

BAY MILLS COMMUNITY COLLEGE  
CHARTER SCHOOL APPLICATION



**BAY MILLS COMMUNITY COLLEGE**

**BOARD OF REGENTS**

**APPLICATION FOR  
PUBLIC SCHOOL ACADEMY  
AUTHORIZATION**

Name of Public School Academy ("PSA"):

---

Location (City):

---

Contact Person:

---

Telephone (Day):

---

Telephone (Evening):

---

Telefax:

---

Application Date:

---



# **BAY MILLS COMMUNITY COLLEGE BOARD OF REGENTS**

## **APPLICATION FOR PUBLIC SCHOOL ACADEMY**

This Application constitutes the required form for an application to the Board of Regents of Bay Mills Community College ("College Board") for authorization to organize and administer a public school academy pursuant to Part 6A of the Michigan Revised School Code (the "Code"). By accepting this application, the College Board does not agree to consider the application, is not required to issue a contract to any person or entity, and retains the right to approve some or none of the applications submitted to it. The College Board retains the right to alter this document at any time, require the submission of additional materials, to return incomplete applications, and to make applications available to others in compliance with the Freedom of Information Act.

### **Instructions:**

1. Complete application form by including a response to each category and item on the form. The application can be either typed or completed via a computer generated application form available in Word for Windows format.
2. Attach to the application all required documents. Append any support materials you wish to include - do not incorporate them into the application itself.
3. Do not bind your document. Fasten together with a single staple in the upper left hand corner or secure with an appropriately sized pressurized paper clip.
4. Send three (3) paper copies of the completed application to:

Bay Mills Community College  
Charter Schools Office  
12214 W. Lakeshore Drive  
Brimley, Michigan 49715



## **BAY MILLS COMMUNITY COLLEGE CHARTER SCHOOL APPLICATION**

### **PART I. STATUTORY REQUIREMENTS**

**1. Please identify charter school applicant (if more than one, name all applicants). Include title, address, telephone, and telefax for each person.**

**2. Identify affiliation or type of application; Individual or Entity as defined by Part 6A of the Code.**

**3. Please attach a list of proposed members of the Academy Board of Directors including a description of their qualifications and method of appointment or election. For each nominee, include a resume, a completed Academy Board Director Nominee Questionnaire. For purposes of completing a background check, also include a listing of each nominee's Social Security Number, Date of Birth, Sex, and Race.**  
(Attachment 1)

**4. Please attach a copy of the proposed Articles of Incorporation for the public school academy.**  
(Attachment 2; Schedule 1 in Contract)



**5. Please attach a copy of the proposed Bylaws for the public school academy. (Attachment 3; Schedule 2 in Contract)**



**6. Please submit the following documentation which describes the public school academy:**

- a. The Governance Structure of the public school academy. (Attachment 4; Schedule 7(a) in Contract)
- b. The Educational Goals and Programs of the public school academy, stated in quantitatively measurable terms. (Attachment 5; Schedule 7(b) in Contract)
- c. The Curricula to be offered. (Attachment 6; Schedule 7(c) in Contract)
- d. The Methods of Pupil Assessment used by the public school academy. To the extent applicable, a public school academy must use the Michigan Education Assessment Program (MEAP) test or an assessment instrument developed under sections 1279 for a state-endorsed high school diploma. (Attachment 7; Schedule 7(d) in Contract)

**7. Please submit the admission policy and criteria of the public school academy in compliance with the Code. The Code requirements are: (Attachment 8; Schedule 7(e) in Contract)**

- a. The public school academy is prohibited from charging tuition.
- b. The public school academy cannot discriminate on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as a handicapped person, or any other basis not permitted if used by a school district.
- c. The public school academy can limit admissions to pupils within a particular range of age or grade level or any other basis that would be legal if used by a school district.
- d. The pupils must be residents of the State of Michigan.
- e. Admission must be open to pupils on a state-wide basis.
- f. A public school academy shall comply with all state and federal law applicable to public schools concerning church-state issues.

