**C.O.O.R. Intermediate School District**

## Public School Academy Application/Narrative - Phase I

1. **Applicant Information**

|  |  |
| --- | --- |
| Name: |  |
| Title: |  |
| Address: |  |
| City: |  |  MI | ZIP: |  |
| Telephone: |  | Email: |  |
| Proposed name of Academy: |  |
| Local school district and ISD in which the Public School Academy would potentially be located: |
|  |
| If specific address is known, please specify: |
|  | MI |  |
| Proposed grade levels: |  |
| Type of applicant (check one): |  |  |
|  Individual Government entity Nonprofit Corporation Other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
|  |  |
| Education Service Provider (if applicable): |  |

**Applicant Assurance**

I hereby assure that the information in this application is complete and accurate to the best of my knowledge and acknowledge my obligation to promptly inform COOR ISD of any material changes.

Signature Date

**II. Proposed Educational Program** (Sections II and III, not to exceed eight (8) typewritten pages.)

Please address the following:

1. A detailed statement of need not presently met by the local public school and population to be served.
2. A description of any unique educational features, services, or resources available to the proposed PSA that would give it particular qualitative dimensions not otherwise available to students.
3. A description of the vision with a related mission statement.
4. A description of your Educational Goals, including demonstrated improved academic achievement for all groups of students.
5. A description of the curriculum that includes:

an overview of the standards students will achieve at each level, methods of assessing the standards at each level, and a brief description of how the PSA will ensure alignment with state requirements.

1. COOR ISD will consider the degree to which an academy might provide the potential for partnerships and/or collaboration with the intermediate school district and our other academic programs. In what specific ways can your PSA collaborate/partner with us?

**III. Planning**

1. Describe how staff will be recruited, screened, and selected.
2. Provide a specific process for how students will be recruited, will apply for, and will be accepted at the Academy. Explain the lottery process.
3. What Age and Grade Range of Students will be enrolled? By grade level, what are your enrollment projections?
4. Attach a proposed School Calendar and school day schedule that
* meets legislative requirements for days and hours of instruction (indicate on calendar),
* provides adequate time for staff development and parent conferences,
* indicates commencement of teaching date, and
* indicates proposed starting date.

**IV. Governance and Organizational Structure**

* + - 1. Development Team
	1. Who constitutes the development team?
	2. How active has the development team been in the pre-authorization process?
	3. What specific experience does the team have:
		1. in the development of academic programs and school administration (including business and financial operations of schools), and
		2. in organizing Public School Academies specifically?
	4. What knowledge, skills, or abilities do development team members have that would provide long-term benefits to the school (e.g., experience in law, finance, grant writing, marketing, personnel, or community service)? What role will each member of the development team play if the school becomes authorized and operational? Address the diversity of the development team.
	5. Are there skills that must be secured from other sources?
	6. What relationships do the team members have to each other? To the educational service provider, if the school plans to contract with one?
	7. Each development team member must fill out the attached Conflict of Interest Form.
1. Proposed Board of Directors
	1. What skills, experience, and diversity will you seek as you consider prospective board members?

**V. Facilities** (not to exceed two (2) typewritten pages)

1. Facilities are among the most difficult challenges faced by Public School Academy developers. It is important that academy developers prepare thoroughly for facility needs. Address how the facilities meet the program goals/objectives.

2. If you have identified a site, describe its location (local and Intermediate School District in which the academy will be located), including address, site plan, and floor plan if available.

Indicate:

* whether it is a permanent or temporary site,
* whether the property and/or facility will be purchased or leased and for how long,
* whether a new facility will be built,
* cost of the land and building,
* owner/landlord of the property if it is being purchased or leased, and
* whether that owner/landlord is a party to this application.
* readiness of building for occupancy (e.g. renovations or construction needed or anticipated).

**VI. Budget and Business Financial Plan**

Finance (not to exceed two (2) typewritten pages):

Provide the following information in narrative form. Use the headings shown below in organizing the written narrative. Questions shown after the headings are meant to provide guidance for items included in the narrative.

a. ***Start-up Costs***: What are the pre-operational costs? How will these costs be covered?

