

2012 Amendment Application

Charter Contract Amendment Application for 2012-2013

VISION STATEMENT

“The Center for Charter Schools envisions a diverse and dynamic public education marketplace that fosters academic excellence for all children.”

OUR MISSION To transform public education through our state and national leadership and gold standard approach to chartering schools, overseeing and supporting their operations, and evaluating their performance.

OUR VISION We envision a diverse and dynamic public education marketplace that fosters academic excellence for all children.

THE CENTER
FOR
CHARTER SCHOOLS
CENTRAL MICHIGAN UNIVERSITY

The Center for Charter Schools
Central Michigan University
Mount Pleasant, MI 48859
(989) 774-2100
www.TheCenterForCharters.org



With the 2011-2012 school year underway, The Center for Charter Schools (Center) encourages the Academy Board and administration to continue planning and preparing for future success. Part of that planning should involve changes that the Academy may be considering for implementation during the 2012-2013 academic year and how those changes impact the Academy's current Charter Contract.

As you know, the charter contract is legally required to contain a number of components including:

- a description of the staff responsibilities (Schedule 5);
- the address and a description of each site/facility where the Academy operates (Schedule 6);
- the Academy's educational goal and related measures (Schedule 7b);
- educational programs (Schedule 7c);
- curriculum (Schedule 7d);
- methods of pupil assessment (Schedule 7e);
- application and enrollment requirements, including the maximum number of students (Schedule 7f); and
- the grade range of students enrolled at the Academy (Schedule 7h).

A charter contract amendment is necessary in order to modify or expand any of these areas and should be reflective of the Academy's program(s) at all times. The Center has developed a flexible process for amending the Charter Contract that ensures a proper balance between the need for independent development of the Academy and the statutory responsibilities of the University. Contract amendments require prior approval by the Center, and the Center requires the Academy to prepare a well-developed plan that supports the expanding initiatives (including grade or facility changes or expansions) so that the Academy will be well-positioned to implement all changes in a quality way.

The Center provides significant notification of the contract amendment process in order to provide the Academy and the Center ample time to consider contract amendment proposals and to develop and review the components necessary for amending the Charter Contract. The Michigan Department of Education (MDE) requires that all contract amendments related to site/facility and grade level changes be completed prior to implementation. The Center's contract amendment process assists both the Academy and the Center in meeting this state-mandated requirement. Any contract amendments for grade and site changes, if not finalized according to the MDE's timeline, could affect the Academy's ability to receive state school aid.

Through the years, the Center has processed more than 650 contract amendments demonstrating a commitment to growth and progress for each of the schools chartered by Central Michigan University (University). We look forward to learning about the Academy's plans for the 2012-2013 school year. Please contact us at (989) 774-2100 with any questions related to the contract amendment process.

Sincerely,



Amy VanAtten-Densmore
Director Charter Accountability

CONTRACT AMENDMENT APPLICATION

Submission Requirements

The Academy's submission will be determined by the proposed change(s) to the current Charter Contract and may include the following materials, depending on the Academy's request:

- Revised or additional Description of Staff Responsibilities (Contract Schedule 5)
- Revised Educational Service Provider Agreement (Contract Schedule 5)
- Site/Facility changes (Contract Schedule 6)
- Revised or additional Educational Programs (Contract Schedule 7c)
- Revised or additional Curriculum (Contract Schedule 7d)
- Revised Methods of Pupil Assessment (Contract Schedule 7e)
- Revised Maximum Enrollment Figure (Contract Schedule 7f)
- Revised Grade Range of Pupils (Contract Schedule 7h)

A review of the current Charter Contract will help provide guidance as to what needs to be amended. All charter contracts are available on the Center's website (www.TheCenterForCharters.org → Schools → School Listings).

Submission Instructions

To assist the Academy, this application is available electronically in a fillable .pdf format on the Center's website (www.TheCenterForCharters.org → Administrators). The documents required for amending the Charter Contract are outlined in the following pages. Please mark the entries regarding your submission (as applicable). Academies are encouraged to include additional information, as a separate attachment, that may help the Center in assessing the proposed change(s). Complete and submit the Contract Amendment Notification Form as well as a copy of the Site & Facilities Changes Checklist (if applicable). In addition, please submit one (1) electronic copy of the required documents. The electronic copy must be submitted in Microsoft® Word® or Excel® format to allow for necessary editing, unless otherwise noted.

