

CONTRACT AMENDMENT CHECKLIST | 2016-17

CHARTER CONTRACT AMENDMENT CHECKLIST FOR 2016-17

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WELCOME

The Governor John Engler Center for Charter Schools encourages the Academy Board and administration to always plan and prepare for future success. Part of that planning should involve changes that the Academy may be considering for implementation during the 2016-2017 academic year and how those changes impact the Academy's current Charter Contract (Contract).

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

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 Contract. The Michigan Department of Education 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.

We look forward to learning about the Academy's plans for the 2016-2017 school year. Please contact us at (989) 774-2100 with any questions related to the Contract amendment process.

Sincerely,



Amy Van Atten-Densmore
Director of School Operations

CONTRACT AMENDMENT PROCESS

STEP ONE: Official Correspondence from the Center

In the fall, the Center distributes the Contract Amendment Checklist (Checklist) and the Contract Amendment Request Resolution (Resolution). This correspondence is intended to remind the Academy Board and its administration of the Contract amendment process and encourage the Academy to begin its planning process.

STEP TWO: Submission of the Resolution

The Academy Board reflects on its plans for the upcoming academic year and considers how those plans may affect the Contract (e.g. if the Academy Board is considering expanding its current facility, Schedule 6: Physical Plant Description would need to be amended to reflect the change). If the Academy Board determines that the Contract needs to be amended to incorporate the potential changes, the Academy Board takes action to approve the Resolution and then submits the Resolution to the Center for consideration. The Resolution is attached as Schedule 1 of this Checklist and is also available in fillable .pdf format on the Center's website (www.TheCenterForCharters.org>Administrators).

It is important to note that according to Article IX of the Terms and Conditions of the Contract, amendments to the Contract take effect only after they have been approved and executed by the Academy Board and the University Board, or its designee (the Center's Executive Director).

STEP THREE: Approval or Denial of the Contract Amendment Request

Upon receipt of the Academy Board's Resolution, a determination is made to either allow the Academy to move forward with its requested change(s) or to deny the request. The Academy is notified of the decision. If the Center determines that the Academy may move forward with the requested change(s), the submission requirements and the associated due dates for the required materials will be outlined and the due dates will be placed on the Academy's individualized compliance calendar.

STEP FOUR: Submission, Review and Finalization of the Contract Amendment Materials

Upon receipt of the required documents, subject matter experts at the Center review the materials and work with Academy representatives regarding any questions and/or revisions of the materials. The goal of this exchange is to bring all materials into compliance with state and Center requirements for incorporation into the Contract via the Contract amendment.

STEP FIVE: Distribution and Execution of the Contract Amendment

Upon finalization of the materials for the Contract amendment, the Center will distribute the Contract amendment to the Academy Board, via email, for review and approval at its next meeting (Note: the Academy Board does have the option when it approves the Resolution requesting the Contract amendment to designate an Academy Board member to execute the Contract amendment on behalf of the entire Academy Board; in this case, the Contract amendment will be distributed to the designated Academy Board member for their signature).

Upon receipt of the Academy Board-approved Contract amendment, the signature of the Center's Executive Director is secured and the Contract amendment is distributed to the MDE for processing. All Contracts for academies authorized by the University are housed on the Center's website; therefore, once the Contract amendment is fully executed, an email containing a link to the fully executed Contract amendment will be sent to the Academy Board.

SUBMISSION REQUIREMENTS

In accordance with the Master Calendar of Reporting Requirements, and in order to facilitate changes in accordance with guidelines issued by the MDE, including the finalization of the Contract amendment prior to the commencement of the 2016-2017 academic year, the Resolution is required to be submitted to the Center by **January 27, 2016**.

The notification identified above, in Step Three of the Contract amendment process, outlines the various documents required to process the Contract amendment. The Academy's submission requirements will be determined by the proposed changes(s) to the current Contract and may include one or more of the items listed below depending on the Academy's request. The Center requires that these materials be submitted electronically (in Microsoft® Word® or Excel® format, unless otherwise indicated, to allow for necessary editing).

