

# MEMORANDUM OF UNDERSTANDING

BY AND AMONGST

**The Nevada Department of Education**

AND

**The State Public Charter School Authority**

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is entered into, by and amongst the **Nevada Department of Education** (the *Department*), the **State Public Charter School Authority** (the *LEA*), to establish an agreement whereby each Party commits to working together to support LEAs’ federal and state grant applications and processes with sub-recipients.

WHEREAS, the **Department** and **LEA** are partner agencies, organizations, or companies committed to creating a high educational and operational standards that serve as models of the best practices in sponsoring charter schools that meet the identified educational needs of pupils and are likely to improve pupil achievement and school performance in the state.

NOW, THEREFORE, it is mutually agreed by and amongst the **Department** and **LEA** that by the fiscal year (FY) 2020 grant cycle, LEA will:

## **I. GENERAL**

- a. The LEA will assure that the sub-recipient(s) utilize all grant funds for the purpose described by the sub-recipient in the submitted Request for Application (RFA).

## **II. GRANTS MANAGEMENT AND ACCOUNTABILITY**

- a. The LEA will be responsible for the prioritized submission of all sub-recipient RFAs.
- b. The LEA will be responsible for the receipt of any categorical federal and/or state grant award funds.
- c. The LEA will be responsible for the disbursement of said categorical federal and/or state grant award funds to the sub-recipient(s).
- d. The LEA will assure that all grant funds are managed and administered by the sub-recipient(s) according to proper grants administration procedures to fully account for all expenditures.
- e. The LEA will assure that any required maintenance of fiscal effort on either a per–student or aggregate expenditure basis is met by the sub-recipient(s).
- f. The LEA will assure that funds made available to the sub-recipient(s) will supplement, and shall not supplant, other existing fund sources of sub-recipient.
- g. The LEA will assure that supporting documents for expenditures will be maintained by sub-recipient(s) for audit.
- h. The LEA will assure that sub-recipient(s) awarded funds employ effective and separate accounting procedures to assure that grant award funds are not commingled with any other state, federal and/or local funds, and will be accounted for in a manner which will prevent loss of their identity as funds supporting specific grant RFA education goals.
- i. The LEA will assure that sub-recipient(s) employ effective fiscal control and funds accounting procedures to assure proper disbursement of and accounting for grant funds awarded to a sub-recipient for grant programs and projects.

- j. The LEA will assure that sub-recipient(s) maintain fiscal and statistical records that, upon request, are subject to and shall be made available for audit by the State of Nevada to determine whether the sub-recipient has properly accounted for funds expended for educational grant programs and services.
- k. The LEA will assure that sub-recipient(s) maintain records which fully disclose the amount and disposition of awarded grant funds, as well as the total expenditures of funds for education programs and services supplied by funds from other sources. This may include time accountability sheets for individuals funded under grant funds.
- l. The LEA will assure that any income generated from activities funded by state or federal grant funds must be accounted for and used by the sub-recipient(s) for the purposes of furthering the program or project objectives.

### **III. PERSONNEL**

- a. The LEA will assure that any educational and other professional personnel who the sub-recipient(s) employed to participate in grant-funded projects will be licensed in accordance with current Rules and Regulations established by the Commission on Professional Standards in Education.

### **IV. DATA MANAGEMENT**

- a. The LEA will assure that any sub-recipient(s) participating in federal and/or state grant funds available, will participate in, maintain, and utilize a performance accountability system in the reporting of all career and technical education programs in the Nevada Department of Education State Accountability Information Network (SAIN); provide data required for reporting the performance measures designated by the State's performance indicators; and assure that staff involved in the accountability system receive the training necessary to maintain a quality system.
- b. The LEA will assure that sub-recipient(s) provide sufficient information to the State to enable the State to comply with all reporting requirements.

### **V. EVALUATION**

- a. The LEA will assure that sub-recipient(s) cooperate with the Department of Education in on-site program reviews, monitoring, and any evaluative processes deemed necessary for the administration of the grant.
- b. The LEA will assure that the sub-recipient will comply with reporting procedures required by the Nevada Department of Education, which will assess the progress of its career and technical education programs and will include a review of outcomes related to the quality criteria indicators.
- c. The LEA will assure that sub-recipients will fully participate in and be accountable for any evaluation and review of programs, which include full participation of representatives of individuals who are members of special populations. This review shall be used to identify and adopt strategies to overcome any barriers which are resulting in lower rates of access to educational programs or success in such programs for individuals who are members of special populations and to evaluate the progress of individuals who are members of special populations in educational programs assisted under said grant funding.

### **VI. LOCAL PROGRAM IMPROVEMENT PLAN**

- a. The LEA will develop a plan, in consultation with its governing board, for program improvement for the succeeding school year. The plan will describe how the sub-recipient(s) will identify and modify programs and will include a description of educational development strategies designed to achieve progress to improve the effectiveness of the programs conducted with assistance under this grant funding, and will, if necessary, develop a description of strategies designed to improve supplementary services provided to individuals who are members of special populations.

- b. The LEA will assure that sub-recipient(s) that are not making substantial progress in meeting the performance indicators contained within the grant program, that the sub-recipient of funds will develop a plan, in consultation with the LEA and its governing board, for program improvement for the succeeding school year.

**The Nevada Department of Education**

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Signature

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Steve Canavero, Superintendent of Public Instruction

Date

**The State Public Charter School Authority**

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Signature

Title

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Patrick Gavin

Date