1. ***Anticipated Funding Sources***: Indicate the amount and sources of funds, property, or other resources expected to be available through banks, lending institutions, corporations, foundation, grants, etc. Note which are secured and which are anticipated and include evidence of firm commitments if possible. What plans have been made to meet financial needs if anticipated revenues are not received or fall below your projections?
2. ***Related Worksheets***: Complete the attached *Pre-Operational Budget Worksheet* and *Pre-Operational Cash Flow Budget*

Submit one copy of Public School Academy Application Phase I to:

# Submit via email to: mailto:petris@coorisd.net

 Or by mail to:

#  Superintendent Shawn Petri

# C.O.O.R. Intermediate School District

11051 North Cut Road

Roscommon, MI 48653

# C.O.O.R. Intermediate School District

**Pre-Operational Budget Worksheet**

A Public School Academy is likely in incur considerable costs before it receives its first state aid payment. Prepare a budget projection that includes revenues and expenditures related to early planning and development costs that you expect to incur between now and August of the first school year and which *are not likely* to be covered by the school’s first-year operating budget.

|  |  |  |
| --- | --- | --- |
| **Revenues - Sources of Funding** | **Budget Amount** | **Specific Source** |
| Local Funding: |
| Fundraisers & Contributions | $ |  |
| Local Foundation & Grant Support | $ |  |
| State Funding: |
| Start-up Grants | $ |  |
| Other (list) | $ |  |
| Federal Funding:  |
|  Start-up Grants | $ |  |
| Other (list) | $ |  |
| Other Financing Sources: |
| Lines of Credit | $ |  |
| Loans | $ |  |
| Other (list) | $ |  |
| **TOTAL REVENUES & OTHER SOURCES** | $ |  |

|  |  |  |
| --- | --- | --- |
| **Expenditures** | **Budget Amount** | **Assumptions (i.e., 4 month lease at $500/ month)** |
| Legal Fees | $ |  |
| Accounting & Consultation Fees | $ |  |
| Filing Fees | $ |  |
| Fundraising Fees | $ |  |
| Marketing (including postage, printing) | $ |  |
| Rent - Office Space, Equipment | $ |  |
| Supplies | $ |  |
| Utilities | $ |  |
| Labor | $ |  |
| Facility Preparation Costs | $ |  |
| Other (i.e., unique start-up costs) | $ |  |
| **TOTAL EXPENDITURES** | $ |  |

# C.O.O.R. Intermediate School District

- **Pre-Operational Cash Flow Budget**

Outline below the school’s cash flow management plan and how it will ensure availability of funds through the planning and development process beginning with February (deadline for Phase I applications) through August (month school begins).

|  |  |
| --- | --- |
| **Description** | **Year \_\_\_\_\_\_\_\_** |
| **Feb** | **Mar** | **Apr** | **May** | **June** | **July** | **Aug** | **Sep** | **Oct** | **Nov** |
| **Cash on Hand** (start of the month) |  |  |  |  |  |  |  |  |  |  |
| **Cash Receipts** |  |  |  |  |  |  |  |  |  |  |
|  **Local** |  |  |  |  |  |  |  |  |  |  |
|  Fundraisers & Contributions |  |  |  |  |  |  |  |  |  |  |
|  Local Foundation & Grant Support |  |  |  |  |  |  |  |  |  |  |
|  **State** |  |  |  |  |  |  |  |  |  |  |
|  Start-up Grants |  |  |  |  |  |  |  |  |  |  |
|  Other (list) |  |  |  |  |  |  |  |  |  |  |
|  **Federal** |  |  |  |  |  |  |  |  |  |  |
|  Start-up Grants |  |  |  |  |  |  |  |  |  |  |
|  Other (list) |  |  |  |  |  |  |  |  |  |  |
|  **Other Financing Sources** |  |  |  |  |  |  |  |  |  |  |
|  Lines of Credit |  |  |  |  |  |  |  |  |  |  |
|  Loans |  |  |  |  |  |  |  |  |  |  |
|  Other (list) |  |  |  |  |  |  |  |  |  |  |
| **Total Receipts & Other Sources** |  |  |  |  |  |  |  |  |  |  |
| **Total Cash Available** |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Expenditures** |  |  |  |  |  |  |  |  |  |  |
| Legal Fees |  |  |  |  |  |  |  |  |  |  |
| Accounting & Consultation Fees |  |  |  |  |  |  |  |  |  |  |
| Filing Fees |  |  |  |  |  |  |  |  |  |  |
| Marketing (including postage, printing) |  |  |  |  |  |  |  |  |  |  |
| Rent - Office Space, Equipment |  |  |  |  |  |  |  |  |  |  |
| Supplies |  |  |  |  |  |  |  |  |  |  |
| Utilities |  |  |  |  |  |  |  |  |  |  |
| Labor |  |  |  |  |  |  |  |  |  |  |
| Facility Preparation Costs |  |  |  |  |  |  |  |  |  |  |
| Other (i.e., unique start-up costs) |  |  |  |  |  |  |  |  |  |  |
| **Total Expenditures** |  |  |  |  |  |  |  |  |  |  |
| **Cash on Hand** (end of month) |  |  |  |  |  |  |  |  |  |  |

