

# Phase I

# Public School

# Academy Charter

# Application

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**PUBLIC SCHOOL ACADEMY**  
**APPLICATION**

We envision an educational system in Michigan that provides families with diverse educational opportunities that allows each child to flourish and find his/her place in the global community.

**UNIVERSITY BOARD OF TRUSTEES**

Richard Barch

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**UNIVERSITY PRESIDENT**

Dr. David Travis, LSSU President

**DIRECTOR OF CHARTER SCHOOLS**

Mr. Chris Oshelski

**CHARTER APPLICATION REVIEW TEAM**

Rebecca Clawson, Finance Specialist

Julie Hopper, Academic Assessment Specialist

Tammy Bell, School Support Specialist

Jenny Peterman, Reauthorization and Compliance Specialist

LSSU CSO Field Representatives

## **LSSU BACKGROUND**

Lake Superior State University (LSSU) is located in Sault Ste. Marie, part of the picturesque Upper Peninsula of Michigan. We are unique in the fact that we are located in a border town positioned between the twin cities of Sault Ste. Marie, Michigan and Sault Ste. Marie, Ontario. Although LSSU is located in the Upper Peninsula of Michigan, we authorize nineteen schools throughout Michigan serving over 8,900 students. Our academies are distributed across our state from the rural Upper Peninsula to the more urban areas of Grand Rapids, Traverse City, Flint, and Detroit. We serve a diverse population of students with a high proportion labeled as *Economically Disadvantaged*.

LSSU initially authorized seven academies in 1998; our portfolio then grew to include fifteen in 2015, and in 2025, we authorize nineteen academies throughout Michigan.

As an authorizer we are charged with evaluating academies based on four areas; compliance, governance, financial stability, and academic performance. The Charter School Office (CSO) staff includes former educators, school leaders, and superintendents who understand that students are far more than test scores or financial incentives. We understand the impact that trauma, adversity, and community health has on education. A child's basic needs must be met before he or she is able to learn optimally. We provide training on trauma and Adverse Childhood Experiences as well as include community health factors and outcomes into our annual reports.

One of our governing philosophies at LSSU CSO is that we are not just responsible for ensuring academies meet contractual goals but in providing them with the necessary support and tools to do so. It is crucial to provide regular training to academy boards and administrators; educated boards and administrators are critical to having high performing academies. The more a board understands their role in governing an academy, the better decisions they make in the best interest of the students that attend their academy.

We are delighted that you are interested in submitting an application for a public school academy authorized by LSSU and look forward to working through the application process with you. As questions arise, please reach out to any of our team. Thank you for your efforts in providing a quality educational opportunity for children in Michigan.

Sincerely,

*Chris Oshelski*  
Chris Oshelski  
Executive Director

As required by Michigan law (MCL 380.503 (1), Lake Superior State University issues charter public school contracts on a competitive basis. LSSU Charter Schools seek applicants that offer innovative and creative educational programs that satisfy an unmet need in their community. Applicants must demonstrate a sound plan of operation, outline a strong educational program, financial stability, as well as demonstrate the ability to implement a high quality school.

The application process consists of two phases. The process begins with an announcement on the LSSU Charter Schools website that applications are being accepted for a specific period of time. Interested parties submit a completed Public School Academy Application under Phase I. There is no fee to submit an application. Applications should be submitted to the address listed below.

