



Students Rise. We All Rise.

## **APPLICATION FOR THE ISSUANCE OF A CONTRACT TO OPERATE A PUBLIC SCHOOL ACADEMY**

BETWEEN

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(A PUBLIC SCHOOL ACADEMY)

AND

**DETROIT PUBLIC SCHOOLS COMMUNITY DISTRICT**  
(AUTHORIZING BODY)

**WAYNE REGIONAL EDUCATIONAL SERVICE AGENCIES**  
(INTERMEDIATE SCHOOL DISTRICT)

# DETROIT PUBLIC SCHOOLS COMMUNITY DISTRICT

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## I. APPLICATION FOR PUBLIC SCHOOL ACADEMY AUTHORIZATION

This application form constitutes the required form for an application to the Detroit Public Schools Community District for authorization to organize and administer a public school academy pursuant to Part 6A of the Revised School Code. By accepting this application the Detroit Public Schools Community District is not required to issue a contract to any person or entity. The Detroit Public Schools Community District retains the right to approve some or none of the applications submitted to it.

## II. INSTRUCTIONS

The application must follow the format beginning with Section III (Contact Information). Additional information may be included if the applicant believes it would help the Detroit Public Schools Community District evaluate the proposed charter school.

## INFORMATION FOR CONTRACT APPLICATION

Please assemble the completed application in the following format:

## III. PLEASE PROVIDE THE FOLLOWING INFORMATION

### Contact Information

In accordance with Michigan Compiled Laws (MCL) 380.502(3)(a), please identify the applicant for contract:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone, Fax, E-mail: \_\_\_\_\_

Type of applicant: (check one)

Individual: [ ]  
Government Entity: [ ]  
Non Profit Corporation: [ ]

Other (describe): \_\_\_\_\_  
\_\_\_\_\_

**1. School Design and Educational Program**

The proposed school must have a clear mission and an overall purpose for the educational program that meets the need of students primarily from the City of Detroit.

- 1.01 What is the mission and broad goal of the proposed school?
- 1.02 What is the proposed age and grade range of pupils to be enrolled and how does the school's mission relate to this population?
- 1.03 Why is the proposed school being formed and/or why is this school needed?
- 1.04 What is unique about the proposed school's educational program and how will it lead to successful student achievement?
- 1.05 How will the proposed school either expand and improve upon existing DPSCD programs/services, or create programs/services not currently offered by DPSCD?
- 1.06 How will the proposed school avoid negatively impacting the current DPSCD pupil membership?
- 1.07 What are the proposed educational goals, and how are they consistent with the mission of the school? How will the educational goals be measured?
- 1.08 Beyond classroom teaching and the core curriculum, what other innovative services or programs will be offered (i.e. head start, latchkey, extra-curricular activities, dual enrollment, internships, tutoring, computer training)? What resources are needed in order to offer these services?

**2. Governance and Leadership**

As the planning process unfolds, a governing authority must emerge. The development team begins the governance process with decisions it makes in creating the school. Shortly thereafter, the school board (which may or may not include development team members) formally takes over and plays a vital role in the school's future. As public officials, board members set policy, are responsible for compliance with the charter contract and applicable laws, and help guide the ongoing vitality of the school, its staff and its students. The board's primary responsibility is to ensure adherence to the vision and mission of the school, its charter contract and applicable law.

- 2.01 Who constitutes the development team, and how active will the development team be in the pre-authorization process?
- 2.02 What specific experiences does the development team have in the development of academic programs, administration, including business and financial operations of schools? What future role does the development team see for itself and what role (if any) will each member of the development team play if the school becomes authorized and operational?

- 2.03 If applicable, please identify the name of any educational service provider or management company that will be contracted? Describe any relationships that exist between the development team and any educational service provider or management company that will operate at the school?
- 2.04 Please provide the names, addresses, and telephone numbers of five (5) to (9) proposed board members (note: becoming a school board member is a volunteer position). Describe any relationships that exist between the proposed board members of the school and any educational service provider or management company that will operate at the school?
- 2.05 Please provide a description of each of their qualifications (attach a resume).
- 2.06 Describe how the proposed board members represent a broad cross-section of citizens interested in public education.
- 2.07 Please identify the method for appointment or election of board members, and that it will conform to the requirements set forth in the DPSCD charter contract.
- 2.08 In accordance with MCL 380.502(3)(c), please provide a copy of the school's proposed articles of incorporation. Such articles must include the information set forth in MCL 380.502(3)(c). **(THIS SHOULD BE SUBMITTED IN DRAFT FORM)**.
- 2.09 In accordance with MCL 380.502(3)(d), please provide a copy of the school's proposed bylaws.
- 2.10 Pursuant to MCL 380.502(3)(h), please confirm that the school will comply with Part 6A of the Revised School Code, and all other state laws that apply to public bodies and with federal laws applicable to public bodies or school districts. Please provide assurances that the school (corporation) is not now, nor will be, organized by a church or other religious organization of any kind or nature, nor that it has any affiliation either organizationally or contractually with a church or religious organization or that it would constitute a church or other religious organization now or in the future.