# C.O.O.R. Intermediate School District - **Pre-Operational Cash Flow Budget (continued)**

Outline below the school’s cash flow management plan and how it will ensure availability of funds through the planning and development process beginning with November (deadline for Phase I applications) through August (month school begins).

|  |  |  |
| --- | --- | --- |
| **Description** |  | **YEAR \_\_\_\_\_\_\_\_** |
| **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** |
| **Cash on Hand** (start of the month) |  |  |  |  |  |  |  |  |  |
| **Cash Receipts** |  |  |  |  |  |  |  |  |  |
|  **Local** |  |  |  |  |  |  |  |  |  |
|  Fundraisers & Contributions |  |  |  |  |  |  |  |  |  |
|  Local Foundation & Grant Support |  |  |  |  |  |  |  |  |  |
|  **State** |  |  |  |  |  |  |  |  |  |
|  Start-up Grants |  |  |  |  |  |  |  |  |  |
|  Other (list) |  |  |  |  |  |  |  |  |  |
|  **Federal** |  |  |  |  |  |  |  |  |  |
|  Start-up Grants |  |  |  |  |  |  |  |  |  |
|  Other (list) |  |  |  |  |  |  |  |  |  |
|  **Other Financing Sources** |  |  |  |  |  |  |  |  |  |
|  Lines of Credit |  |  |  |  |  |  |  |  |  |
|  Loans |  |  |  |  |  |  |  |  |  |
|  Other (list) |  |  |  |  |  |  |  |  |  |
| **Total Receipts & Other Sources** |  |  |  |  |  |  |  |  |  |
| **Total Cash Available** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Expenditures** |  |  |  |  |  |  |  |  |  |
| Legal Fees |  |  |  |  |  |  |  |  |  |
| Accounting & Consultation Fees |  |  |  |  |  |  |  |  |  |
| Filing Fees |  |  |  |  |  |  |  |  |  |
| Marketing (including postage, printing) |  |  |  |  |  |  |  |  |  |
| Rent - Office Space, Equipment |  |  |  |  |  |  |  |  |  |
| Supplies |  |  |  |  |  |  |  |  |  |
| Utilities |  |  |  |  |  |  |  |  |  |
| Labor |  |  |  |  |  |  |  |  |  |
| Facility Preparation Costs |  |  |  |  |  |  |  |  |  |
| Other (i.e., unique start-up costs) |  |  |  |  |  |  |  |  |  |
| **Total Expenditures** |  |  |  |  |  |  |  |  |  |
| **Cash on Hand** (end of month) |  |  |  |  |  |  |  |  |  |

# C.O.O.R. Intermediate School District

**Public School Academy Development Team**

**Conflict of Interest Form**

1. **GENERAL INFORMATION**

|  |  |
| --- | --- |
| Academy Name: |  |
| Full Name: |  |
|  | (first) (middle) (last) (maiden name, if applicable) |
| Home Address: |  |
|  | (number, street) (city) (state) (zip) |
| Job Title |  | Employer: |  |
|  |  |  |  |
| Business Address: |  |
|  | (number, street) (city) (state) (zip) |
| Home Phone:  |  | Work Phone:  |  |
| Facsimile:  |  | Email: |  |
| Michigan Resident:  |  | Yes |  | No |  |
| U.S. Citizen: |  | Yes |  | No |  |
|  |  |  |  |
| Do you hold any professional licenses or certifications? (if yes, please list) |
|  |
| List any other boards or organizations where you are a member: |
|  |
| What special skills would you bring to the academy board? |
|  |

On a separate sheet of paper, please type a detailed response to the following issues:

1. Elective public offices currently held or held in the past five years.
2. Honors and awards you have received in the past five years.
3. **POTENTIAL CONFLICTS OF INTEREST**

