



Charter School Contract Amendment Request Form and Policy

Submission Instructions: Please submit this form as a single PDF document to the Mississippi Charter School Authorizer Board by email at charterschools@mississippi.edu. We will confirm receipt and notify you of the date the MCSAB's Performance and Accountability Committee and then the MCSAB will consider this request. Please note that requests for material amendments are due at least one month before the next MCSAB regular board meeting. **In order to receive funding from MAEP for enrollment expansion requests, please submit these material amendment requests no later than November first of the prior school year.**

Non-Profit Organization: _____

Board President/Chairperson: _____

School(s) Affected by Amendment Request: _____

Section A. Please indicate the type(s) of amendment requested by checking the appropriate box(es) below:

Material Amendments		Non-Material Amendments	
<p>* A material amendment makes substantive changes to a charter schools governance, operational, or academic structure. Material amendments require Mississippi Charter School Authorizer Board approval. Any amendment not specifically listed as a non-material amendment shall be considered to be a material amendment and require Mississippi Charter School Authorizer Board approval.</p>		<p>* A non-material amendment makes non-substantive changes to a charter school's charter. Non-material amendments will be effective five business days following written notification, unless the Mississippi Charter School Authorizer Board notifies the operator that it objects to the proposed amendment.</p>	
<input type="checkbox"/>	Changes in the legal status or management, including the structure of the governing board, or changes in education service provider	<input type="checkbox"/>	Changes to the mailing address, telephone, and/or facsimile number of the charter school
<input type="checkbox"/>	Changes in the school's mission	<input type="checkbox"/>	Changes in signing authority for the charter school
<input type="checkbox"/>	Changes in grade levels served	<input type="checkbox"/>	Changes in admission procedures or criteria, if applicable
<input type="checkbox"/>	Changes in student enrollment which result in enrollment in excess of 120% of the total number of students set forth in the school's charter contract	<input type="checkbox"/>	Changes to the school's transportation plan
<input type="checkbox"/>	Changes in school location (change of site and/or adding or deleting sites)		
<input type="checkbox"/>	Changes to the school's specific academic goals used in the Mississippi Charter School Performance Framework		
<input type="checkbox"/>	Changes to or entrance into of any contract between the charter school operator and the local school district for the provision of and payment for any special education services		
<input type="checkbox"/>	Other (please explain in Section B below)		

Section B. Please provide a rationale for each of the proposed amendments indicated above, not to exceed one page per amendment. Include any supporting documentation as an attachment; this is required for both material and non-material amendments.

Section C. If requesting an amendment to the grade levels served or student enrollment in excess of 120%, please attach an updated version of the enrollment projection table. A template can be found below.

- **Enrollment Projection Table**

Section D. Please include a copy of the board minutes authorizing the amendment request for material and non-material amendments.

I certify that I have the authority to submit this Charter Contract Amendment Request Form and that all information contained herein is complete and accurate. I understand that material amendments are not considered approved until the Mississippi Charter School Authorizer Board officially approves this request, and that non-material amendments are considered approved only after the Mississippi Charter School Authorizer Board or its staff expresses no objection within five business days of receiving the request. I understand that if this request is not received within the timeframe for inclusion on the current month's board meeting agenda, it will be added to the agenda of MCSAB's next regularly scheduled meeting for consideration. I also understand that this document does not constitute an amendment and that a proposed material amendment approved by the MCSAB shall only be binding on the parties to the charter contract in accordance with the terms and conditions contained in an amendment signed by MCSAB and the charter operator.

Signature of Board President/Chairperson: _____

Date: _____

Submission Instructions: Please submit this form as a single PDF document to the Mississippi Charter School Authorizer Board by email at charterschools@mississippi.edu. We will confirm receipt and notify you of the date the MCSAB's Performance and Accountability Committee and then the MCSAB will consider this request. Please note that requests for material amendments are due at least one month before the next MCSAB regular board meeting. **In order to receive funding from MAEP for enrollment expansion requests, please submit these material amendment requests no later than November first of the prior school year.**



CHARTER SCHOOL CONTRACT- MATERIAL AMENDMENT: ENROLLMENT PROJECTION TABLE

Please Note: Enrollment projections should only cover the years for which the original contract designates. For instance, if your current contract is only for three years, only put enrollment numbers for the three years of that contract.