### 3. Community and Parental Involvement

For the school to maintain long term viability it must have community involvement, be responsive to the community, and be in partnership with community entities.

- 3.01 Describe the community the school will serve.
- 3.02 Explain how the community has been involved in developing the school.
- 3.03 Explain how the community will be involved in the operation of the school.
- 3.04 Describe any community, business, educational partnerships the school has or anticipates.

3.05 Describe any plans or methods of involving parents in the education of enrolled students.

4. **Recruiting, Admissions, Marketing**

For the school to recruit students it must have a viable marketing and recruitment plan. Charter schools are public schools open to all students.

Please provide a description of an application and enrollment plan that describes how the general public will be provided notice that a charter school is being created. How will students be recruited for the school? Please provide copies of any and all publications, brochures, advertisements, or other promotional literature that may be used to recruit students, raise money, or otherwise represent the proposed charter school to the public. How many students are expected to enroll during the first year, and subsequent years? The plan must also describe the admission policy, criteria and process. When developing this plan, the applicant should note that Michigan law requirements related to admissions and enrollment specify:

- ✚ A charter school is prohibited from charging tuition.
- ✚ A 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.
- ✚ A charter school can limit admissions to pupils within a particular range of age or grade level currently permitted by law.
- ✚ Pupils must be residents of the state of Michigan.
- ✚ Admissions must be open to pupils on a state-wide basis.
- ✚ A charter school will utilize a lottery to admit students when demand exceeds capacity.

5. **Faculty and Staff**

The board of directors establishes policy, maintains the vision of the school and ensures that the school complies with its charter contract and applicable law. In doing so, the board may choose to hire its own employees, contract with an educational service provider, or use a combination of both. Prior to executing an agreement with an educational service provider, the charter school board must perform sufficient due diligence to establish that the educational service provider has the appropriate financial resources, educational services, and managerial experience to provide the contracted services.

- 5.01 Provide a description of the proposed governance structure for administering the day-to-day functions of the school.
- 5.02 Provide a job description for each proposed position, including the title of the position, reporting relationships, the scope of responsibilities, and the qualifications required. Also include a description of instructional and support staff qualifications.
- 5.03 What is the school's plan for recruiting, screening, and selecting staff? How will the school ensure the quality of the workforce, that is, how will the school meet the requirements that all instructional staff are highly qualified and/or certified to teach?

- 5.04 Describe the school’s plan for initial and on-going staff development.
- 5.05 Pursuant to MCL 380.502(3)(i), please confirm that employees of the charter school will be covered by the collective bargaining agreements that apply to the employees of Detroit Public Schools Community District who are employed in similar classifications. (Not applicable if the educational service provider hires the staff).
- 5.06 If it is anticipated that the charter school board will contract with an educational service provider, please provide the proposed educational service provider agreement.
- 5.07 Describe the educational service provider’s experience in providing educational and management services, the types of educational and management services to be provided to the charter school, and the educational service provider’s educational and management philosophy.
- 5.08 Please identify the names of all educational service provider owners, shareholders, directors and/or officers.
- 5.09 Indicate the organizational structure of the educational service provider (e.g. for-profit corporation, non-profit corporation, limited liability corporation, other); Identify the State of Incorporation and whether the educational service provider has obtained authorization to do business in Michigan.

**6. Curriculum**

Effective schools have an integrated model of curriculum and instruction. The curriculum is the basis around which all educational institutions are organized. In brief, the curriculum must describe for each grade or level the outcomes for each subject to be taught. The school’s curriculum must explicitly indicate alignment to the Michigan Curriculum Framework (standards, benchmarks, grade level content expectations, high school content expectations) and be appropriate in relation to the school’s educational goals.

- 6.01 Please provide the planned curriculum for the charter school. Be certain to include all subjects to be offered, including all non-core curriculum such as physical education, art and music. Submit separate documents for each course identified by grade level. List the performance objectives to be met and the Michigan Curriculum Framework benchmarks and grade level content expectations to which the performance objectives correspond. Align the curriculum with the school’s mission and ensure the curriculum is appropriate for the students to be served. Describe any research that supports this approach to educating children.

**7. Accountability and Assessment**

Assessments are a vital part of the educational process and provide valuable information on student learning and achievement. Multiple assessments should be used to truly understand the strengths and weaknesses of students and plan instruction accordingly. Each assessment has its strengths and weaknesses and is created for a specific purpose. By using a variety of assessments and

understanding their various benefits and liabilities educators are able to gain a clearer picture of a student's actual abilities. At a minimum, students shall be assessed using at least a Michigan Student Test of Educational Progress (M-STEP) test.

7.01 Describe the assessment program and related strategies, detailing how results will be used to improve teaching and learning. Describe the anticipated standards or measures of student achievement that you expect. Describe how the proposed curriculum will be evaluated. Please provide the proposed method to monitor the charter school's performance in meeting its targeted educational mission and goals. In other words, how will the school ensure that it meets its goals?