The following questions allow COOR ISD to determine whether you have any current or potential conflict of interests. Answer each of the following questions by checking “Yes” or “No”. If you answer “Yes” to any question(s), provide an explanation on a separate sheet that discloses the relationship or interest. The term “members of your immediate family” means your spouse, your parents, your spouse’s parents, your descendants, your siblings, your spouse’s siblings, and any person related to you by blood or marriage who resides with you.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. | Do you or members of your immediate family have any contractual relationships with the Academy? |  | Yes |  | No |
| 2. | Do you or your spouse have any ownership or other interests in any business entity, including corporations, limited liability companies and partnerships?  |  | Yes |  | No |
| 3. | Do you or your spouse serve as a director in any other official position with any charitable organizations? |  | Yes |  | No |
| 4. | Do you or members of your immediate family have any ownership interest in any education management organization or any other company contracting with the Academy? |  | Yes |  | No |
| 5. | Are you related to other development team members? |  | Yes |  | No |
| 6. | Do you currently serve as a member of the board of any public school district or public school or otherwise serve as a public official? |  | Yes |  | No |
| 7. | Do you or any member of your immediate family sell or lease property, supplies, materials, equipment or other personal property to the Academy? |  | Yes |  | No |
| 8. | Did you or any members of your immediate family provide any start-up funds, loans or loan guarantees to the Academy? |  | Yes |  | No |
| 9. | Are there any other situations not addressed above that may reasonably be deemed to be within the spirit of the preceding questions which may or would make it difficult for you to discharge your duties or exercise your judgment independently on behalf of the Academy? |  | Yes |  | No |

**III. ETHICAL MATTERS** (any “yes” answer will require a detailed response on a separate sheet)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. | Have you ever been cited for a breach of ethics for unprofessional conduct by, or been named, in a complaint to any court, administrative agency, professional association, disciplinary committee, or other professional group?  |  | Yes |  | No |
| 2. | Have you ever been convicted of or entered a plea of guilty or no contest or forfeited collateral for any criminal violation other than a minor traffic offense? |  | Yes |  | No |
| 3. | Are you currently facing charges for any violation of law? |  | Yes |  | No |
| 4. | Have you ever been convicted by a military court? |  | Yes |  | No |
| 5. | Have you ever been imprisoned or placed on probation? |  | Yes |  | No |
| 6. | Are you presently, or have you ever been a party in interest in any administrative agency proceedings or civil litigation which is related in any way to the position to which you seek to be appointed? |  | Yes |  | No |
| 7. | Has any business in which you are or were an officer, director, partner, member or owner, been a party to any administrative agency proceedings or civil litigation relevant to the position to which you seek to be appointed? |  | Yes |  | No |
| 8. | Please provide any additional information, favorable or unfavorable, which you feel should be considered in connection with your appointment. |
|  |  |

**IV. CHARACTER REFERENCES**

Please submit three character references:

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Relationship to you: |  |
| Home Phone:  |  | How long have you known this person: |  |
| Work Phone: |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Relationship to you: |  |
| Home Phone:  |  | How long have you known this person: |  |
| Work Phone: |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Relationship to you: |  |
| Home Phone:  |  | How long have you known this person: |  |
| Work Phone: |  |  |

**V. RESUME**

Please attach a copy of your resume setting forth your education history and employment experience.

**VI. CONSENT AND CERTIFICATION**

# I authorize C.O.O.R. Intermediate School District to request and obtain verification that the information given by me on my “Public School Academy Development Team Conflict of Interest Form” is true and accurate. I understand that such verification may include but may not be limited to background information pertinent to the PSA development team and investigation of criminal history.

I further understand that if I have given any false information on the application or if I have omitted pertinent facts could impact the authorization of the PSA proposal.

**COOR ISD Public School Academy Release Information**

**REQUIRED FOR BACKGROUND CHECK**

Please print or type the following information.

|  |  |
| --- | --- |
| County (of home address): |  |
| Date of Birth: | Month: |  | Day: |  | Year: |  |
| Other Former Names: |  |
|  | Male |  | Female |   |
| American Indian |  | Alaskan American |  |
| African American |  | Asian |  |
| Caucasian |  | Multiracial |  |
| Hispanic American |  | Pacific Islander |  |

**Signature**:  **Date**: