



THE GOVERNOR JOHN ENGLER

**CENTER FOR
CHARTER SCHOOLS**

CENTRAL MICHIGAN UNIVERSITY

CONTRACT AMENDMENT CHECKLIST

As your partner, our team always strives to provide tools and resources that streamline reporting processes, enabling you to stay focused on what matters most—delivering superior performance in the classroom. The charter contract contains a variety of components: it provides a performance agreement, description of the school's roles and responsibilities, grades served, physical facilities, curriculum and instructional methods, and the maximum enrollment, among other critical pieces of information.

It is not uncommon during the term of a charter contract for situations to arise that result in a need to amend the contract. In alignment with the importance of the contract reflecting the school's program(s), our office has developed a flexible process for amending the contract that ensures a proper balance between the need for independent development of the schools and the statutory responsibilities of the University. Because all charter contract amendments require prior approval by our office, we are providing the following information as a guide for the school board and administration to navigate this process. It is designed to ensure the school will be well-positioned to implement all requested changes in a quality way.

We look forward to learning about the school's plans impacting the upcoming school year. Together, we can improve the educational opportunities in your community and prepare students for success in college, work and life.

WHAT IS A CONTRACT AMENDMENT?

A contract amendment is any change or revision to the school's existing charter contract. Article IX of the contract Terms and Conditions provides for a flexible process for amending the contract as the administration of a school and the improvement of educational outcomes over time will require appropriate amendment of the contract. Under the contract Terms and Conditions, an amendment can be initiated by either the school or the Center.

TYPES OF CONTRACT AMENDMENTS

- » **School name change.**
- » **Grade level change:** addition or removal of a grade.
- » **Facility change:** any project involving new construction, a facility expansion, addition of modular units, renovation or repair of an existing facility, including the installation of temporary partitions, or new or amended lease agreements. All facility changes for charter public schools must be approved by both the Bureau of Construction Codes (BCC) and the Bureau of Fire Services (BFS).
- » **Enrollment change:** increase or decrease in the maximum enrollment number.
- » **Educational Program change:** any change to the school's educational philosophy, mission statement, curriculum materials, or graduation requirements.
- » **Organizational Structure change:** any change to the school's employment structure or to the employer of the school's staff, or new or amended Educational Service Provider (ESP) agreements.
- » **Standard language change:** any change to the standard contract documents (i.e. Terms and Conditions, Bylaws, Articles of Incorporation). Amendments are initiated by the Center due to changes in existing policy or applicable law.

CONTRACT AMENDMENT PROCESS

- » The school board takes action at a public meeting and approves a [Contract Amendment Request Resolution](#) – including a completed [Contract Amendment Request Questionnaire](#). The Master Calendar of Reporting Requirements requires the submission of these documents in February. Please refer to this year's [Master Calendar of Reporting Requirements](#) for the specific due date.
- » The Center team reviews the request and notifies the school board via letter of the approval or denial of the request. If approved, the letter includes due dates for submission of required materials.
- » School submissions are reviewed by the Center; if necessary, follow-up occurs in order to bring all materials into compliance with state and Center requirements.
- » Upon finalization of all required materials, the contract amendment is distributed to the school board for approval. Upon receipt of the board-approved contract amendment, the signature of the Center's executive director is secured and the contract amendment is submitted to the Michigan Department of Education for processing. All charter contracts, including amendments, are maintained on the [Center's website](#); once an amendment is fully executed, an email containing a link to the fully executed contract amendment is sent to the school board.

WHAT TO SUBMIT

The school's submission requirements will be determined by the proposed change(s) to the current contract and may include one or more of the items listed below depending on the school'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).

School name change:

- » Upon approval of the new name by the Center, the school will file the appropriate forms with the Michigan Department of Licensing and Regulatory Affairs (LARA) and submit the filed forms to the Center.

Grade level changes:

- » Projected enrollment for the upcoming school year, including the projected number of students who will receive free lunch.
- » Revised educational program to reflect the new grade range.
- » A detailed written curriculum for each subject/course for the new grade level.
- » A course matrix: a spreadsheet summary listing the courses offered at each grade level.
- » School contact that the Center team can utilize for all Educational Program and/or Curriculum-related questions.
- » Please review the [Educational Program and Curriculum Requirements](#).

Facility changes:

For information related to the plan review and occupancy approval processes at the BCC and BFS, please review the [School Construction Project Checklist](#).

- » Projected enrollment for the upcoming school year, including the projected number of students who will receive free lunch.
- » Physical plant description narrative, including the number of classrooms and restrooms as well as a description of the exterior façade, playground areas, etc.
- » A statement indicating how the school intends to pay for the facility change.
- » A copy of the Application for Plan Examination submitted to the BCC.
- » A copy of the Application for Plan Examination submitted to the BFS.
- » A copy of the letter of plan approval issued by the BCC.
- » A copy of the fire safety plan review report issued by the BFS.
- » A copy of the BCC-approved site plan(s).
- » A copy of the BCC-approved floor plan(s).
- » A copy of the Certificate of Use and Occupancy issued by the BCC.
- » A copy of the AHERA Management Plan approval letter issued by LARA or an exclusionary document from the architect.

WHAT TO SUBMIT (CONT.)

- » Church/State Questionnaire, if applicable.
- » New or amended lease agreements, at least 30 days prior to renewal or execution.
- Enrollment changes:**
 - » Projected enrollment for the upcoming school year, including the projected number of students who will receive free lunch.
 - » A map of classroom usage for the upcoming school year. The map should indicate which grade or subject will be held in each classroom.
- Educational Program and/or Curriculum changes:**
 - » A revised educational program that reflects the requested change(s).
 - » A detailed written curriculum for each subject/course to be added or revised.
 - » A course matrix: a spreadsheet summary listing the courses offered at each grade level.
 - » School contact that the Center team can utilize for all Educational Program and/or Curriculum-related questions.
 - » Please review the Educational Program and Curriculum Requirements.
 - » Early Childhood Questionnaire, if applicable.
- Organizational Structure changes:**
 - » School board-reviewed draft ESP Agreement along with the draft legal opinion and ESP Information sheet. The school board is required to comply with the Center's ESP Policies which are incorporated into the contract through the Terms and Conditions.
 - » Position descriptions for any new positions or for any position descriptions that have been modified.