



SAMPLE

Application For A Public School Academy

ONLY

*Ferris State University Charter Schools Office
Committed to Continuous Quality Improvement
For Michigan Public Schools*

Charter School Office
TTC-1020 Maple Street
Big Rapids, MI 49307

Phone (231) 591-5802
Fax (213) 796-1448

ACTUAL APPLICATIONS MUST BE REQUESTED FROM THE CSO OFFICE

Tab A. State the **Mission** of the proposed academy:

Tab B. Describe the **Educational Philosophy** of the proposed academy:

Tab C. **Statutory Requirements**

Tab C1 **Individual or Entity**

[380.501(2)(e)] Entity means a partnership, nonprofit business corporation, labor organization, or any other association, corporation, trust, or other legal entity

Is the applicant applying as an *Individual* or *Entity*?

Tab C2 **Identity of Applicant**

[380.501(3)(a)] To obtain a contract to organize and operate one or more public school academies, one or more persons or an entity may apply to an authorizing body described in subsection (2).

Identify the applicant (if more than one, name all applicants). Include title, address, telephone for each person named.

Tab C3 **Proposed Board Members**

[380.502(3)(b)] Subject to the resolution adopted by the authorizing body under section 504 (4), a list of the proposed members of the Board of Directors of the public school academy and a description of their qualifications and method for appointment or election of the board of directors.

Please provide the following information for all proposed Board of Director members:

- Name
- Address
- Telephone # (s)
- E-mail address

Tab C4 **Governance Structure**

[380.502(3)(e)(i)] Documentation meeting the application requirements of the authorizing body, including at least all of the following: (i) The governance structure of the public school academy.

Describe the governance structure(chain of command) of the academy.

Tab C5 Educational Goals

[380.502(3)(e)(ii)] A copy of the educational goals of the public school academy and the curricula to be offered and methods of pupil assessment to be used by the public school academy. To the extent applicable, the progress of the pupils in the public school academy shall be assessed using at least a Michigan Education Assessment Program (MEAP) test or an assessment instrument developed under section 1279 for a State-endorsed high school diploma.

Please provide goals and show how *at least two* can be demonstrated in quantitatively measurable terms.

Tab C6 Curriculum Plan

[380.502(3)(e)(ii)] A copy of the educational goals of the public school academy and the curricula to be offered and methods of pupil assessment to be used by the public school academy. To the extent applicable, the progress of the pupils in the public school academy shall be assessed using at least a Michigan Education Assessment Program (MEAP) test or an assessment instrument developed under section 1279 for a State-endorsed high school diploma.

Describe the curriculum plan for the public school academy including unique elements in instruction and/or assessment. The curriculum plan must include a comprehensive evaluation component. If curriculum is copyrighted, please provide the source, address, phone #, and/or e-mail, and one copy.

Tab C7 Methods of Pupil Assessment

[380.502(3)(e)(ii)] A copy of the educational goals of the public school academy and the curricula to be offered and methods of pupil assessment to be used by the public school academy. To the extent applicable, the progress of the pupils in the public school academy shall be assessed using at least a Michigan Education Assessment Program (MEAP) test or an assessment instrument developed under section 1279 for a State-endorsed high school diploma.

Describe the methods of **Pupil Assessment** used by the public school academy. To the extent applicable, a public school academy must use the Michigan Educational Assessment Program (MEAP) test, and an additional diagnostic assessment tool approved by the FSU Charter School Office.

Tab C8 School Calendar and Daily Schedule

[380.502(3)(e)(iv)] Documentation meeting the application requirements of the authorizing body, including at least all of the following: (iv) The school calendar and school day schedule.

Submit the school calendar and daily schedule. **The school schedule shall include the current minimum required instructional hours (1098).**

Tab C9 **Age/Grade Range of Enrolled Pupils**

[380.502(3)(e)(v)] Documentation meeting the application requirements of the authorizing body, including at least all of the following: (v) The age or grade range of pupils to be enrolled.

List the Age and/or Grade range of enrolled pupils as to be reported to the *Center for Educational Performance and Information (CEPI)*.

Tab C10 **Staff Responsibilities and Duties**

[380.502(3)(f)] Documentation meeting the application requirements of the authorizing body, including at least all of the following: (f) Descriptions of staff responsibilities . . .

List the teaching staff, their responsibilities, qualifications, and certification.

Tab C11 **Head Administrator**

[380.502(3)(f)] Documentation meeting the application requirements of the authorizing body, including at least all of the following: (f) Descriptions of staff responsibilities. . .

Identify the head administrator including the job description and qualifications necessary to hold the position.

Tab D. **Other documents required by Ferris State University**

Academy Operations:

Tab D1 Provide a description of the **Targeted Population** of students.

Tab D2 Projected **Enrollment** for start-up year

Tab D3 Proposed **Date of Opening** (*must be reasonable and obtainable*)

Tab D4 Describe **Advertising and Recruitment Plans** and other means by which projected enrollments will be assured (describe publications, flyers, etc.)

Tab D5 Describe the methods for **Involving Parents** in the education of enrolled students.

Tab D6 Does the Academy plan to employ **non-certified individuals** to assist teachers? If yes, briefly describe duties. Note: All non-certified Title 1 staff must meet Federal requirements.

Physical Facilities and Start-Up Costs:

Tab D7 Has a proposed facility site been determined?

If *YES*, provide the following:

- a. Address
- b. Intermediate School District (ISD)
- c. Local school district
- d. Floor plan of facility

If *NO*, describe plans to provide a facility for the academy

Tab D8 Describe the **financing of start-up costs** (including the provisions made for the financing of building and/or “bridge loan” considering all elements of school operations as well as a *minimum 3% reserve* of annual operating budget to cover emergencies. Provide a projected budget for the first year of operation using standard reporting as required in the Michigan public school accounting manual (Stock # SL KS20C, Doubleday Inc., (269 544-3600).

Tab E. Documents to be provided by Ferris State University (authorizer)

Tab E1 *Bylaws*

Tab E2 *Articles of Incorporation*

Tab E3 *Contract Language*

Instructions For Completing The Application

Enclosed, please find twenty-four (24) notebook tabs to be used for the completion of this application. The required information is printed on each tabbed sheet. Please insert the required response to each item behind the appropriate tab.

Applications not following the format prescribed by Ferris State University will not be considered. Applications must be returned to the Ferris State University Charter School Office (CSO) via traceable delivery (i.e. Fed Ex or UPS).

Applications must be received in CSO by _____ to be considered.

Please call if you have any questions filling out this application.

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