**CHARTER APPLICATION***The Governor John Engler Center for Charter Schools envisions a diverse and dynamic public education marketplace that fosters academic excellence for all children.*

**central michigan university**

Founded in 1892, Central Michigan University is a nationally renowned doctoral and research institution. With the establishment of The Governor John Engler Center for Charter Schools and the granting of its first charter contracts in 1994, the University has become one of the largest and most highly regarded authorizers in the nation. The Center provides CMU partner schools with oversight, operational guidance and support to ensure that quality educational options are being offered to Michigan’s students and their families.

**university board of trustees**

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Central Michigan University, an AA/EO institution, strongly and actively strives to increase diversity within its community (see <https://www.cmich.edu/office_president/OCRIE/Pages/default.aspx>).

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Central Michigan University – the authorizer

In 1993, Michigan became the ninth state to enact a charter school law. Under this new law in 1994, the University Board of Trustees built upon its 100-year history of leadership in improving public education by becoming the first public body in Michigan, and the first university in the nation, to charter a public school. The first schools chartered by the University opened in 1994.

Because of the rigorous practices of creating and maintaining high standards, the University is known for its authorizing and oversight practices, and has been recognized by many, including both the Michigan and U.S. Departments of Education, National Association of Charter School Authorizers, Center for Education Reform and other leading individuals and organizations.

The Center was established to fulfill the Board of Trustees’ obligation to provide sufficient oversight to ensure compliance with statute, rules and the terms of the contract. Core authorizer responsibilities are:

* 1. Chartering public school academies, which includes holding competitive application processes to review and award contracts.
  2. Overseeing and supporting their operations, which includes monitoring academies’ actions and holding them accountable to the terms of their contract and applicable law.
  3. Evaluating their performance, which includes reauthorizing contracts based upon the academies’ previous performance, future trajectory and compliance with the terms of their contract and applicable law.
  4. Serving as a limited fiscal agent, which includes receiving State School Aid payments and forwarding those payments to academies.
  5. Appointing and reappointing board members in accordance with [University Board policy](https://www.cmich.edu/bot/about/Pages/policy_manual.aspx).

The University provides high-quality educational options for Michigan’s families by authorizing a diverse array of schools, which serve an even greater diversity of students. The Center is committed to driving excellence, innovation and performance. By providing high quality educational options, the Center is helping today’s students grow into tomorrow’s leaders.

As required by Michigan law (MCL 380.503(1)), the Center issues charter public school contracts on a competitive basis. **The Center is interested in applicants that 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.** Additionally, the application process is designed to identify and promote applicants that have the vision and ability to operationalize schools that will be considered among the “best of the best” and cornerstone institutions in their communities. Successful applicants will be expected to open their doors on the first day of school as if they have been in operation for three years.

To learn more about the Center and the charter public schools authorized by the University, please visit our website, [www.TheCenterForCharters.org](http://www.TheCenterForCharters.org).

the Charter AUTHORIZING Process

The Center’s charter authorizing process is a multi-phase approach. Upon submission of a completed charter application, the applicant will be contacted by the Center and a timeline for decision and potential authorization is discussed. If the submitted application is missing content, then the applicant is informed of this at this time. Applications then undergo a comprehensive review. All applicants are notified as to whether or not they will move forward for consideration by the University Board of Trustees and contract development.

Instructions for the Charter Application

This application is designed to serve as an initial application to the University pursuant to the Revised School Code for a charter public school. It will be used by the University to determine whether to invite an applicant to advance further into the review process. Contracts will be issued on a competitive basis.

This application offers an opportunity for charter public school founders to outline their program components and objectives in short narrative form. It is important to note that acceptance of this application does not bind the University to issue a contract to any person or entity. The University retains the right to approve some 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 applications to others in compliance with the Freedom of Information Act.

Applicants complete the application by including a response to each category and item on the form. All application responses must be typewritten. Once completed, email one PDF file of the completed application to [CharterApplication@TheCenterForCharters.org](mailto:CharterApplication@TheCenterForCharters.org).

Application Requirements

Complete the following application to be considered for opening a charter public school.

