



THE GOVERNOR JOHN ENGLER

**CENTER FOR
CHARTER SCHOOLS**

CENTRAL MICHIGAN UNIVERSITY

REAUTHORIZATION CHECKLIST

As your partner, The Center for Charter Schools' team strives to provide tools and resources that streamline the various reporting processes, enabling you to stay focused on what matters most—delivering superior performance in the classroom. In our shared vision of providing quality educational options for the students of Michigan, the reauthorization of the school's contract is a significant milestone and represents an opportunity to renew our collective partnership.

Throughout this important time, three fundamental questions are considered:

1. Is the academic program successful?
2. Is the organization viable?
3. Is the school demonstrating good faith in following the terms of its contract and all applicable law?

These questions are sure to bring about valuable discussions that we look forward to having as they are reviewed within the context of the school's unique mission.

As you know, the contract includes a multitude of elements: it provides a performance agreement, a description of the school's roles and responsibilities, and an outline of the school's curriculum and instructional methods, among many other critical pieces of information. Although we use materials from the existing contract as much as possible, it is critical that the information in the new contract is accurate and relevant. Therefore, nearly all of the items will need to be thoroughly reviewed. To that end, it is our sincere hope that this document proves to be a helpful tool that eliminates uncertainty and ensures clear expectations, allowing you to take thoughtful and deliberate action as you work toward the reauthorization of the contract.

As partners, we are here to support you in providing improved educational opportunities in your community and preparing students for success in college, work and life.

WHAT IS REAUTHORIZATION?

When a school is first authorized by the Central Michigan University (University) Board of Trustees, it is issued a charter contract (contract) for a set term. Upon expiration of that term, a new contract must be issued in order for a school to continue its operations. Reauthorization is the process a school goes through, in the academic year preceding its contract term expiration, in order for a new contract to be issued.

REAUTHORIZATION PROCESS

Step 1: Official Correspondence from The Center for Charter Schools

In the fall, the Center issues formal correspondence to each school whose contract is set to expire on June 30 of the following year. The correspondence reminds the school board that the contract represents the legal agreement between the school and the University and, as such, prescribes the terms and performance goals for the school. The correspondence also delineates the reauthorization process and timeline for the school—including specific on-site reviews and document submission requirements.

Please note: If there are concerns regarding the school's academic, fiscal, management, or organizational performance, or its ability to remain viable and deliver a quality educational program for its students, the Center may notify the school of "pre-conditions" that must first be satisfied in order for the school to continue through the reauthorization process. The pre-conditions will be specified in official correspondence issued by the Center, along with a reasonable submission deadline. Upon receipt of the school's response, the Center will review the information and then determine the school's next steps in the reauthorization process.

Step 2: On-Site Visitations

During the reauthorization process, the school could receive one or all of the following on-site reviews:

☐ Educational Program Review (EPR)

The contract provides that the Center may monitor and evaluate the school's implementation, delivery, and support of the educational program and curriculum. As such, the EPR is a tool that assists the Center in determining the extent to which the school has implemented the Educational Program described in the contract. As appropriate, the Center will work with the school to schedule the review and provide additional guidance regarding this process.

☐ Staff Review

The contract authorizes the school to employ or contract for personnel according to the position information outlined in Schedule 5, and states that the Center may monitor and evaluate if the school is staffed with qualified personnel and that appropriate background checks have been conducted. The Center conducts a review of the school's personnel records (or the personnel records of the school's educational service provider (ESP), if applicable, to ensure compliance with applicable law. As appropriate, the Center will work with the school to schedule the review and provide additional guidance regarding this process.

☐ **Site and Facility Review**

The contract states that the Center may monitor and evaluate if the school is providing a safe learning environment, and goes on to state that the Center may monitor and evaluate if the school is demonstrating good faith in complying with the contract, the Revised School Code and all other applicable law. To that end, the Center conducts reviews of the school's site(s) and facility(ies). As appropriate, the Center will work with the school to schedule the review and provide additional guidance regarding this process. The [Site and Facility Review Checklist](#) is available on the Center's website.

Step 3: Submission Requirements

The school's submission requirements will be determined prior to Step 1 of this process and may include some or all of the items listed below. The Center requires that these materials be submitted electronically (in Microsoft® Word® or Excel® format, unless otherwise indicated, to allow for necessary editing).

General Reauthorization Submissions

- ☐ [Reauthorization Contact Form](#).
- ☐ [Reauthorization Questionnaire](#).
- ☐ [Board Policy Certification Form](#), if applicable.

Organizational Structure

- ☐ School board-reviewed draft ESP Agreement along with the draft legal opinion and ESP Information Sheet. The school board is required to comply with the Center's ESP Policies which are incorporated into the contract through the Terms and Conditions.
- ☐ Position descriptions for any new positions or for any position descriptions that have been modified.

Physical Plant Description

- ☐ As applicable, a school board-reviewed lease agreement which includes the following: (1) language causing the immediate termination or amendment of the lease agreement without penalty to the school board upon termination of the contract or closure of a school site according to the Terms and Conditions of the contract; (2) all referenced exhibits or attachments; (3) the facility address; and (4) total square footage. If the school is considering subleasing, copies of the lease between the lessor and the property owner are required to be submitted to the Center.
- ☐ [Church/State Questionnaire](#), if applicable.

Educational Programs

- ☐ Updated Educational Program, if applicable.
- ☐ Please review the [Educational Program Requirements](#).
- ☐ [Early Childhood Questionnaire](#), if applicable.

Curriculum

- ☐ Updated curriculum materials, if applicable.
- ☐ Please review the [Curriculum Requirements](#).

Grade Levels and Maximum Enrollment

- ☐ [Age, Grade Range and Maximum Enrollment Form](#).
- ☐ Matriculation Agreement, if applicable.
- ☐ If the school board is considering changes to its grade levels and/or maximum enrollment numbers, additional materials may be requested (i.e. curriculum materials for a new grade level).
- ☐ Projected free and reduced lunch percentage for the next school year.

School Calendar

- ☐ Draft calendar for the next school year that complies with applicable law.
- ☐ The calendar is required to include: (1) the first and last day of the academic year; (2) the start and end times for a typical school day; and (3) the number of hours and days of instruction for the school year.

Step 4: School Board Review

The entire contract, including standard legal documents prepared by the Center, will be prepared and provided to the school board with adequate time for review prior to school board action. In addition to the contract, the Center will provide an overview document highlighting any substantive language changes contained within the contract, as well as standard resolutions that may require school board action.

Step 5: Contract Finalization

A Center representative will attend the meeting at which the school board approves the contract and any required standard resolutions. Signed contract documents and resolutions will be submitted by the school via Epicenter. The Center will secure the signature of the University's Board Chair and then submit the contract to the Michigan Department of Education. The fully executed contract will be available on the Center's website.

The Center stands ready to provide clarity to the school on any of the steps in the reauthorization process. If you have any questions, please contact the school's lead or call (989) 774-2100 and ask for Jennifer Cook, the Center's contract coordinator.