Charter Contract Schedule 5: Description of Staff Responsibilities

Position Descriptions

The 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; and
- Qualifications, including education level, required certifications and experience.

Educational Service Provider Agreement

If the Academy Board is considering entering into a new ESP Agreement (or amending an existing ESP Agreement), then the Academy Board is required to comply with the Center's ESP policies, which are incorporated into the Contract through the Terms and Conditions. The current version of these policies is located on the Center's website ([www.TheCenterForCharters.org>Administrators>Policies](http://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. Unless the Center's Executive Director extends the review period within 30 days of receiving the proposed ESP Agreement, the Center shall notify the Academy if the ESP Agreement is disapproved. The Center reserves the right to disapprove an ESP Agreement if the Academy Board submits an ESP Agreement that does not comply with the Contract, Applicable Law and University Policies. Specifically, the submission to the Center is required to include the following:

- Academy Board-reviewed, draft ESP agreement;
- Draft legal opinion; and
- ESP Information Sheet.

Charter Contract Schedule 6: Physical Plant Description

Site & Facility Changes Checklist

In order for the Center to obtain a clear understanding of the proposed facility change(s), the Academy is required to complete and submit (electronically, in .pdf format) the Site & Facility Changes Checklist. The Site & Facilities Changes Checklist is attached as Schedule 2 of this Checklist and is also available in fillable .pdf format on the Center's website ([www.TheCenterForCharters.org>Administrators>Site and Facilities](http://www.TheCenterForCharters.org/Administrators/Site and Facilities)).

Physical Plant Description

In accordance with applicable law and the 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 the addition or removal of modular units) effective with the 2016-2017 academic year, then the Academy Board is required to submit the following materials:

- A copy of the Application(s) for Plan Examination as submitted to the Bureau of Construction Codes and the Bureau of Fire Services.
- A copy of the Letter(s) of Plan Approval issued by the BCC and the BFS.

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- Site plan(s) – the site plan(s) must be cleanly drawn (as prepared by an architect or building engineer), scaled (if possible) and must have been approved by the BCC’s Plan Review Division prior to submission. It must be 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; and
 - Address of each building.
- Scaled floor plan(s) – the floor plan(s) must be cleanly drawn, scaled (as prepared by an architect or building engineer) and must have been approved by the BCC’s Plan Review Division prior to submission. It must be submitted in a .pdf format and include:
 - Address of the building(s); and
 - The layout of each floor (including identification of all 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.

- Certificate of Use and Occupancy issued by the BCC (upon receipt).

Although it is the Academy’s intention to secure a Certificate of Use and Occupancy for the facility changes prior to the first day of school, the Center may require that the Academy provide a contingency plan should a Certificate of Use and Occupancy not be secured. If requested, the contingency plan shall provide details regarding where the Academy intends to place the students without utilizing any unapproved space.

Church/State Questionnaire

As public charter schools, it is critical that any facility 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; or
- Was previously used by a religious entity.

Please note that “affiliation” may include a lessor/lessee relationship or other business relationship. The questionnaire is attached as Schedule 3 of this Checklist and is also available in fillable .pdf format on the Center’s website (www.TheCenterForCharters.org>Administrators).

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. As with the ESP Agreement above, this 30-day period provides for review time by the Center. Lease agreements are required to include:

- Language causing the immediate termination of the lease agreement without penalty to the Academy Board upon termination of the Contract;
- All referenced exhibits or attachments;
- The facility address(es); and
- 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.

Financing Agreement(s)

If the Academy Board plans to purchase a facility or refinance existing debt, the draft long-term financing documents, any 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. As with the ESP and/or Lease Agreements discussed previously, this 30-day period provides for review time by the Center.

AHERA Management Plan(s)

The Academy is required to submit (electronically, in .pdf format) an approval letter from the Michigan Department of Licensing and Regulatory Affairs verifying that the proposed facility has an approved AHERA Management Plan on file with the state or a statement from the project architect verifying that the facility addition was completed using materials that do not contain asbestos.