Grade Level	Year 1 20__-20__	Year 2 20__-20__	Year 3 20__-20__	Year 4 20__-20__	Year 5 20__-20__
K					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
TOTALS					

Signature of Board President

Date



**US Department of Education
Washington, D.C. 20202**

U282A170020

GRANT AWARD NOTIFICATION

1	RECIPIENT NAME Mississippi Charter School Authorizer Board 239 N. Lamar Street Suite 207 Jackson, MS 39201 - 1328	2	AWARD INFORMATION <table border="0"> <tr> <td>PR/AWARD NUMBER</td> <td>U282A170020</td> </tr> <tr> <td>ACTION NUMBER</td> <td>1</td> </tr> <tr> <td>ACTION TYPE</td> <td>New</td> </tr> <tr> <td>AWARD TYPE</td> <td>Discretionary</td> </tr> </table>	PR/AWARD NUMBER	U282A170020	ACTION NUMBER	1	ACTION TYPE	New	AWARD TYPE	Discretionary								
PR/AWARD NUMBER	U282A170020																		
ACTION NUMBER	1																		
ACTION TYPE	New																		
AWARD TYPE	Discretionary																		
3	PROJECT STAFF RECIPIENT PROJECT DIRECTOR Marian Schutte (601) 624-2325 marian@mississippi.edu EDUCATION PROGRAM CONTACT Leslie A Hankerson (202) 205-8524 leslie.hankerson@ed.gov EDUCATION PAYMENT HOTLINE G5 PAYEE 888-336-8930 HELPDESK edcaps.user@ed.gov	4	PROJECT TITLE 84.282A Mississippi Charter School Authorizer Board 2017 CSP Grant																
5	KEY PERSONNEL <table border="0"> <thead> <tr> <th><u>NAME</u></th> <th><u>TITLE</u></th> <th><u>LEVEL OF EFFORT</u></th> </tr> </thead> <tbody> <tr> <td>Marian Schutte</td> <td>Project Director</td> <td>0 %</td> </tr> </tbody> </table>			<u>NAME</u>	<u>TITLE</u>	<u>LEVEL OF EFFORT</u>	Marian Schutte	Project Director	0 %										
<u>NAME</u>	<u>TITLE</u>	<u>LEVEL OF EFFORT</u>																	
Marian Schutte	Project Director	0 %																	
6	AWARD PERIODS <table border="0"> <tr> <td>BUDGET PERIOD</td> <td>10/01/2017 - 09/30/2019</td> </tr> <tr> <td>PERFORMANCE PERIOD</td> <td>10/01/2017 - 09/30/2022</td> </tr> </table> FUTURE BUDGET PERIODS <table border="0"> <thead> <tr> <th><u>BUDGET PERIOD</u></th> <th><u>DATE</u></th> <th><u>AMOUNT</u></th> </tr> </thead> <tbody> <tr> <td>2</td> <td>10/01/2019 - 09/30/2020</td> <td>\$3,008,179.00</td> </tr> <tr> <td>3</td> <td>10/01/2020 - 09/30/2021</td> <td>\$3,874,298.00</td> </tr> <tr> <td>4</td> <td>10/01/2021 - 09/30/2022</td> <td>\$3,876,704.00</td> </tr> </tbody> </table>			BUDGET PERIOD	10/01/2017 - 09/30/2019	PERFORMANCE PERIOD	10/01/2017 - 09/30/2022	<u>BUDGET PERIOD</u>	<u>DATE</u>	<u>AMOUNT</u>	2	10/01/2019 - 09/30/2020	\$3,008,179.00	3	10/01/2020 - 09/30/2021	\$3,874,298.00	4	10/01/2021 - 09/30/2022	\$3,876,704.00
