

# FERRIS STATE UNIVERSITY

## CHARTER SCHOOLS OFFICE

### June 2025 Board Communication

#### ❖ Charter Contract Amendments

There are two categories of charter contract amendments. One category requires the Ferris State University Board of Trustees to review and approve and the other category requires the FSU CSO Director to review and approve.

Regardless of which category, the Academy Board of Directors must formally prepare, review and approve a Board Resolution requesting a charter contract amendment stating the specific purpose and details for the request. Your Epicenter user will need to submit it in Epicenter under the submission type, *Board Resolution*.

Before the CSO submits it to the FSU BOT for consideration, the CSO Director will review the Board Resolution and if necessary, contact the school leader, board president or ESP representative for clarification. The following are examples of charter contract amendments that must be reviewed and approved by the FSU Board of Trustees:

- Any additional campus requests
- Additions or subtractions of any contractual grades offered
- Change of address
- Change to any part of the Academy's or District's name
- Changes to the Academy's contractual educational goals

The FSU Board of Trustees meet in February, May, October and December. Therefore, to meet their October and December 2025 deadlines the below table shows the deadline for a Board Resolution to be submitted in Epicenter.

FSU Board of Trustees Meeting Dates	Request for Charter Contract Amendment Deadline
October 3, 2025	August 25, 2025
December 11, 2025	November 3, 2025

As previously mentioned, the other category of charter contract amendments requires the CSO Director's to review and approve the Board Resolution. These can be processed at any time and do not have an Epicenter deadline. The following are examples of these types of charter contract amendments:

- Change to description of staff responsibilities
- Change to curriculum
- Change to admissions policy and criteria
- Change of methods of pupil assessment (as mandated by the State)

If you have any questions about charter contract amendments, please don't hesitate to contact Chris Loiselle at [ChrisLoiselle@ferris.edu](mailto:ChrisLoiselle@ferris.edu) or (616) 788-7825.

## ❖ End of the Year Board of Directors Question Toolbox

The Ferris State University Charter Schools Office is happy to provide you with a few questions to help further board conversations this month. The question focus could come from one or more of our four CSO School Support Pillars: Academics, Fiscal, Operations, and Compliance.

Please note that this is meant as a reference, some items may not apply to all schools, and that there are many questions a board member may choose to ask. If you have questions, please reach out to your Field Representative or the Ferris State University Charter Schools Office.

### **Pillar #1 Academics:**

- What are your school's student attendance and suspension rates for the year? How does this rate compare to last year (three years, five years)? What plans are in place for next year to improve student attendance and reduce suspension rates?
- What are the key findings from the surveys sent to students, teachers and parents? What might be some things that emerged from the surveys that should be considered for the upcoming school year?

### **Pillar #2 Fiscal:**

- Is the school's fund balance greater than 20% or is the most recent year change in fund balance ratio positive and aggregated 3-year change in fund balance ratio positive?
- Is next year's projected enrollment greater than or equal to this year's enrollment?

### **Pillar #3 Operations:**

- Going into the next school year, will the school retain 90% or more of its teachers, support and administrative staff?
- Does the Board act independent from the school leaders and management company in its discussion and decision making?

### **Pillar #4 Compliance:**

- Was Epicenter on-time compliance 98% or above and Epicenter accuracy compliance 90% or above?
- Did the school receive any notifications from MDE or other agencies for non-compliance with state or federal requirements?

## ❖ Important Epicenter Deadlines

June 1, 2025 – Budget - Legal Notice of Public Hearing

June 1, 2025 – Annual Board Calendar

June 1, 2025 – Academic School Calendar

June 30, 2025 – Health Department Permit

June 30, 2025 – CSO Competitive Grant Award Expenditure Verification Form

June 30, 2025 – Emergency Drills Log Sheet

June 30, 2025 – Budget – Year End

June 30, 2025 – Budget – Annual

- Must show object level detail
- Must include projected enrollment
- Must include Board Resolution

## ❖ Virtual Board Professional Development Opportunities

Our 2024-2025 board professional development series, [\*Board Governance Etiquette\*](#), has concluded. We hope you found the sessions informative and engaging. In case you missed any of the sessions, below are links to the recordings. If you would like a copy of a presentation or handouts, please contact Sharon Hopper at [SharonHopper@ferris.edu](mailto:SharonHopper@ferris.edu).

[Navigating Your Role as a New Board Member: Part 1](#)

[Why Can't We All Just Get Along](#)

[Establishing a Positive Board Culture](#)

[Bringing Order to Meetings](#)

[The Role of The Board Treasurer](#)

[A Practical Guide to Becoming a GREAT School Board Member](#)

[Acquainting Yourself with Board Policy](#)

[Cultivating Relationships as Part of Good Governance](#)

[Navigating Your Role as a New Board Member: Part 2](#)

## ❖ 2024-2025 CSO Competitive Grants Program

For those academies that received an award from the CSO Competitive Grants Program, please remember that you need to submit in Epicenter the *Expenditure Verification Form* no later than June 30, 2025. The form can be found within the Epicenter task, under Resources. On this form you'll need to provide the following information:

- Original amount awarded
- Amount expended
- Description of expenditure and
- If total award has not been expended, what are the academy's plans for expending the balance.

## ❖ Thank you!

As we conclude this school year, the CSO wants to express our sincere appreciation for the tireless work and dedication of all educators and school staff. We are in awe of you! Your commitment is exhibited every day, in countless ways, to ensure all students have the opportunity to reach their full potential. Thank you!!

Board members, the CSO wants to thank each and every one of you for being the caretakers of public education in your community. Your work behind the scenes profoundly shapes the educational experiences and future of the students and their families. Thank you!!

It's been a busy year, but we hope you've found it an incredibly rewarding one. We're excited to see what the future holds for students and we are confident that through our partnership with school staff and boards, we will all continue to have a positive impact on the lives our students.

Enjoy your Summer!!

### ❖ **Any Questions?**

You may contact your FSU Field Representative or Sharon Hopper if you have any questions regarding this Board Communication. Important and/or urgent information that cannot wait until the next Board Communication will be sent to you by email.

The next Board Communication will be in your September board packet.