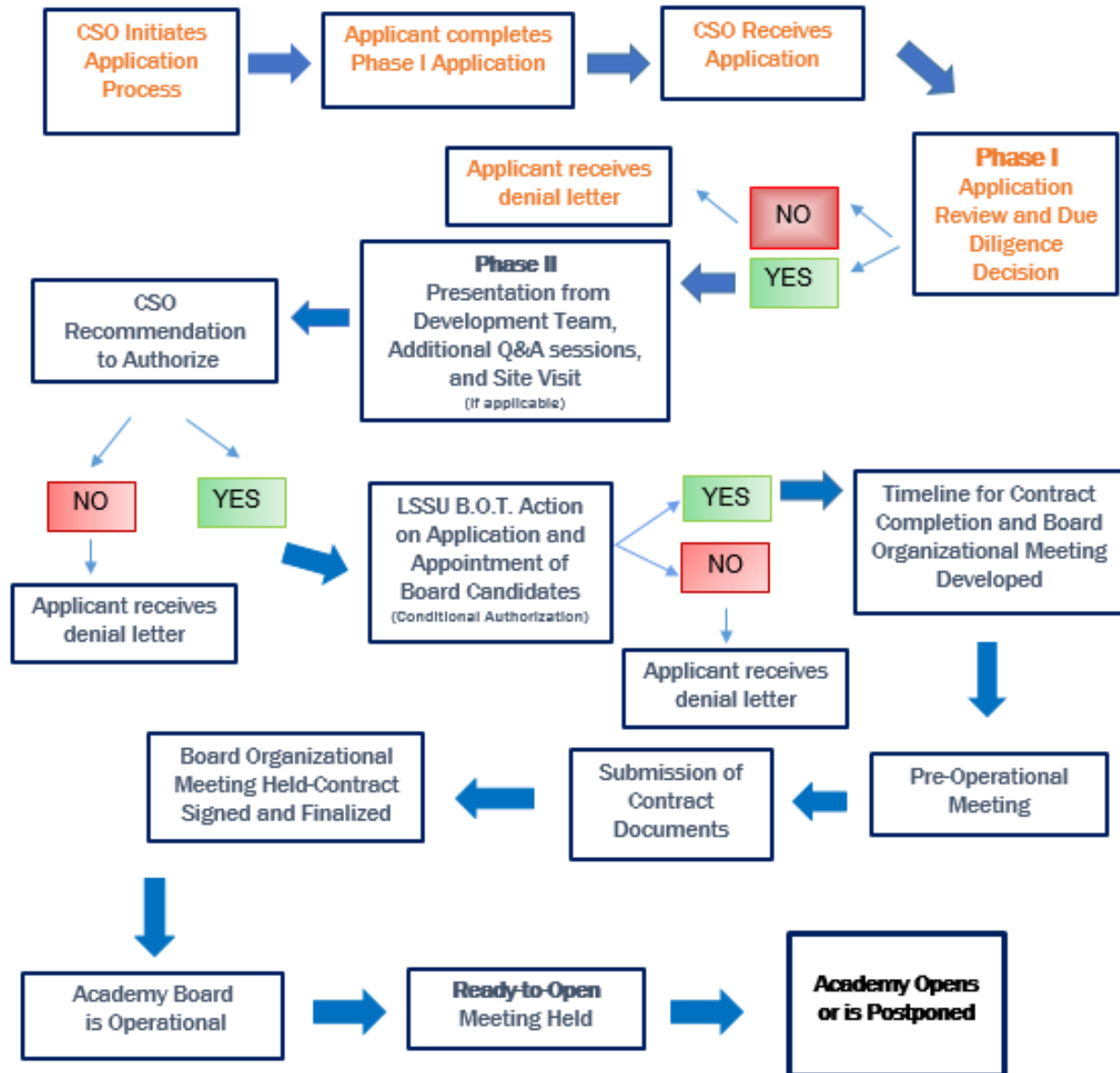
Lake Superior State University  
Charter Schools Office  
Chris Oshelski  
650 West Easterday Avenue  
Sault Ste. Marie, MI  
[coshelski@lssu.edu](mailto:coshelski@lssu.edu)  
906-635-2121

The Application is designed to serve as an initial charter school application to Lake Superior State University pursuant to the Revised School Code for a charter public school. It will be used by LSSU to determine whether to invite an applicant to advance to a second phase application and review process. LSSU's Phase I Charter Application offers an opportunity for charter school founders to briefly outline their program components and objectives in short narrative form.