BUDGET PERIOD	10/01/2017 - 09/30/2019																		
PERFORMANCE PERIOD	10/01/2017 - 09/30/2022																		
<u>BUDGET PERIOD</u>	<u>DATE</u>	<u>AMOUNT</u>																	
2	10/01/2019 - 09/30/2020	\$3,008,179.00																	
3	10/01/2020 - 09/30/2021	\$3,874,298.00																	
4	10/01/2021 - 09/30/2022	\$3,876,704.00																	
7	AUTHORIZED FUNDING <table border="0"> <tr> <td>THIS ACTION</td> <td>\$4,240,819.00</td> </tr> <tr> <td>BUDGET PERIOD</td> <td>\$4,240,819.00</td> </tr> <tr> <td>PERFORMANCE PERIOD</td> <td>\$4,240,819.00</td> </tr> </table>			THIS ACTION	\$4,240,819.00	BUDGET PERIOD	\$4,240,819.00	PERFORMANCE PERIOD	\$4,240,819.00										
THIS ACTION	\$4,240,819.00																		
BUDGET PERIOD	\$4,240,819.00																		
PERFORMANCE PERIOD	\$4,240,819.00																		
8	ADMINISTRATIVE INFORMATION <table border="0"> <tr> <td>DUNS/SSN</td> <td>072306739</td> </tr> <tr> <td>REGULATIONS</td> <td>EDGAR AS APPLICABLE 2 CFR AS APPLICABLE</td> </tr> <tr> <td>ATTACHMENTS</td> <td>1 , 2 , 3 , 6 , 8 , 9 , 10 , 11 , 12 , 13 , 14 , E-3 , E1 , E2 , E4 , E5</td> </tr> </table>			DUNS/SSN	072306739	REGULATIONS	EDGAR AS APPLICABLE 2 CFR AS APPLICABLE	ATTACHMENTS	1 , 2 , 3 , 6 , 8 , 9 , 10 , 11 , 12 , 13 , 14 , E-3 , E1 , E2 , E4 , E5										
DUNS/SSN	072306739																		
REGULATIONS	EDGAR AS APPLICABLE 2 CFR AS APPLICABLE																		
ATTACHMENTS	1 , 2 , 3 , 6 , 8 , 9 , 10 , 11 , 12 , 13 , 14 , E-3 , E1 , E2 , E4 , E5																		
9	LEGISLATIVE AND FISCAL DATA <table border="0"> <tr> <td>AUTHORITY:</td> <td>PL P.L. 114-95 V ESEA SECTION 4301 OR {20 U.S.C. 7221}</td> </tr> <tr> <td>PROGRAM TITLE:</td> <td>CHARTER SCHOOLS</td> </tr> <tr> <td>CFDA/SUBPROGRAM NO:</td> <td>84.282A</td> </tr> </table>			AUTHORITY:	PL P.L. 114-95 V ESEA SECTION 4301 OR {20 U.S.C. 7221}	PROGRAM TITLE:	CHARTER SCHOOLS	CFDA/SUBPROGRAM NO:	84.282A										
AUTHORITY:	PL P.L. 114-95 V ESEA SECTION 4301 OR {20 U.S.C. 7221}																		
PROGRAM TITLE:	CHARTER SCHOOLS																		
CFDA/SUBPROGRAM NO:	84.282A																		



