Membership of Foundation or Component Unit Notification

Purpose

The *Membership of Foundation or Component Unit Notification* is used to notify the Public Education Commission of a change in the membership of an associated 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, *which is identified in the charter contract.*

Changes to Membership or Officers of a 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 Deadline

A Membership of Foundation or Component Unit Notification must be submitted within 30 days of the change.

PEC Consideration

An administratively complete *Membership of 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 Membership of 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 Membership of Foundation or Component Unit included in the charter contract.
Change*	Identify the new membership of the Foundation or Component Unit.

Attachments

Conflict of Interest Statement*

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
- ☐ Conflict of Interest Statement