the extent applicable, the proposed charter school will use the MSTEP test or successor state test developed under Section 1279 for a state-endorsed high school diploma. To the extent applicable, the progress of the pupils in the charter school shall be assessed using MSTEP, as applicable, MCL 380.502(3)(e)(ii).

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.

**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 not exceed two pages in length per section, unless otherwise specified.**

**Academy Structure (ATTACH DOCUMENTS TO THE END OF THE APPLICATION)**

1. **Attach the proposed Articles of Incorporation and indicate the estimated effective date.**
2. **Attach a copy of the proposed bylaws of the public school academy and indicate an effective date. An example of bylaws can be found at** [**http://gvsu.edu/cso/compliance**](http://gvsu.edu/cso/compliance)**.**

**Assessment of Community Need (should not exceed two (2) pages in length)**

1. **Describe the characteristics, population, and unmet educational needs of the community where the proposed charter public school will be located. Include in detail, any objective market research, surveys, or other measures of local demand for the proposed educational program.**

1. **List and describe the existing schools (public, private, and parochial) currently in the area, serving the community, and detail the characteristics that will set the proposed charter public school apart and attract students.**
2. **Include a detailed description of how the proposed charter public school plans to fill the identified community needs.**

**Student Population (should not exceed two (2) pages in length)**

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

1. **Detail the proposed charter public school’s anticipated enrollment in years one through five, projecting the minimum and maximum enrollment the school is prepared to serve in each year, including rationale.**

**Educational Program (should not exceed five (5) pages in length)**

1. **Describe the vision, mission, and values of the proposed charter public school.**

1. **The Educational Program is a narrative description of the Academy’s unqiue approach to delivering the Curriculum in order to fulfill the Academy’s mission and vision. Provide an overview of the educational philosophy and instructional approaches used to deliver the Educational Program. The description should include how the educational philosophy and approach will enhance student achievement as well as the cited research connecting the philosophy and approach to the student population to be served.**

1. **Provide a description of the Curriculum that will be used. Include a description of how the Curriculm aligns with the educational philosophy and instructional approaches used to deliver the Educational Program as well as with state and national standards.**

1. **Has the project team identified a school leader? If so, please provide a resume or vitae and the criteria used to identify the leader. If a school leader has not been identified, what is the proposed charter public school’s criteria and timeline for selecting a leader?**

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. **Describe ways in which the proposed charter public school will ensure high-quality services to all groups of students including: ethnic and racial minorities, students with**

**disabilities, economically disadvantaged students, special education students, limited English proficient students and gifted and talented students.**

1. **If the Applicant is requesting that the school board operate the same configuration of age or grade range levels at more than one site, please present documentation demonstrating that the Applicant’s proposed educational model has resulted in schools making measureable progress toward meeting their education goals.**

1. **If the Applicant proposes to contract with an Educational Service Provider (ESP) to implement the program, provide a list of all the schools currently operated by the ESP and, if applicable, a list of schools formerly operated by the ESP which are no longer in operation or are under new management.**

**Attendance and Participation (should not exceed two (2) pages in length)**

1. **Specify the proposed charter public school’s anticipated date of opening, and include a proposed school calendar and school day schedule.**

1. **Briefly describe the proposed charter public school’s advertising and recruitment plans, with particular emphasis on any early intervention and/or other strategies that will be employed to maximize retention.**

1. **Provide that admission policy and criteria to be maintained by the proposed charter public school. The admission policy and criteria shall comply with sections 504 and 556 of the Revised School Code, as applicable.**

1. **Briefly describe the proposed methods to be utilized to provide the general public with adequate notice that a charter public school is being created and adequate information on the admission policy, criteria and process.**
2. **Describe the proposed methods that will be utilized to ensure a high level of parent participation and community involvement in the proposed charter public school.**

**Assessment and Evaluation (should not exceed two (2) pages in length)**

1. **All schools authorized by the Universtiy are required to administer the state mandated assessments, including a norm-referenced assessment for students in first grade, as well as a computer adaptive assessment in grades 2 though 8, and a nationally normed assessment in grades 9 and 10. Indicate any *additional* assessments that the proposed charter public school will administer and the rationale for selecting these assessments.**

1. **How will the proposed charter public school use assessment data to enhance student achievement?**

1. **If the proposed charter public school will service grades 9 though 12, what are the graduation requirements?**

**Project Team (should not exceed two (2) pages in length)**

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

1. **Briefly describe the Applicant’s track record, if any, in operating charter schools or other schools.**

1. **Briefly describe the strengths, experiences, and expected contributions of each member of the project team.**

1. **Describe any outside contractual relationships that would be necessary to ensure the establishment and effective operation of the proposed charter public school.**

1. **Describe the responsibilities of all anticipated staff positions and describe the anticipated staffing and govername structure of the proposed charter public school.**

1. **Describe the proposed process to be used to recruit, identify, and hire teachers.**

1. **Describe the team’s past efforts to obtain a charter, if any, and detail related outcomes.**

**Board Governance (should not exceed two (2) pages in length)**

1. **Provide a list of five (5) proposed board members with two (2) alternatives. Submit a resume for each identified board member. For additional information regarding board governance, click** [**here**](http://www.gvsu.edu/cso/board-application-18.htm)**.**

1. **Provide a description of the method used to recruit and select the individuals identified in this Application.**

**Facilities and Transportation (should not exceed two (2) pages in length)**

1. **Provide a description of the proposed physical facility, suitability of space, and provisions for specialized space, if any.**

1. **Describe any purchase or leasing arrangements that will be needed, and/or construction or renovations that must occur to ensure adequate facilities. Include detailed information about anticipated budget, costs, and financing arrangements.**

1. **Describe proposed arrangements for transportation of pupils, if any.**

**Financial Information (should not exceed two (2) pages in length)**

1. **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 are already secured and which are anticipated and include evidence of firm commitments.**

1. **Detail plans for meeting financial needs if anticipated revenues are not received or are lower than the estimated budget.**

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

1. **Provide a budget for the first year of operation based on the charter public school’s projected enrollment. If the projected enrollment is not met, what plan would be in place to ensure the continued operations of the Academy (template** [**here**](http://www.gvsu.edu/cms4/asset/4A92D201-FA66-CAE2-297124435204EE1A/operating_budget_example.xls)**).**

**Conclusion (should not exceed two (2) pages in length)**

1. **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 | $ |  |