**US Department of Education
Washington, D.C. 20202**

U282A170020

GRANT AWARD NOTIFICATION

FUND CODE	FUNDING YEAR	AWARD YEAR	ORG. CODE	CATEGORY	LIMITATION	ACTIVITY	CFDA	OBJECT CLASS	AMOUNT
0204A	2017	2017	EU000000	B	U30	000	282	4101C	\$4,240,819.00

10

PR/AWARD NUMBER: U282A170020
 RECIPIENT NAME: Mississippi Charter School Authorizer Board
 GRANTEE NAME: MISSISSIPPI CHARTER SCHOOL AUTHORIZER BOARD
 239 N LAMAR ST STE 207,
 JACKSON, MS 39201 - 1328
 PROGRAM INDIRECT COST TYPE: Unrestricted
 PROJECT INDIRECT COST RATE:

TERMS AND CONDITIONS

(1) THE FOLLOWING ITEMS ARE INCORPORATED IN THE GRANT AGREEMENT:

- 1) THE RECIPIENT'S APPLICATION (BLOCK 2);
- 2) THE APPLICABLE EDUCATION DEPARTMENT REGULATIONS: 2 CFR PART 180, NONPROCUREMENT DEBARMENT AND SUSPENSION AS ADOPTED AT 2 CFR PART 3485; 2 CFR PART 200 AS ADOPTED AT 2 CFR 3474 (BLOCK 8), AND 34 CFR PARTS 75, 77, 79, 81, 82, 84, 86, 97, 98, 99; AND THE PROGRAM REGULATIONS SPECIFIED IN BLOCK 8; AND
- 3) THE SPECIAL TERMS AND CONDITIONS SHOWN AS ATTACHMENTS IN BLOCK 8 ON THE INITIAL AWARD APPLY UNTIL CHANGED.

THIS AWARD SUPPORTS ONLY THE BUDGET PERIOD SHOWN IN BLOCK 6. IN ACCORDANCE WITH 34 CFR 75.253, THE SECRETARY CONSIDERS, AMONG OTHER THINGS, CONTINUED FUNDING IF:

- 1) CONGRESS HAS APPROPRIATED SUFFICIENT FUNDS UNDER THE PROGRAM,
- 2) THE DEPARTMENT DETERMINES THAT CONTINUING THE PROJECT WOULD BE IN THE BEST INTEREST OF THE GOVERNMENT,
- 3) THE GRANTEE HAS MADE SUBSTANTIAL PROGRESS TOWARD MEETING THE GOALS AND OBJECTIVES OF THE PROJECT,
- 4) THE SECRETARY ESTABLISHED PERFORMANCE MEASUREMENT REQUIREMENTS FOR THE GRANT IN THE APPLICATION NOTICE, THE PERFORMANCE TARGETS IN THE GRANTEE'S APPROVED APPLICATION,
- 5) THE RECIPIENT HAS SUBMITTED REPORTS OF PROJECT PERFORMANCE AND BUDGET EXPENDITURES THAT MEET THE REPORTING REQUIREMENTS FOUND AT 34 CFR 75.118, 2 CFR 200.327 AND 200.328, AND ANY OTHER REPORTING REQUIREMENTS ESTABLISHED BY THE SECRETARY,
- 6) THE GRANTEE HAS MAINTAINED FINANCIAL AND ADMINISTRATIVE MANAGEMENT SYSTEMS THAT MEET THE REQUIREMENTS IN 2 CFR 200.302, FINANCIAL MANAGEMENT, AND 2 CFR 200.303, INTERNAL CONTROLS.

IN ACCORDANCE WITH 2 CFR 200.308(c)(2) CHANGES TO KEY PERSONNEL IDENTIFIED IN BLOCK 5 MUST RECEIVE PRIOR APPROVAL FROM THE DEPARTMENT.

THE SECRETARY ANTICIPATES FUTURE FUNDING FOR THIS AWARD ACCORDING TO THE SCHEDULE IDENTIFIED IN BLOCK 6. THESE FIGURES ARE ESTIMATES ONLY AND DO NOT BIND THE SECRETARY TO FUNDING THE AWARD FOR THESE PERIODS OR FOR THE SPECIFIC AMOUNTS SHOWN. THE RECIPIENT WILL BE NOTIFIED OF SPECIFIC FUTURE FUNDING ACTIONS THAT THE SECRETARY TAKES FOR THIS AWARD.



**US Department of Education
Washington, D.C. 20202**

U282A170020

GRANT AWARD NOTIFICATION

- (2) The Office of Management and Budget requires all Federal agencies to assign a Federal Award Identifying Number (FAIN) to each of their financial assistance awards. The PR/AWARD NUMBER identified in Block 2 is your FAIN.