**8. Please submit the school calendar and school day schedule. (Attachment 9; Schedule 7(g) in Contract.)**



**9. Please list the age or grade range of enrolled pupils. (Schedule 7(h) in Contract)**

**10. Please describe the staff responsibilities and the public school academy's governance structure.**  
(Attachment 10; Schedule 5 in Contract)

**11. Please sign the attached Agreement which acknowledges that the public school academy will comply with Part 6A of the Code.** (filed under Schedule B in Contract - last page)

**12. Please give a description of and address for the proposed physical plant at which the public school academy will be located.** (Attachment 11; Schedule 6 in Contract)



**PART II. OTHER DOCUMENTATION REQUIRED BY BAY MILLS COMMUNITY COLLEGE**

**A. Academy Operations:**

**1. Proposed date of opening.**

**2. Projected enrollments in years one through year five.**

**3. Provide a description of the targeted population of students.**

**4. Describe advertising and recruitment plans and other means by which projected enrollments will be assured.**



**5. Describe methods to be used to admit students when demand exceeds capacity.**

**6. Describe methods of involving parents in the education of enrolled students.**

**7. Describe any early intervention and/or other retention strategies which will be employed to maximize retention.**



**8. Identify the head administrator and qualifications.**

**9. Identify the primary teachers and their qualifications including certifications or describe the process to be used to identify and hire the teachers.**

**10. Describe how or under what circumstances non-certified individuals will be hired to assist teachers and how they will be supervised.**



**B. Physical Facilities and Start-up Costs**

**1. Describe the proposed physical facility (include floor plan); suitability of space and provisions for specialized space (if any). (Attachment 12; Schedule 6 in Contract)**

**2. Submit the address of the public school academy building and name of local and intermediate school district in which the public school academy will be located. (Schedule 6 in Contract)**

**3. Identify the proposed method and arrangement for transportation of pupils (if any).**

**4. Attach the following fire, health and safety approvals required by the Code and other applicable law:**

- a. A copy of the final building occupancy inspection letter (Form FM-40) from the State of Michigan Office of Fire Safety (Attachment 13);
- b. A copy of the public school academy's approval letter from the local department of public health indicating that the proposed facilities pass all water supply, food handling, and sanitation requirements. (Attachment 14)
- c. A copy of a letter from the Michigan Department of Labor, Barrier Free Design Division, that the building complies with or is not subject to the Barrier Free Design provisions under 1966 PA 1, as amended. (Attachment 15)

**5. Describe the financing of start-up costs (including the provisions made for the financing of building and/or "bridge loan") considering all elements of school operations as well as a minimum 5% reserve of annual operating budget to cover emergencies. Provide a projected budget for the first year of operation using the enclosed budget form. (Attachment 16).**



**C. Educational Component**

**1. Describe the purpose of the public school academy including the philosophical and educational focus.**

**2. Describe the curriculum plan for the public school academy including any unique elements in instruction and/or assessment. The curriculum plan must include a comprehensive evaluation component.**



**3. List the Mission Statement of the proposed public school academy.**



**AGREEMENT TO COMPLY WITH APPLICABLE LAWS**

Pursuant to MCL 380.502(3)(h) and MCL 380.512(3)(h), the following Agreement is required for this Application and must be executed by the public school academy.

**AGREEMENT**

In accordance with MCL 380.502(3)(h) and MCL 380.512(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.

Applicant \_\_\_\_\_

Applicant \_\_\_\_\_

Applicant \_\_\_\_\_

Applicant \_\_\_\_\_



### Example Budget

Fiscal Year XXXX

	Local Revenues	State Membership	Federal Revenues	Transfers
<b>Revenues:</b>				
Operating Grants				
Fees				
Donations				
Restricted Grants				
<b>TOTAL REVENUE</b>				

<b>Expenses:</b>				
Salaries and Wages				
Fringe Benefits				
Operating Support				
Administrative Fees				
Equipment				
Reserves				
<b>TOTAL EXPENSES</b>				