Phase I Applications are reviewed by the Charter Schools Application Review Team. The Review Team consists of the Academic Assessment Specialist, School Support Specialist, Finance Specialist, as well as a field representative. Applicants are notified within 60 days of whether or not they are invited to move to Phase II of the process. In Phase II, applicants answer more extensive questions on their proposed public school academy, visit the campus of Lake Superior State University for an interview, as well as host the Application Review Team at a site visit for the proposed Academy. Applicants are granted a charter contract if they successfully pass through Phase II and the Review Team feels the Academy is sufficiently ready to open a quality educational institution.

LSSU Charter School's Office views authorizing as a partnership between LSSU and the Academy Board. Each successful academy is also a success for LSSU. We provide the necessary support and guidance that lead to successful academies while holding Academy Boards responsible for meeting the terms outlined in their contract. Once a charter contract is granted, core authorizer responsibilities include chartering public school academies, overseeing and supporting their operations, evaluating their performance, serving as a fiscal agent, and appointing and reappointing board members.

## APPLICATION PROCESS FLOW CHART



**PHASE ONE CHARTER APPLICATION**  
**2025-26**

**Application Cover Sheet**

Name of Proposed School:

Primary Contact Person/Role:

Address:

City/State/Zip: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Evening/Mobile: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Facsimile: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

E-Mail Address:

Brief Description of Proposed School (for media distribution):

Proposed School Location/Address:

Local School District in which school will be located:

Intermediate School District in which school will be located:

Location is:     ☐ Urban     ☐ Suburban     ☐ Small Town     ☐ Rural

Grades to be offered: \_\_\_\_\_

Name of Educational Service Provider, if applicable:

Please list the authorizers whose consideration you currently seek:

I hereby certify the information in the application is complete and accurate to the best of my knowledge and acknowledge my obligation to inform Lake Superior State University of any material changes.

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

\_\_\_\_\_  
Date

**For Office Use Only:**

**Date of Receipt:**

**Application Log  
Number**

# **PHASE ONE CHARTER APPLICATION**

## **2025-26**

### **Agreement to Comply with Applicable Laws**

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

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

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

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

# PHASE ONE CHARTER APPLICATION

## 2025-26

### Assurances Page

By checking the boxes and signing below, the Applicant indicates its understanding and intent to comply with the following pertinent statutory and regulatory requirements. Additional information about the Applicant's strategies and methods for compliance will be explored in greater detail during Phase Two of the application process.

- The Applicant acknowledges and certifies that the proposed charter school shall comply with all state and federal laws applicable to charter schools.
- The Applicant acknowledges and certifies that it will comply with all Michigan School Code requirements related to admissions and enrollment; specifically:
  - The proposed charter school is prohibited from charging tuition.
  - The proposed charter school cannot discriminate on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as a disabled person, or any other basis not permitted currently.
  - The proposed charter school can limit admissions to pupils within a particular range of age or grade level currently permitted by law.
  - The pupils must be residents of the state of Michigan.
  - Admissions must be open to pupils on a state-wide basis.
  - The proposed charter school will utilize a lottery or other impartial selection process to admit students when demand exceeds capacity.
- The proposed charter school is incorporated/will incorporate as a public nonprofit corporation pursuant to the laws of the State of Michigan, and is prepared to submit its articles of incorporation and by-laws during the Phase Two application process.
- To the extent applicable, the proposed charter school will administer all assessments required by state law including instruments developed under Section 1279 for a state-endorsed high school diploma.
- The proposed charter school will obtain and submit all necessary fire, health and safety approvals required by the Michigan School Code and other applicable law.

I certify that the Applicant understands and will comply with all of the above-checked statutory and regulatory requirements within time frames specified by law and by the authorizing contract.