Please see Schedule 4 of this Checklist for additional information related to site/facility changes. For additional information on the processes at the BCC and the BFS, please see the School Construction Project Checklist (www.TheCenterForCharters.org>Administrators>Site and Facilities).

Charter Contract Schedule 7: Required Information for a Public School Academy

Schedule 7c: Educational Programs

In accordance with applicable law and the Contract Terms and Conditions, including Article VI, Section 6.3, the Academy shall implement, deliver and support the Educational Program identified in Schedule 7c. The Educational Program is a narrative description of the Academy's unique approach to delivering the Curriculum in order to fulfill the Academy's mission and vision. Throughout the description of the Educational Program it is expected that, where applicable, a citation of the underlying research will be provided. The Educational Program is required to include all of the following:

- The Academy's mission statement, the Academy's vision statement and a statement of the Academy's values;
- An explanation of how the Educational Program is delivered to ensure that all students are provided the opportunity to attain the knowledge and skills as indicated in the written curriculum and described by state and national standards, both in core and non-core subject areas;
- A description of the approach(es) used to deliver the Educational Program in order to engage students in learning;
- A description of how the program allows for adaption and modification to meet the needs of all learners, e.g., gifted and talented students, students below grade level, students who qualify for special education services and English Language Learners. If the Academy serves fourth or seventh-grade students, then the description is required to include how the Academy will ensure that every general education student who does not show proficiency in reading will receive "special assistance reasonably expected to enable the pupil to bring his or her reading skills to grade level within 12 months" (MCL 380.1278(8)).

Note: *The following language is required to be included in the Educational Program:*

"When making educational placement decisions for students with disabilities, the Academy will ensure that parents are contributing members of the Individualized Educational Program (IEP) team and together the team will make decisions that are subject to requirements regarding provision of the least-restrictive environment. When determining how services will be delivered to students with disabilities, the Academy will follow all Special Education Rules as issued by the Michigan Department of Education. If a child with a current IEP enrolls in the Academy, the Academy will implement the existing IEP to the extent possible or will provide an interim IEP agreed upon by parents until a new IEP can be developed. IEPs will be developed, revised and implemented in accordance with the Individuals with Disabilities Educational Improvement Act (IDEIA) and state law and regulations.

The Academy will fully comply with federal laws and regulations governing children with disabilities as follows:

- *The Academy is responsible for providing a free, appropriate public education to children with disabilities enrolled in the Academy that have been determined through an IEP to require Special Education programs and services.*
- *The Academy will ensure that children who are suspected of having disabilities are properly evaluated by a multidisciplinary team, as defined in the Michigan Special Education Rules, and that children who have already been identified are re-evaluated by the multidisciplinary team at least every three years.*
- *When a multidisciplinary team determines that a special education student requires Special Education programs and services, the Academy will ensure that the IEP is fully implemented in accordance with IDEIA and reviewed on an annual basis or more frequently as determined by the IEP team."*

The Academy may expand on this standard description to the extent it deems necessary to appropriately describe the program.

- A description of the assessments utilized by the Academy to ensure progress toward the Educational Goal stated in the Contract. This should include not only the summative assessments required by law and the Contract but also other formative and summative assessments that are essential to measuring successful implementation of the Academy's curriculum;
- If applicable, a description of how the middle school and/or high school Educational Program addresses the skills necessary to prepare students academically for a successful transition;
- A statement regarding the development of Educational Development Plans for all middle school students (http://www.michigan.gov/documents/mde/MDE_EDP_10-2-09_296459_7.pdf);
- If applicable, a description of the explicit graduation requirements that, at a minimum, comply with the Michigan Merit Curriculum;
- A description of the method of evaluation used to determine the effectiveness of the implementation, delivery and support of the Educational Program; and
- If applicable, the Educational Program must include the following language regarding an Early Childhood Education program:

"The Academy operates an early childhood education program (Pre-Kindergarten and Great Start Readiness Program). On an annual basis, the Academy shall advise the Center on the current status of its early childhood education program. If changes occur in the Academy's early childhood education program, the Academy shall file a revised Early Childhood Education Questionnaire with the Center.