**CHARTER APPLICATION**

## Application Cover Sheet

Name of proposed school:

Person/Entity applying for the charter:

Primary contact person/role (if different):

Address:

City/State/Zip:

Daytime Phone:

Evening/Mobile:

Facsimile:

Email Address:

Brief Description of proposed school (for media distribution):

Grades Served (check grades to be offered)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **K** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **Projected Enrollment** | **Max Building Capacity** |
| 1st Year |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2nd Year |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3rd Year |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4th Year |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5th Year |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6th Year |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7th Year |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8th Year |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9th Year |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10th Year |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Proposed school location/address:

Local school district in which school will be located:

Intermediate school district in which school will be located:

Name of proposed educational service provider, if applicable:

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

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

If an application for the proposed charter public school has been filed with other authorizers, please list the name(s) of the other authorizer(s) below:

If the proposed school has secured any grant or foundation monies, please list below:

Indicate the desired opening time (example: Fall 2025):

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 University of any material changes.

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Signature of Applicant Date

**CHARTER APPLICATION**

## Agreement to Comply with Applicable Law

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 public school.

In accordance with the Revised School Code, 1976 PA 451, I hereby certify and agree that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a charter public school if authorized pursuant to the Revised School Code, will comply with the provisions of the Revised School Code and with all other law applicable to public bodies or school districts.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant Date

**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.

The applicant acknowledges and certifies that the proposed charter public school will comply with all state and federal laws applicable to charter public 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 public school is prohibited from charging tuition.
  + The proposed charter public school cannot discriminate on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as a student with a disability or any other basis that would be illegal, if used by a school district.
  + The proposed charter public school may limit admission to pupils who are within a particular range of age or grade level or on any other basis that would be legal if used by a school district.
  + The pupils must be residents of the state of Michigan.
  + Admission must be open to pupils on a state-wide basis.
  + The proposed charter public school will utilize a lottery or other impartial selection process to admit students if demand exceeds capacity.

The proposed charter public school will adopt the following educational goal that is included in all Contracts issued by the University (additional detail related to the educational goal will be provided upon request): Prepare students academically for success in college, work and life.

The applicant acknowledges and certifies that the proposed charter public school will submit to the Center a copy of the curricula to be offered if the charter application moves forward to authorization. The curricula shall demonstrate alignment to state and national standards as well as all requirements established by the Center.

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

The applicant acknowledges and certifies that the proposed charter public school will file the Articles of Incorporation prepared by the Center, should the charter application move forward to authorization.

The applicant acknowledges and certifies that the proposed charter public school will adopt the Bylaws provided by the Center, should the charter application move forward to authorization.

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 Date

**CHARTER APPLICATION**

## Application Questionnaire

Please respond to the following questions in concise narrative form. Narrative responses for each section must be typewritten.

### Assessment of Community Need and Student Population

1. Define the proposed charter public school’s target community.
2. Describe your assessment of community needs that addresses the characteristics of the 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.
3. Include a detailed description of how the proposed charter public school plans to fulfill the identified community needs.
4. Describe the characteristics of the proposed charter public school’s targeted student population and where this population of students is most likely being educated currently.
5. List and describe the academic and demographic data of existing public and private schools currently serving the community. Detail why families will choose the proposed charter public school for their future educational needs.
6. Detail the proposed grade levels and age range of students to be served upon opening, including the proposed charter public school’s anticipated enrollment in years one through five. Include the minimum and maximum enrollment the school is prepared to serve in each year, as well as future growth projections, including rationale.

