

Non-Profit Foundation or Component Unit Notification

Purpose

The *Non-Profit Foundation or Component Unit Notification* is used to notify the Public Education Commission of a change (this can be a removal, addition, or change) in the school's legal relationship with a Non-Profit Foundation or Component Unit the primary purpose of which is to provide the school with financial support or that was specifically organized for the purpose of providing the facility for the charter school, *as identified in the charter contract*.

Changes to the school's association with a Non-Profit Foundation or Component Unit do not require prior approval of the Public Education Commission; however notice must be received within 30 calendar days of the change.

Submission Window

A *Non-Profit Foundation or Component Unit Notification* must be submitted within 30 days of any changes.

PEC Consideration

An administratively complete *Non-Profit Foundation or Component Unit Notification* shall be placed on the agenda of the next regular PEC meeting if the complete notification was received at least 14 days prior to the meeting or at the subsequent meeting if the complete notification was not received at least 14 days prior to the next regularly scheduled meeting.

A *Non-Profit Foundation or Component Unit Notification* will be placed on the consent agenda of a regular PEC meeting. Any notification may be removed from the consent agenda during the scheduled PEC meeting for full discussion and possible action by the Commission.

Instructions for the Request

If you have questions about completing the form or uploading documents, contact charter.schools@state.nm.us. Complete all required fields and attachments (denoted by "*").

Form Fields

Field	Instructions
Original Information*	Identify the original Non-Profit Foundation or Component Unit included in the charter contract. If none, state "None"
Change*	Identify the new language that is to be included in the charter contract. This may be an addition, removal, or change.

Attachments

Approved Board Minutes or Certification of the Vote taken by the Board *

Attach evidence that the change has been approved by the Charter School Board; certification must be signed by an authorized member of the board.

Agreement, MOU, or Contract (For added or changed Foundation or Component Unit)

Provide any Agreement, MOU, or Contract, if applicable, under which the school and the Non-Profit Foundation or Component Unit are operating. Any agreement must clearly identify all rights, responsibilities, and activities of both sides.

Corporate Status and Membership of Non-Profit Foundation or Component Unit (For added or changed Foundation or Component Unit)

Provide documentation of the corporate status (non-profit) and membership and officers.

Conflict of Interest Statement (For added or changed Foundation or Component Unit)

Provide a signed statement from all membership and officers disclosing all conflicts of interest in the relationship between the school and the Foundation or Component Unit that are created by any of the members or officers.

Administrative Completeness Review

An administratively complete request includes the following:

- Fully Completed Form
- Approved Board Minutes or Certification of the Vote taken by the Board
 - Comply with Open Meeting Law
 - Board aligns with what is currently on file with PEC
- Agreement, MOU, or Contract (For added or changed Foundation or Component Unit)
- Corporate Status and Membership of Non-Profit Foundation or Component Unit (For added or changed Foundation or Component Unit)
- Conflict of Interest Statement (For added or changed Foundation or Component Unit)