Please submit all documents to:

Jennifer Cook

jcook@thecenterforcharters.org

Submission Deadline

In accordance with the Master Calendar of Reporting Requirements and in order to facilitate changes in accordance with guidelines issued by the Michigan Department of Education (MDE) including the finalization of the contract amendment prior to the commencement of the 2012-2013 academic year, all supporting documentation is required to be submitted to the Center by **February 24, 2012**. If there are questions, please contact Jennifer Cook at (989) 774-2100.

SCHEDULE 1

PROGRAMMATIC CHANGES CHECKLIST

Charter Contract Schedule 5: Staff Responsibilities

The Charter Contract Terms and Conditions provides the Academy Board the flexibility to employ or contract for personnel. Staffing levels should be sufficient to enable effective implementation of the Academy's Educational Program. The following items are required to be included in proposed changes to existing or newly developed position descriptions:

- Title(s) of position(s)
- Reporting relationship (the position's supervisor)
- Name of employer (Academy Board or Educational Service Provider)
- Criminal background check requirement
- Qualifications, including education level and experience

If the Academy Board is considering contracting with an Educational Service Provider (ESP) (or amending its current ESP Agreement), then the Academy Board is required to comply with the Center's ESP policies. The current version of these policies is located on the Center's website (www.TheCenterForCharters.org → *Administrators* → *Policies*). As a reminder, and for those academies that have not previously entered into an ESP agreement, the Center's ESP Policies require that any proposed ESP Agreements be submitted to the Center at least 30-days prior to execution. Specifically, the submission to the Center is required to include the following:

- Board-reviewed, draft ESP agreement
- Draft legal opinion
- ESP Information Sheet

If the Academy Board is planning to become self-managed or change its management structure, the Academy should ensure that the Center is made aware of this potential change. The Center may require the Academy Board to submit a transition plan that succinctly and specifically addresses the Academy's capacity to successfully complete the transition. The transition plan would outline the Academy's vision including:

- Governance (board functions)
- Human Resources
- Academic Services (program, curriculum, assessment, and school improvement)
- Student Services (discipline and campus safety)
- Fiscal Management (financial reporting)
- Facilities Management and Technology
- Marketing and Communications

Charter Contract Schedule 7c: Educational Programs

In accordance with applicable law and the Charter Contract Terms and Conditions, including Article VI, Section 6.3, the Academy shall implement, deliver, and support the educational programs identified in Schedule 7c. The Academy shall ensure that the educational program description is clearly written and outlines the instructional methods being used by the Academy to implement its curriculum.

Educational program submissions are required to include:

- The Academy's mission statement
- An explanation of how the educational program fulfills the school's mission, vision and values
- A description of the research base for the educational program, the instructional strategies, and the methodology used at the Academy
- A description of how the educational program engages students in learning and prepares them academically for success in college, work and life
- An explanation of how the educational program assists students in the attainment of the common core state standards and the Michigan Curriculum Framework Standards

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Charter Contract Schedule 7c: Educational Programs *(Continued)*

Educational program submissions are required to include:

- A description of how the educational program allows for adaptation and modification to meet the needs of all learners, e.g. exceptional students, students below grade level, students who qualify for special education services, and English Language Learners. (The Center has prepared, and will provide the Academy with, standard language that describes the legal requirements to service students who qualify for special education. The Academy may expand on this standard description to the extent it deems necessary to appropriately describe its program.)
- A description of the assessments utilized by the Academy, in addition to those required by the charter contract, to ensure progress is being made toward the educational goal stated in the charter contract
- If applicable, a description of how the middle school and/or high school educational program addresses the skills necessary to prepare students academically for success in college, work and life
- If applicable, a description of the explicit graduation requirements that, at a minimum, comply with the Michigan High School Graduation Requirements (http://www.mi.gov/documents/mde/FAQ_-_Entire_Document_12.07_217841_7.pdf)
- A statement regarding the preparation of Educational Development Plans for all middle school students
- A description of the method of evaluation used to determine the effectiveness of the implementation, delivery and support of the educational program

If you have questions regarding the development of the Educational Program, please contact Laura Stabler at (517) 364-9600.

Charter Contract Schedule 7d: Curriculum

In accordance with applicable law and the Charter Contract Terms and Conditions, including Article VI, Section 6.4, the Academy shall implement, deliver, and support the curriculum identified in schedule 7d. The submission is required to include a detailed written curriculum by grade or level covering each subject/course to be taught. At a minimum, the subjects to be taught shall include English language arts, mathematics, science, social studies and health as required by law, for kindergarten through grade eight. High school programs are required to offer a course of study that meets the Michigan high school graduation requirements (Michigan Merit Curriculum - MCL 380.1278a, MCL 380.1278b).