If subawards are permitted under this grant, and you choose to make subawards, you must document the assigned PR/AWARD NUMBER (FAIN) identified in Block 2 of this Grant Award Notification on each subaward made under this grant. The term subaward means:

1. A legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
 2. The term does not include your procurement of property and services needed to carry out the project or program (The payments received for goods or services provided as a contractor are not Federal awards, see 2 CFR 200.501(f) of the OMB Uniform Guidance: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards").
 3. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.
- (3) Unless this grant solely funds research, you must comply with new regulations regarding awards to faith-based organizations (FBOs) that provide beneficiary services under this grant or under a contract you award to provide beneficiary services under this grant. These new regulations clarify the rights of FBOs and impose certain duties on FBOs regarding the referral of beneficiaries they serve. See 34 CFR 75.52, 75.712-75.714, appendix A to part 75, and 2 CFR 3474.15. The Department has established a web page that provides guidance on the new regulations, including FAQs and other implementation tools, which is available at <http://www2.ed.gov/policy/fund/reg/fbci-reg.html>. If you have any questions about these regulations, please contact the Education Program Contact identified in Block 3 of this GAN.
- (4) Reimbursement of indirect costs is subject to the availability of funds and statutory and regulatory restrictions. The negotiated indirect cost rate agreement authorizes a non-Federal entity to draw down indirect costs from the grant awards. The following conditions apply to the below entities.

A. All entities (other than institutions of higher education (IHE))

The GAN for this grant award shows the indirect cost rate that applies on the date of the initial grant for this project. However, after the initial grant date, when a new indirect cost rate agreement is negotiated, the newly approved indirect cost rate supersedes the indirect cost rate shown on the GAN for the initial grant. This new indirect cost rate should be applied according to the period specified in the indirect cost rate agreement, unless expressly limited under EDGAR or program regulations. Any grant award with an approved budget can amend the budget to account for a change in the indirect cost rate. However, for a discretionary grant award any material changes to the budget which may impact the scope or objectives of the grant must be discussed with the program officer at the Department. See 34 CFR 75.560 (d)(3) (ii) (part 75 of EDGAR).

B. Institutions of higher education (IHE)

Under 2 CFR part 200, Appendix III, Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Institutions of Higher Education (IHEs), the Department must apply the negotiated indirect cost rate in effect on the date of the initial grant award to every budget period of the project, including all continuation grants made for this project. See 2 CFR Part 200, Appendix III, paragraph C.7. Therefore, the GAN for each continuation grant will show the original indirect cost rate and it applies to the entire period of performance of this project. If the indirect cost rate agreement that is applicable to this grant does not extend to the end of the grant's project period, the indirect cost rate set at the start of the project period must still be applied to the end of project period regardless of the fact that the rate has otherwise expired.

- (5) Condition 1: As outlined in the Notice Inviting Applications for New Awards, each grantee must submit an annual performance report (APR) to the Department by the due date established by CSP staff for each project year. In the absence of prior written approval from the Department, the grantee may not draw down funds for project year 2, as



**US Department of Education
Washington, D.C. 20202**

GRANT AWARD NOTIFICATION

outlined in the final Budget Summary form approved by the Department, until after the grantee has (1) completed all project year 1 activities; (2) submitted its APR demonstrating that all project year 1 activities have been completed; and (3) obtained written approval by the Department to begin project year 2 activities.

Condition 2: Year 3 continuation funding is contingent upon the grantee providing information and documentation in its Annual Performance Reports demonstrating that 1) the grantee is using the grant funds for the agreed upon uses of funds; and 2) evidence that the full amount of the grant will be needed for the remainder of the grant period. Failure to comply with either Specific Condition in accordance with Section 4303(d) (3) (A) (ii) may result in the Department taking appropriate administrative action.