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Unless permitted under Applicable Law or administrative rule, the Academy shall not use the state school aid funds to establish or operate its early childhood education program. In accordance with Applicable Law and administrative rule, the Academy shall budget and account for funds and expenses associated with its early childhood education program.”

If the Academy is considering adding an early elementary education program, an Early Childhood Education Questionnaire must be completed and submitted to the Center. The questionnaire is attached as Schedule 5 of this Checklist and is also available in fillable .pdf format on the Center’s website (www.TheCenterForCharters.org>Administrators).

Note: A Contract amendment incorporating the addition of an early elementary education program will not be processed until the Academy obtains a license to operate the program from the Michigan Department of Health and Human Services.

Schedule 7d: Curriculum

In accordance with applicable law and the 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 and represent a focused, coherent and rigorous learning agenda. At a minimum, the subjects to be taught, as required by law, shall include English language arts, mathematics, science, social studies, physical education and health for kindergarten through grade eight. High school programs are required to offer a course of study that meets the Michigan Merit Curriculum (MCL 380.1278a, MCL 380.1278b).

General Curriculum Requirements:

The Academy’s curricular submission must meet the following requirements. The curriculum will:

- Demonstrate a logical sequence of learning objectives aligned to state and national standards;
- Outline instructional resources and tools;
- Provide the essential vocabulary for each content area; and
- Specify the methods of assessment.

Health Requirements:

Specific Health requirements including, but not limited to:

- Health education (Public Act 451 of 1976 being MCL 380.1169, 380.1502, and 380.1170, Revised School Code);
- Dangerous communicable diseases including, but not limited to HIV/AIDS (MCL 380.1169, Revised School Code); and
- Sex education, if it is part of the Academy’s curriculum (Public Act 451 of 1976 being MCL 380.1506 and 380.1507, Revised School Code and Public Act 94 of 1979 being MCL 388.1766a, State School Aid Act).

Other Considerations:

- If the curriculum is Web-based, the Academy is required to provide all necessary login and password information such that a representative of the Center may review the curriculum in its entirety;
- Within the curricular document, include a citation to the specific standard(s) to which the curriculum is aligned;
- Complete the course matrix, listing all the courses offered per grade or level. Additionally, include the Academy contact person for all curriculum-related questions (template available at www.TheCenterForCharters.org>Administrators); and
- Submit the written curriculum in a consistent format and as separate course documents clearly identified by Academy name, course title and grade or level. All submissions must follow the submission timeline established via the notification identified in Step Three of the Contract amendment process.

Non-Core Curriculum Requirements

Non-core curriculum is to be submitted in the same format as the core curriculum. The same template is required to be used, with a curricular document submitted for each grade, level and subject offered. As with the core curriculum, all non-core courses must be explicitly aligned with the state or national standards, representing a focused, coherent and rigorous learning agenda.

- **Health and Physical Education** – Health curriculum must address the Michigan health education requirements (Public Act 451 of 1976, MCL 380.1170 and 380.1502 Revised School Code) including the teaching of dangerous communicable diseases (MCL 380.1169 and 380.1170). If the Academy Board adopts the Michigan Model for Health, only a module checklist will be required. Physical education curriculum is required for each grade or level. Participation in extracurricular athletics at the high school level may constitute successful completion of this requirement (MCL 380.1502).