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



# PHASE ONE CHARTER APPLICATION

## 2025-26

### Application Questionnaire

#### Academy Structure (ATTACH DOCUMENTS TO THE END OF THE APPLICATION)

\*Note: This section is not scored

- Attach the proposed Articles of Incorporation and indicate the estimated effective date. For LSSU form Articles (required format if the proposed school is approved), see <https://www.lssu.edu/charter-schools/forms-and-documents/>
- Attach a copy of the proposed bylaws of the public school academy and indicate an effective date. An example of bylaws can be found at <https://www.lssu.edu/charter-schools/forms-and-documents/>

Please respond to the following questions in a concise narrative format. Narrative responses must be typewritten, single-spaced, in 12-point font, no longer than 50 pages excluding the Articles of Incorporation and the Bylaws.

#### Assessment of Community Need

1. Describe how the proposed academy will provide a unique educational opportunity that is currently unavailable to area families.
  - Detail the characteristics that will set the academy apart from other educational options and attract students, paying particular attention to the impetus for and level of interest in the academy.
  - What are the academy's origins and/or story?
  - Where possible, detail any objective market research, surveys, or other measures of local demand for the proposed academy
  - List and describe existing schools in the area (public, private, parochial) serving the community.

#### Student Population

2. Detail the proposed grade levels and/or range of ages of students to be served, along with any plans for future growth.

- Include a description of student characteristics, the target population, and where the academy will be located.
- Identify where these students are most likely being educated currently and why they are expected to choose the proposed charter school for their future educational needs.
- Detail the proposed charter school's anticipated enrollment in years one through five, projecting the minimum and maximum enrollment the school is prepared to serve in each year.

### **Educational Program**

3. Describe the vision, mission, educational goals, and provide an overview of the educational program.
  - How will instructional practices and the curriculum support the educational program?
  - Is the program evidence and research based?
  - How does this particular program lend itself to enhanced educational outcomes for students?
  - Provide an overview of the curriculum including student standards for each grade level, methods of assessment, and an explanation as to how the curriculum will be aligned with the state curriculum.
  - Describe how the Academy will meet the needs of all learners. (all ethnic/racial groups, students with disabilities, English learners, economically disadvantaged, as well as gifted/talented)
  - What other services will be provided that will relate to and/or improve the educational program and outcomes for students. (tutoring, mentoring programs, enrichment, sports, extracurricular)

### **Attendance and Participation**

4. Specify the proposed charter school's anticipated date of opening, and briefly describe the proposed school calendar and school day schedule including professional development days for staff.
  - Briefly describe the proposed charter school's advertising and recruitment plans, paying particular attention to any early intervention and/or other retention strategies which will be employed to maximize retention.
  - Describe proposed methods for involving parents in the education of enrolled students.

## Assessment and Evaluation

5. Describe the assessment program and related strategies, detailing how results will be used to improve teaching and learning.
  - How will you support students and teachers in meeting the authorizer mandated educational goals?
  - Describe the process you will use to identify and support students who are at risk academically and/or behaviorally.
  - Describe how the proposed curriculum will be reviewed and evaluated for effectiveness and fidelity of implementation.
  - Identify how you will meet the legal requirements of teacher and administrator evaluations (PA173).  
For guidance, please visit, [https://www.michigan.gov/-/media/Project/Websites/mde/educator\\_services/eval/educator\\_evaluations\\_at\\_a\\_glance.pdf?rev=2332280dceec46aa977978ef8853451d](https://www.michigan.gov/-/media/Project/Websites/mde/educator_services/eval/educator_evaluations_at_a_glance.pdf?rev=2332280dceec46aa977978ef8853451d)

## Academy Development Team

6. Briefly describe the strengths, experiences, and expected contributions of each member of the development team.
  - Describe all outside contractual relationships, if any, necessary to ensure the establishment and effective operation of the proposed charter school. Are there any personal or professional relationships between any proposed management company and the principal organizers or proposed board that maybe a conflict of interest?