Educational Program

1. Describe the vision, mission and values of the proposed charter public school.
2. The Educational Program is a narrative description of the Academy’s unique approach to teaching and learning 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 or other evidence of effectiveness supporting the philosophy and approach to the student population to be served.
3. Provide a description of the Curriculum and instructional resources that will be used. Include a description of how the Curriculum is developed.
4. Describe how the written Curriculum aligns with the educational philosophy and instructional approaches used to deliver the Educational Program, as well as with state standards.
5. Describe the ways in which the proposed charter public school will ensure high-quality services to all groups of students including: ethnic/racial minorities, students with disabilities, economically disadvantaged students, special education students, limited English proficient students and gifted and talented students.
6. Demonstrate how the proposed charter public school’s daily instructional schedule supports delivery of the Educational Program on a day-to-day basis at all grade levels. Please provide a copy of the proposed daily instructional schedule and the proposed school calendar.
7. Describe the proposed methods that will be utilized to ensure a high level of parent participation and engagement and community involvement in the proposed charter public school.
8. 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. Include trend data from state and norm-referenced assessments that demonstrate the school model’s current academic status.
9. 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 measurable progress towards meeting their education goals.
10. All schools authorized by the University are required to administer the state mandated assessments which include: 1) a state-approved assessment for students in kindergarten, first and second grades; 2) a criterion-referenced assessment for third through eighth grades; and 3) a norm-referenced assessment for eighth through eleventh grades. In addition, all schools are required to administer a norm-referenced assessment for third through eighth grades as designated in the charter contract. Indicate any additional assessments the proposed charter public school will administer and the rationale for selecting these assessments.
11. How will the proposed charter public school use assessment data to enhance student achievement?
12. If the proposed charter public school will serve grades nine through 12, what are the graduation requirements?

### Recruitment and Admissions

1. Briefly describe the proposed charter public school’s advertising and recruitment plans.
2. The admission policy and criteria will comply with the Revised School Code. Provide the admission policy and criteria to be maintained by the proposed charter public school.
3. 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.

Organizational Structure

1. Please provide a visual representation of the proposed charter school’s organizational structure.
2. 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 are the proposed charter public school’s criteria and timeline for selecting a leader?
3. How does the criteria for selecting the school leader align with the proposed charter public school’s educational philosophy?
4. If the applicant proposes to contract with an educational service provider (ESP) for operation and management of the school, 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. Please provide applicable data, as well as changes/adaptations that have been made to the model over time.
5. Describe any other outside contractual relationships that would be necessary to ensure the establishment and effective operation of the proposed charter public school.
6. Provide brief descriptions of the responsibilities of all anticipated staff positions and describe the anticipated staffing and governance structure of the proposed charter public school.
7. Describe the proposed process to be used to recruit, identify and hire teachers.

Project Team

1. List the name(s), address(es) and role(s) of each principal organizer of the proposed charter public school.
2. Briefly explain the applicant’s track record in operating charter public schools or other schools.
3. Briefly describe the strengths, experiences and expected contributions of each member of the project team.
4. Describe the team’s past efforts to obtain a charter and detail related outcomes.

### Board Governance

1. Provide a list of the proposed members, not to exceed nine individuals, of the board of directors of the proposed charter public school. Submit a resume for each identified board member.   
     
   [Additional board governance information](https://www.thecenterforcharters.org/wp-content/uploads/2021/10/Board-Governance.pdf)
2. Provide a description of qualifications of prospective board members and the method used to recruit and select the individuals identified in this application.

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### Facilities and Transportation

1. Provide a description and location of the proposed physical facility, suitability of space and provisions for specialized space.
2. Describe any purchase or leasing arrangements that will be needed. Include detailed information about anticipated budget, costs and financing arrangements. Provide information regarding how any construction/renovation costs, if necessary, will be covered.
3. Describe the proposed arrangement for transportation of students.

### Financial Information

1. Provide a budget for both the pre-operational period and the first three years of operation based on the projected enrollment.

[Template](https://www.thecenterforcharters.org/wp-content/uploads/2020/10/New-School-Three-Year-Budget.xlsx)

1. Detail plans for meeting financial needs if anticipated revenues are not received or are lower than the estimated budget.
2. Provide a cash flow projection for both the pre-operational period and the first 18 months of operation based on the projected enrollment.

[Template](https://www.thecenterforcharters.org/wp-content/uploads/2020/10/New-School-18-month-Cash-flow-Pre-Operational-year.xls)

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 period until the end of the first school year. Indicate which are already secured and which are anticipated and include evidence of firm commitments.

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### Conclusion

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