The curriculum is required to explicitly indicate alignment to the Common Core State Standards, the Michigan Curriculum Framework standards and benchmarks and the Grade Level Content Expectations (GLCEs) or High School Content Expectations (HSCEs), as appropriate. If state standards are not available for a given subject, alignment to national or international standards should be considered and referenced within the document. If curriculum is web-based, all necessary login and password information is required to be provided such that a representative of the Center may review the curriculum in its entirety. Resources are available on the Center's website (www.TheCenterForCharters.org → Administrators).

Curriculum submissions are required to:

- Identify the Academy contact that the Center can utilize for all curriculum-related questions
- Include a course spreadsheet listing all subjects to be offered including non-core curriculum such as physical education, technology and art
- Include learner outcomes or performance objectives, recommended instructional materials/resources, essential vocabulary and assessment activities for each grade and subject and represent a rigorous learning agenda
- Meet all legal requirements including, but not limited to
 - Health education (see Public Act 451 of 1976 being MCL 380.1169, 380.1502, and 380.1170 of the Revised School Code)
 - Sex education, if it is part of the Academy's curriculum (see Public Act 451 of 1976 being MCL 380.1506 and 380.1507 of the Revised School Code and Public Act 94 of 1979 being MCL 388.1766a of the State School Aid Act)
 - Dangerous communicable diseases, including, but not limited to, HIV/AIDS (MCL 380.1169, Revised School Code)
- Be submitted as separate files, following a consistent format, clearly identified by academy name, course title and grade or level

Charter Contract Schedule 7e: Methods of Pupil Assessment

In accordance with applicable law and the Charter Contract Terms and Conditions, including Article VI, Section 6.5, the Academy shall properly administer the academic assessments identified in schedule 7e. The Academy authorizes the Center to have access to the Academy's Student/School Data Applications through the Center for Educational Performance and Information and to the electronic reporting system administered by the MDE to access the Academy's Michigan Educational Assessment Program, Michigan Merit Exam and other state assessment results, as applicable. The Academy is required to ensure that any persons involved with the administration of these assessments are properly trained and adhere to the ethical standards and testing procedures associated with these assessments. The University provides standard assessment language for this schedule, therefore, unless the Academy is considering a new assessment, there is no need to amend this schedule. In the fall of 2011, the University began requiring all academies to annually administer the ACT[®] Explore[®] to all students in grade 8, as applicable.

Charter Contract Schedule 7f: Maximum Student Enrollment

The Charter Contract reflects the maximum number of students that may be enrolled at the Academy. The Academy's total enrollment may not exceed this number, and the Academy must first receive prior approval from the Center before enrolling additional students in excess of the current contracted maximum enrollment number. If the Academy is proposing a grade addition for 2012-2013 which requires an increase in the maximum number of students, the Academy Board must request the new maximum enrollment number in addition to the proposed grade level(s). Additionally, the Academy must submit **scaled** floor plans (upon request by the Center) in order to determine if the Academy's facility can adequately accommodate the proposed enrollment increase. The scaled floor plans must be submitted in .pdf format. Please do not reduce the size of the document prior to converting to a .pdf. In addition to being drawn 'to scale,' the floor plans must be cleanly drawn and include the following:

- Address of building
- Layout of each floor, including identification of all rooms
- Grades to be served

Charter Contract Schedule 7h: Age and Grade Range of Pupils

In accordance with applicable law and the charter contract Terms and Conditions, including Article VI, Section 6.8, the Academy shall comply with the age or grade ranges as stated in schedule 7h. The Academy may not enroll students in grades not authorized in the Charter Contract. Prior written approval must be received from the Center before enrolling students in proposed additional grade levels. A contract amendment is also required if the Academy Board plans to eliminate grade levels.