## Academy Board of Directors (Complete board list page 12)

7. Please note that a well-balanced board and development team includes individuals from diverse backgrounds, who possess varied skillsets. List the names, addresses), and roles of the following:
  - Board of Directors candidates
  - Principal organizers of the proposed charter school

\*Names of 5-7 Board candidates

\*Title and/or occupation

\*Place of Employment

\*Please complete resume for each applicant

\*Note: Applications with fewer than 5 board candidates will be considered incomplete and will not be accepted

Name:  
Title/Occupation:  
Employment:

Name:  
Title/Occupation:  
Employment:

Name:  
Title/Occupation:  
Employment:

Name:  
Title/Occupation:  
Employment

Name:  
Title/Occupation:  
Employment:

Name:  
Title/Occupation:  
Employment

Name:  
Title/Occupation:  
Employment:

## **Staffing and Governance Structure**

8. Briefly describe the anticipated staffing and governance structure for the proposed charter school.
  - Describe the process to be used to recruit, identify, and hire teachers and staff.
  - Describe the process to be used to serve ancillary needs of students (occupational therapist, physical therapist, speech etc).
  - Describe the teams past efforts to obtain a charter, if any, and detail related outcome

## **Facilities and Transportation**

9. Provide a description of the physical facility (including address), suitability of space and provisions for specialized space (if any).
  - Describe any purchase or leasing arrangements, and/or construction or renovations that must occur to ensure adequate facilities. Include detailed information about anticipated budget, costs and financing arrangements. Indicate what stage the preparations are in and what work has been completed, and what your estimated timeline for completion will be.
  - Describe proposed arrangement for transportation of pupils if any.

## **Financial Information**

10. Detail all pre-operational costs, and describe how these costs will be covered.
  - Indicate the total amount and sources of funds, property or other resources expected to be available through banks, lending institutions, corporations, foundations, grants, etc. Note which are secured and which are anticipated and include evidence of firm commitments, if possible. Detail plans for meeting financial needs if anticipated revenues are not received or are lower than the estimated budget.
  - Complete the attached Pre-operational Budget worksheet
  - Are there any Foundations or donors supporting the proposed charter academy?

## **Collaboration and Conclusion**

11. LSSU provides a variety of enrichment and learning opportunities for students that attend academies authorized by LSSU. Does the PSA have plans to partner or collaborate with LSSU to provide academic/enrichment opportunities for students?
  - Will the academy partner with local institutions in their community to provide out of classroom learning opportunities for students? Present any other information you believe to be relevant or compelling in support of your application.

## NOTE

Any changes to this application or deviations from statements represented herein not approved by or made in consultations with the Lake Superior State University Charter Schools Office shall render the application and/or charter invalid.

**PHASE ONE CHARTER APPLICATION**  
**2025-26**  
**PRE-OPERATIONAL BUDGET WORKSHEET**

A charter school is likely to 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.

<b>Revenues – Sources of Funding</b>	<b>Budget Amount</b>	<b>Specific Source</b>
<b>Local Funding</b>		
Fundraisers and Contributions	\$	
Local Foundation & Grant Support	\$	
<b>State Funding</b>		
Start-Up Grants	\$	
Other (list)	\$	
<b>Federal Funding</b>		
Start-Up Grants	\$	
Other (list)	\$	
<b>Other Financing Sources</b>		
Lines of Credit	\$	
Loans	\$	
Other (list)	\$	
<b>TOTAL REVENUES AND OTHER SOURCES</b>	\$	

<b>Expenditures</b>	<b>Budget Amount</b>	<b>Assumptions (e.g., “4 month lease @ \$500/month)</b>
<b>Legal Fees</b>	\$	
<b>Accounting and Consultation Fees</b>	\$	
<b>Filing Fees</b>	\$	
<b>Fundraising Fees</b>	\$	
<b>Marketing (including postage, printing)</b>	\$	
<b>Rent (including office space, equipment)</b>	\$	
<b>Supplies</b>	\$	
<b>Utilities</b>	\$	
<b>Labor</b>	\$	
<b>Facility Preparation Costs</b>	\$	
<b>Other (unique start-up costs)</b>	\$	
<b>TOTAL EXPENDITURES</b>	\$	