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- **Visual, Performing and Applied Arts** – A written curriculum must be submitted for each visual art, music, dance or theater course offered for each grade or level. The curriculum is required to explicitly indicate alignment to the Michigan Academic Standards. If state standards are not available for a given subject, alignment to national or international standards should be considered and referenced within the document. This document, approved by the State Board of Education in June 2011, includes standards and benchmarks for elementary, middle and high school levels. The standards can be accessed at http://www.michigan.gov/documents/mde/Complete_VPAA_Expectations_June_2011_356110_7.pdf.
- **World Languages** – A written curriculum must be submitted for each world language course offered for each grade or level. World language is required for high school graduation beginning with the class of 2016. Students can meet this requirement by completing two years of a world language in grades 9-12 or by completing an equivalent learning experience in grades K-8, meeting all state proficiency requirements. The Michigan World Language Standards and Benchmarks can be accessed at http://www.michigan.gov/documents/mde/WLSB_206824_7.pdf.
- **Technology and Online Learning Experience** – A written curriculum must be submitted for each technology course offered for each grade or level. Technology curriculum must align to the Michigan Educational Technology Standards for Students 2009. These standards can be accessed at <http://techplan.edzone.net/METS/METS2009.pdf>. If the online learning experience requirement for high school graduation is integrated into courses, submit documentation showing fulfillment of the online learning experience.

Schedule 7e: Methods of Pupil Assessment

In accordance with applicable law and the Contract Terms and Conditions, including Article VI, Section 6.5, the Academy shall properly administer the academic assessments identified in Schedule 7e. In addition, the Contract 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 state assessment results. 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. If the Academy intends to add or change the assessment(s) it administers, the name of the new assessment will be required to be submitted, as well as the grades to which the new assessment(s) will be administered.

Schedule 7f: Application and Enrollment of Students

The 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 the 2016-2017 academic year that 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 the building; and
- Layout of each floor (including identification of all rooms).

Schedule 7h: Age or Grade Range of Pupils

In accordance with applicable law and the 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 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.

SCHEDULE 1: RESOLUTION

<Academy Name>
Resolution of the Board of Directors
Resolution requesting a Contract Amendment

WHEREAS, pursuant to Article IX of the Contract between Central Michigan University and the Public School Academy Board which provides for amendments to the Contract; and

WHEREAS, Section 9.1 Amendments provides that the University Board and the Academy acknowledge that the operation and administration of a public school academy and the improvement of educational outcomes over time will require appropriate amendment of this Contract; and

WHEREAS, Section 9.2 Process for Amendment Initiated by the Academy provides that the Academy, by a majority vote of its Board of Directors may propose specific changes in the Contract or may propose a meeting to discuss potential revision of this Contract. The proposal will be made to the University Board through its designee; and

WHEREAS, Pursuant to Section 9.4 Final Approval of Amendments, amendments to the Contract take effect only after they have been approved by the Academy Board and the University Board or its designee; and

WHEREAS, this Board, by majority vote, has determined that the Academy; beginning with the <XXXX-XXXX> academic year:

THEREFORE, BE IT RESOLVED that the Academy Board declares that, pending approval of Central Michigan University Board of Trustees or its designee, the Contract should be amended as necessary.

BE IT FURTHER RESOLVED that <_____> is authorized to propose and/or negotiate the Contract Amendment, and Academy Board Member <_____> is authorized to execute a Contract Amendment effectuating the purposes set forth in the resolution on behalf of the Public School Academy Board.

Date: _____
Board President/Vice President Signature

Secretary's Certification:

I certify that the foregoing resolution was duly adopted by the Academy Board of Directors of <Academy Name> at a properly noticed open meeting held on the day of <Date> , at which a quorum was present.

Board Secretary Signature



SCHEDULE 2: SITE & FACILITY CHANGES CHECKLIST

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 (additional 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:

- Does the Academy intend to finance the facility change or does the Academy intend to enter into a new lease or amend an existing lease in order to include the additional space?



SCHEDULE 3: CHURCH/STATE QUESTIONNAIRE

Questionnaire regarding the Academy’s lease or contract arrangement with church or other religious organization.

Name of Academy: _____

Address of School Building: _____

Name of Lessor: _____

Please answer the following questions using as much detail as possible. If the question is not applicable, please indicate in your response the reason that the question does not apply.

1. Is there a church or other religious organization connected to the school building?

2. What proportion of the members of the Academy’s Board of Directors are also officers, board members or employees of the church or other religious organization? Also, what proportion of the Academy Board of Directors are members of the church or other religious organization?

3. Will there be any shared time programs with the church or other religious organization?

4. If the church or other religious organization is connected to the school building, does the school building have a separate entrance? Is the separate entrance clearly marked and identified?

5. Will there be any religious symbols, pictures or statues in the school building? Will there be any religious symbols, pictures or statues in the classrooms and common areas used by Academy students?



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6. Does the church or other religious organization conduct any programs in the building during school hours? If so, will those programs and the school share common areas in the building or at the building site (e.g., bathrooms, teacher's lounge, playground or lunchroom)?

7. Does the school have its own signage separate from the church or other religious organization to indicate that it is not organized by or affiliated with the church or other religious organization?

8. Do the church or other religious organization and the school plan to share employees, textbooks or services (e.g., transportation, food service)?

9. Is the school parking lot separate from the church or other religious organization's parking lot?

10. Is the Academy being operated or organized by the church or any other religious organization? Will the Academy have any organizational ties or affiliations with the church or other religious organization that would be prohibited by state and federal constitutional laws?

11. Will there be any other tenants occupying the school building? If so, please list those additional tenants by name (including church or other religious organization personnel).

12. Are there any provisions in the proposed lease agreement requiring the Academy to teach or promote religion?



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13. Please describe how the Academy Board will notify the general public that the Academy is a public school and that it is not operated by or affiliated with the church or other religious organization.

14. Please describe how the Academy will advertise that it is enrolling students and the procedures for applying for enrollment.

15. Is the agreed rental rate similar to the rate that is being charged for structures of similar size and in the same general location?

16. Did the Academy engage in a legitimate search for other potential sites?

17. Is the church building used for any other public functions?

18. Does the lease contain any restrictions on the school's curriculum or activities?

The following questions apply only to applicants/academies requesting to convert a non-public school that was in operation at some point during the past 12 months.

19. Does the governing body of the non-public school plan to dissolve or discontinue the non-public school? If so, please disclose whether the non-public school has outstanding debts and how those outstanding debts will be retired.



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20. How many students currently or formerly enrolled at the non-public school have applied to enroll in the Academy? How many currently or formerly enrolled non-public school students does the Academy anticipate will apply for Academy enrollment?

21. How many teachers formerly employed by the non-public school, church or other religious organization will become or are now employees of the Academy or an educational service provider that will contract or currently contracts with the Academy?

22. Please disclose the reasons for converting the existing non-public school into a public school academy. Please provide a copy of the resolution or other written approval from the governing body of the non-public school approving of the conversion to a public school academy.

These responses were prepared by: _____

Date: _____

CENTER USE ONLY

Site Visit Conducted by: _____

Date of Questionnaire Review: _____

Comments: _____

Questionnaire Reviewed by: _____

Date of Questionnaire Review: _____

Comments: _____

SCHEDULE 4: ADDITIONAL INFORMATION RELATED TO SITE/FACILITY CHANGES

Bureau of Construction Codes and Bureau of Fire Services Timeline

Below is a suggested timeline for consideration related to the submission of site/facility related materials to the BCC. This timeline assumes an occupancy date of September 6, 2016 (first day of school – fall 2016), and a ground-breaking date of April 29, 2016:

- February 17, 2016** Site Plan Review: materials submitted to the BCC.
- March 16, 2016** Construction Code Reviews: materials submitted to the BCC.
- April 13, 2016** Building Permit Application: materials submitted to the BCC.
- July 20, 2016** Building Inspections: final inspections should be scheduled to take place on or before.
- August 3, 2016** 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 6, 2016 (first day of school – fall 2016) and a ground-breaking date of April 29, 2016:

- February 17, 2016** 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, 2016** Construction documents sent to BFS; Form BFS979; potential 3-4 week lead time to receive review comments back.
- March 30, 2016** Shop drawings (e.g. fire alarm, sprinkler, etc.) sent to BFS; Form BFS979; potential 3-4 week lead time to receive comments back.
- May 2, 2016** Architect requests 50% inspection; potential 3-4 week lead time to schedule inspection.
- July 20, 2016** Architect requests final inspection; potential 3-4 week lead time to schedule inspection.
- August 18, 2016** Final approved Fire Marshal report issued by the BFS to the architect/owner.