Other Major Programmatic Changes (if applicable)

Please indicate what other types of major programmatic changes are reflected in the Academy's proposed contract amendment:

CONTRACT AMENDMENT APPLICATION

SCHEDULE 2

SITE & FACILITY CHANGES CHECKLIST

Description of Proposal

Please select the entry (or entries) which best describe the Academy's proposed site or facility change:

- Expansion of current facility (including new construction or modular units)
- Major alteration or renovation of current facility
- Site addition (added physical location)
- Site change (relocation to a different physical location)
- Relocation of grade level(s) to an existing Academy site and/or facility
- Elimination of current site or facility
- Other

Please provide the following information as it applies to the Academy's proposal:

- Address of proposed facility (if new or additional site): _____

- Local school district of facility (if new or additional site): _____

- Intermediate school district of facility (if new or additional site): _____

- Grades to be served in proposed facility (if new site or reconfiguration at current site): _____

- If new site, name any non-school buildings on site (if applicable): _____

- Total square footage of the new or renovated space (also provide square footage of space to be used if different than total): _____

- Number of classrooms in the new or renovated space: _____

- List additional rooms in the new or renovated space (e.g. gym, offices, multipurpose room, labs, etc.) _____

- Number of restrooms in the new or renovated space: _____

SUBMISSION REQUIREMENTS:

Item 1: Physical Plant Description

In accordance with applicable law and the Charter Contract Terms and Conditions, including Article XI, Section 11.5, the Academy is authorized to operate at the physical facility or facilities outlined in schedule 6. If the Academy Board is requesting any site/facility changes (including modular units) effective with the 2012-2013 fiscal year, then the Academy Board is required to submit the following materials:

- Site plan(s) - the site plan must be cleanly drawn (as prepared by an architect or building engineer), scaled (if possible), submitted in a .pdf format and include:
 - Cross streets, recreation/playground area(s), and parking lots
 - Traffic patterns
 - All school and non-school buildings, including modular facilities
 - Address of each building
- Scaled floor plan(s) – the floor plan must be cleanly-drawn, scaled (as prepared by an architect or building engineer), and must have been approved by the Bureau of Construction Codes' (BCC) Plan Review Division prior to submission, and include:
 - The address of the building(s)
 - The layout of each floor (including identification of rooms)

Floor plan(s) must be submitted electronically in .pdf format and should not be reduced in size prior to submission; the Center requires the plan(s) in the original size as prepared by the architect/engineer.
- A copy of the Letter of Plan Approval issued by the BCC, as applicable
- Certificate of Use and Occupancy issued by the BCC (upon receipt)

Item 2: Church/State Questionnaire

As public charter schools, it is critical that any facility that is used by the Academy maintains the appropriate separation of church and state. Therefore, the Center has developed a questionnaire that is required for any facility that:

- Is affiliated with and/or owned by a church or other religious organization
- Was previously used by a religious entity

Please note that “affiliation” may include a lessor/lessee relationship or other business relationship. The questionnaire is available on the Center’s website (www.TheCenterForCharters.org → Administrators).

Item 3: Lease Agreement(s)

If the Academy Board plans to enter into a new lease (or amend an existing lease), then the Center requires that all lease agreements be negotiated and submitted to the Center for review at least 30-days prior to execution. Lease agreement are required to include:

- Language causing the immediate termination of the lease agreement without penalty to the Academy Board upon termination of the charter contract
- All referenced exhibits or attachments
- The facility address(es)
- Total square footage

If the Academy is considering subleasing, copies of the lease between the lessor and the property owner are required to be submitted to the Center.

Item 4: Financing Agreement(s)

If the Academy Board plans to purchase a facility, any long-term financing closing documents and (if applicable) long-term intercept requests and any related documentation are required to be submitted to the Center for review at least 30-days prior to closing.

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Item 5: AHERA Management Plan(s)

The Academy is required to submit (electronically, in a .pdf format) an approval letter from the Michigan Department of Licensing and Regulatory Affairs (DLARA) verifying that the proposed facility has an approved AHERA Management Plan on file with the state.

Please consider the following items when undergoing a site or facility expansion or modification:

Item 6: BCC and Bureau of Fire Services (BFS) Timeline

Below is a suggested timeline for consideration related to the submission of site/facility related materials to the state's BCC. This timeline assumes an occupancy date of September 4, 2012 (first day of school – fall 2012), and a ground-breaking date of April 30, 2012:

February 17, 2012	Site Plan Review: materials submitted to the BCC
March 16, 2012	Construction Code Reviews: materials submitted to the BCC
April 11, 2012	Building Permit Application: materials submitted to the BCC
July 20, 2012	Building Inspections: final inspections should be scheduled to take place on or before
August 3, 2012	Certificate of Use and Occupancy requests: materials submitted to the BCC

In general, anything involving a BCC Plan Review takes a minimum of three weeks. An additional three weeks should be incorporated into the timeline in the event the Academy is required to resubmit documents, which is a common practice. Also, it is highly recommended that the Academy include an adequate contingency allowance (two weeks or more). In all, the Academy should set aside a total of ***eight weeks for plan review.***