**8. Operations and Facilities**

8.01 Provide the school calendar and school day schedule. The school's calendar shall comply with Sections 1175 and 1284 of the Revised School Code. The school's calendar shall also comply with the minimum requirements set forth in Section 101 of the School Aid Act of 1979. The school's day schedule must be structured to meet the required number of instructional hours.

8.02 Describe if transportation arrangements will be made for the charter school students.

8.03 Describe how food services will be provided for students.

8.04 Describe and identify the procedures for school discipline, suspension, and potential removal of a child from the program.

8.05 Describe the methodology for maintaining pupil records and ensuring accurate record keeping in regard to student attendance, achievement, health, activities and emergency contacts.

The decision regarding where a school should be located is varied and complex. Options often lead to very difficult choices with each depending on the vision of the school and the specific sites being reviewed. Is it better to lease or purchase? The complex array of questions surrounding the selection of a site for a future charter school goes far beyond the physical structure of the building. Great care must be taken to select a site for the school by the time the charter application is submitted.

8.06 Please provide a narrative description of the proposed site/facility. The narrative description should include:

- ✚ Street address
- ✚ General exterior description (e.g. materials, # of floors)
- ✚ Total square footage
- ✚ Suitability of space and provisions for specialized space (if any)
- ✚ Number of classrooms
- ✚ Notation of other rooms (e.g. library, gym)
- ✚ Number of restrooms
- ✚ Name of any attached non-school building

- 8.07 Identify the owner of the physical plant. Attach a copy of the current or proposed lease or other agreements pursuant to which the charter school will operate within the physical plant. If the charter school is considering subleasing, copies of the lease between the lessor and the property owner setting forth the authority to sublease must be submitted.
- 8.08 Identify whether the owner of the physical plant is related in any way to any board members of the charter school. If so, then please describe such relationship.
- 8.09 Submit a copy of a scaled floor plan for the proposed facility, including layout of each floor (identification of rooms). Submit a copy of a scaled site plan of the proposed parcel of property on which the school will be operating, including the cross streets, recreation/playground area(s), and parking lots.
- 8.10 If the school is renovating an existing facility, building a new facility, or planning to occupy a school facility that is currently ready for use:
- Submit a copy of the Application for Plan Examination
  - Submit a copy of the Plan Examination Report
  - Submit a copy of the Certificate of Occupancy (when complete, and before occupancy of the building)

**9. Special Education**

A school should articulate a rudimentary plan regarding governance, service delivery and financing of special education.

- 9.01 Describe the school's plans for providing services to students with special needs. What are the anticipated special needs? Who will administer the special education program? Who will be responsible for collecting, managing and reporting data related to children with disabilities?

**10. Business and Financial Operations**

Securing financing for the first few years of the school's existence is a significant challenge. That is why budgeting and developing a business plan is essential. Charter schools need solid fiscal plans and management strategies to be successful.

- 10.01 Please provide the proposed budget and financial planning documents for the first five years of operation using the Michigan Accounting Manual standards.
- 10.02 Describe the source and total amount of funds, property or other resources expected to be available through banks, lending institutions, corporations, foundations, grants, etc. to the charter school. Note which are secured and which are anticipated and include evidence of firm commitments if possible. Detail plans for meeting financial needs if anticipated revenues are not received or are lower than the estimated budget. Detail the pre-operational costs and describe how these costs will be covered?

10.03 Identify the position and the level of expertise of the individual(s) who will be responsible for managing the business aspects of the school.

**Conclusion**

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

The undersigned certifies that the information provided in or attached to this application is correct and complete. The undersigned further agrees to the obligations and representations on behalf of the applicant.

\_\_\_\_\_  
Applicant

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Applicant

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Applicant

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Applicant

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Applicant

Upon completion, applications and materials should be submitted in triplicate (one bound with original signatures) to the following:

**Jendayi Gardner, Ph.D.**  
**Office of Adult Education and Charter Schools**  
**Detroit Public Schools Community District**  
**3011 W. Grand Boulevard, Fisher Building**  
**Detroit, Michigan 48202**  
**(313) 873-7927**  
**(313) 873-4564 fax**

**Detroit Public Schools Community District  
Office of Charter Schools**

**Agreement to Comply with Applicable Laws**

Pursuant to MCL 380.502(3)(h), the following Agreement is required for this Application and must be executed by the Applicant on behalf of the proposed charter school.

In accordance with MCL 380.502(3)(h), I/we hereby certify and agree that \_\_\_\_\_, a public school academy authorized pursuant to Part 6A of the Michigan School Code, will comply with the provisions of Part 6A and, subject to the provisions of Part 6A with all other state law applicable to public bodies and with federal law applicable to public bodies or school districts.

\_\_\_\_\_  
Signature of Applicant

***Note: A public school academy shall be organized as a public, non-profit corporation (with by-laws) as directed in Section 380.502 of the Michigan School Code (revised).***