

# Liability Insurance Coverage Notification

## Purpose

The *Liability Insurance Coverage Notification* is used to notify the Public Education Commission of a change in the types and amounts of liability insurance coverage *as identified in the charter contract*.

Changes to liability insurance coverage 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 *Liability Insurance Coverage Notification* must be submitted within 30 days of the change.

## PEC Consideration

An administratively complete *Liability Insurance Coverage 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 *Liability Insurance Coverage 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](mailto:charter.schools@state.nm.us)**. Complete all required fields and attachments (denoted by "\*").

### Form Fields

Field	Instructions
<b>Original Information*</b>	Identify the amounts and types of liability coverage as they were prior to the change.
<b>Change*</b>	Identify the change that has occurred (Decrease or Increase in Coverage Amounts, Addition or Elimination of Coverage Type) and the new amounts of liability insurance.
<b>Date of Change*</b>	Identify the date on which the change became effective.

### 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.

#### **Copy of Current Liability Insurance Coverage\***

Attach the appropriate documentation, which must identify the charter school as the insured party.

## **Administrative Completeness Review**

An administratively complete notification includes the following:

- Fully Completed Form
- Approved Board Minutes or Certification of the Vote taken by the Board
- Copy of Current Liability Insurance Coverage