Below is a suggested timeline for consideration related to the submission of site/facility related materials to the state's BFS. This timeline also assumes an occupancy date of September 4, 2012 (first day of school – fall 2012), and a ground-breaking date of April 30, 2012:

February 17, 2012	Fire/Emergency access Site Plan Review material sent to BFS; form BFS979S; potential 2-3 week lead time to receive review comments back.
March 16, 2012	Construction documents sent to BFS; Form BFS979; potential 3-4 week lead time to receive review comments back.
March 30, 2012	Shop drawings (i.e. fire alarm, sprinkler, etc.) sent to BFS; Form BFS979; potential 3-4 week lead time to receive comments back.
May 1, 2012	Architect requests 50% inspection; potential 3-4 week lead time to schedule inspection.
July 20, 2012	Architect requests final inspection; potential 3-4 week lead time to schedule inspection.
August 20, 2012	Final approved Fire Marshal report issued by the BFS to the architect/owner.

This is a generic timeline with the potential for a lot of moving parts depending on the specific job. It is critical that the architect and general contractor ensure that the contractors for the fire alarm, sprinkler, etc., submit their shop drawings in a timely matter. Without shop drawings, the inspector is unable to schedule the final inspection. For additional information in regard to the BFS process, please see the BFS flowchart (*see www.TheCenterForCharters.org → Administrators*).

Item 7: Obtaining Written Occupancy Approval

Projects involving the construction, addition, alteration or repair of any school building, including modular units, must be submitted to the BCC and BSF for required plan reviews, permits, and on-site inspections. BCC Applications and other forms are available online (see www.michigan.gov/bcc → *Forms*). BFS Applications and other forms are available online (see http://www.michigan.gov/lara/0,4601,7-154-28077_42271_42346---,00.html).

Please note that a “verbal” approval is not recognized by the BCC, BFS, or the Center and should not be considered valid by the Academy. The Center encourages the Academy to work closely with the BCC and BFS to help ensure written approval prior to occupancy of any proposed facility (including modular units) or new construction. The Academy must submit a copy of the written approval prior to occupancy. If the Academy utilizes a facility without first obtaining written approval and submitting a copy to the Center, the Academy will be required to remove students from the unapproved space. It is critically important that the Academy’s planning and construction timeline allow for sufficient time (and delays) surrounding inspections by the BCC and the BFS

Questions regarding current legislation, school construction, or requirements under the State Construction Code for school projects should be directed to the BCC at (517) 241-9302 and the BFS at (517) 241-8847.

Item 8: Health Approval

If the Academy’s project involves new construction or a major renovation, the proposed facility may require inspection by the health department. However, if the Academy is proposing to operate in an existing school building, the requisite health approvals may already exist. The Academy is required to submit Health Department documentation to the Center (when applicable).

Item 9: Notification to Insurance Carrier

The Academy is required to obtain and submit a statement from the Academy’s insurance carrier indicating that the carrier has been advised of the proposed site/facility change.

Item 10: Budget

The Academy Board’s budget must adequately reflect the financial impact of any proposed site/facility change. An analysis will be completed by the Center through the review of the Board-approved original budget submitted to the Center in accordance with the Master Calendar of Reporting Requirements. If you have questions regarding the budget, please contact the Director for Fiscal Performance & Accountability at (989) 774-2100.

Item 11: Competitive Bidding

The Academy is required to comply with Public Act 451 of 1976 being MCL 380.1267 of the Revised School Code when altering, renovating or building a new facility (see www.michiganlegislature.org/law/ → *Frequently Requested Laws* → *Revised School Code*).

Item 12: Single Site Requirement

The Academy is required to comply with the single site requirements of Public Act 451 of 1976 being MCL 380.504 of the Revised School Code. It states that a public school academy shall not operate at a location other than the single site requested for the configuration of grades that will use the site. To clarify, a public school academy may not operate the same grade level at more than one site.

Item 13: Management Plans

The Academy is required to have a school safety plan, an approved asbestos management plan, and an integrated pest management plan in place for each facility it occupies. As facility changes take place, it is critically important to ensure that the required management plans are prepared or updated as necessary, and approved as applicable. In addition, we encourage the Academy to share the building floor plans with local law enforcement agency as part of your school safety plan. Please contact our office if you would like additional information in these areas.

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