Signature Not Verified
Digitally signed by Kathryn Meeley
Date: Thu Sep 28 10:07:15 EDT 2017

AUTHORIZING OFFICIAL

DATE

Mississippi Charter School Authorizer Board
FY18 Budget - \$546,006
\$237,000 Appropriation with FY16 (\$56,078), FY17 (\$119,314) 3% Admin, and FY18 (\$133,614) 3% State Admin

Category	Approved 6/5/2017 Estimated Line Item	Approved 7/10/17 Estimated Line Item
Personnel		
Salaries	\$ 190,000.00	\$ 190,000.00
Fringe	\$ 57,000.00	\$ 57,000.00
Workers Comp, etc.	\$ 1,500.00	\$ 1,500.00
Sub-Total	\$ 248,500.00	\$ 248,500.00
Travel		
In-State	\$ 12,000.00	\$ 12,000.00
Out-of-State	\$ 7,500.00	\$ 7,500.00
Sub-Total	\$ 19,500.00	\$ 19,500.00
Contractual		
Intern Stipend	\$ 6,000.00	\$ 6,000.00
Employee Training	\$ 3,500.00	\$ 3,500.00
Postage	\$ 250.00	\$ 250.00
Advertising/Promotional Expense	\$ 5,000.00	\$ 5,000.00
Membership Dues	\$ 1,250.00	\$ 1,250.00
Software	\$ 3,000.00	\$ 3,000.00
Wireless	\$ 3,000.00	\$ 3,000.00
Professional Services - IT	\$ 3,000.00	\$ 3,000.00
Professional Services - NACSA	\$ 48,765.00	\$ 48,765.00
Professional Services - PR	\$ 5,000.00	\$ 25,000.00
Prof. Services - Cornerstone	\$ 12,500.00	\$ 12,500.00
Prof. Services - Charter School Data System	\$ 6,000.00	\$ 5,000.00
Other Fees (Court Reporter, etc)	\$ 161,427.00	\$ 141,741.00
Sub-Total	\$ 258,692.00	\$ 258,006.00
Commodities		
Office Supplies	\$ 6,500.00	\$ 6,500.00
Food for Business	\$ 1,000.00	\$ 1,000.00
Office Furnishings	\$ 5,000.00	\$ 5,000.00
Other Supplies	\$ 1,500.00	\$ 1,500.00
Sub-Total	\$ 14,000.00	\$ 14,000.00
Equipment		
Computer Equipment	\$ 4,000.00	\$ 4,000.00
Office Machines	\$ 2,000.00	\$ 2,000.00
Sub-Total	\$ 6,000.00	\$ 6,000.00
TOTAL	\$ 546,692.00	\$ 546,006.00

FY18 Guaranteed and Estimated Revenue

	Guaranteed Dollars	Estimated Dollars
Appropriation	\$237,000.00	
FY 16 Admin Fee	\$56,078.00	
FY17 Admin Fee Adjustment	\$119,314.00	
State Admin Fee		
2515-Reimagine Prep	\$60,979.23	
2525-Midtown PCS	\$30,597.66	
2535-Smilow Prep	\$42,037.26	
Total State	\$133,614.15	
Local Admin Estimate		
2515-Reimagine Prep		\$32,400.00
2525-Midtown Public Charter School		\$16,848.00
2535-Smilow Prep		\$20,250.00
Total Local	\$0.00	\$69,498.00
Total Guaranteed Revenue	\$546,006.15	
Total Estimated Revenue		\$69,498.00
Total Guaranteed and Estimated		\$615,504.15

**Charter School Authorizer Board
Items Presented for Payment
October 30, 2017**

Travel

Board Member Travel to Meeting	TBD
--------------------------------	-----

Contractual

NACSA 2017 RFP Invoice	\$ 35,823.45
Brooks Court Reporting - Canton Hearing	\$ 454.00
Brooks Court Reporting - Clarksdale Hearing	\$ 804.00
Brooks Court Reporting - Drew	\$ 683.00
Epicenter - 1st Quarter Invoice	\$ 1,250.00

Commodities

Equipment

Academic Technologies	\$ 30,591.29
-----------------------	--------------

TOTAL

\$ 69,605.74