This is a generic timeline. It is critical that the architect and general contractor ensure that the contractors for the fire alarm, sprinkler, etc., submit shop drawings in a timely matter. Without shop drawings, the BFS inspector is unable to schedule the final inspection. For additional information in regard to the BFS process, please see the BFS Plan Review Checklist (http://www.michigan.gov/documents/lara/PR_Checklist_Rev_8-13-15_497185_7.pdf). For additional information regarding facility projects, please see the School Construction Project Checklist ([www.TheCenterForCharters.org>Administrators>Site and Facilities](http://www.TheCenterForCharters.org/Administrators/Site_and_Facilities)).

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 BFS for required plan reviews, permits and on-site inspections. BCC Applications and other forms are available online (http://michigan.gov/lara/0,4601,7-154-35299_10575_33813---,00.html). BFS Applications and other forms are available online (http://www.michigan.gov/lara/0,4601,7-154-35299_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 ensure written approval prior to occupancy of any proposed facility (including modular units) or new construction. The Academy is required to 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) 241-9317 and the BFS at (517) 241-8847.

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).

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.

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 Academy 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.

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 (www.michiganlegislature.org/law/ > *Often Requested Laws > Revised School Code*).

Single Site Requirement

The Academy is required to comply with the site requirements of Public Act 277 being MCL 380.504 of the Revised School Code. It states that a public school academy shall not operate at a site other than the site or sites requested for the configuration of age or grade levels that will use the site or sites, as specified in the Contract. Although the law allows the University to consider the addition of multiple sites, an Academy Board must first meet specified requirements set forth in the Revised School Code. In addition, any requests related to multisites require the approval of the University Board. (See MCL 380.504(1))

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 its school safety plan. Please contact our office if you would like additional information in these areas.



SCHEDULE 5: EARLY CHILDHOOD EDUCATION QUESTIONNAIRE

Name of School: _____

Name of Program: _____

Address of Program (if different than Academy): _____

Telephone Number: _____ Fax Number: _____

Program Administrator: _____

Funding Source: _____

Insurance Carrier: _____

Brief Description of Program: _____

Will the Academy directly employ all early childhood education program staff? YES NO

If yes, please list the current staff positions that will have job duties related to the program, if any, and a brief description of those duties.

1. _____

2. _____

3. _____

4. _____

If yes, please list any position(s) that will be created to staff the program, if any, and a brief description of the duties of the position(s).

1. _____

2. _____

3. _____

4. _____



CONTRACT AMENDMENT CHECKLIST

If the Academy will not directly employ all early childhood education program staff (e.g. the Academy will contract with a third-party organization to operate the program), please write the name of the organization that will employ the program staff below.

Has the Academy entered into a written agreement with the above organization to provide services for this program? YES NO

If no, when does the Academy anticipate entering into an agreement? _____

Has the Academy notified its insurance carrier of the addition of this program? YES NO

Has the Academy verified that its insurance carrier will provide coverage for this program? YES NO

Will the operation of this program comply with the single site restrictions contained in the Revised School Code for public school academies? YES NO

Has the Academy received a license or approval to operate this childcare program from the State of Michigan? YES NO

If yes, please attach a copy of the license/approval.

If no, please describe what actions the Academy has taken to receive a license/approval, if any, and the anticipated date of licensure/approval.

Signed: _____

Board President or Designee

Date

———— THE GOVERNOR JOHN ENGLER ————
CENTER FOR CHARTER SCHOOLS
———— CENTRAL MICHIGAN UNIVERSITY ————

The Governor John Engler Center for Charter Schools
Central Michigan University | Mount Pleasant, MI 48859
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