**Charter Mission Statement Amendment Policy**

# Purpose

The *Charter Mission Statement Amendment* is used to notify the Public Education Commission of a minor grammatical or word choice change in the school’s mission statement *identified in the charter contract.*

A school may **only** amend their mission statement for minor grammatical issues or word choice.

A *Charter Mission Statement Amendment* is not effective until after the PEC has received the request and the school’s request has been considered by the PEC.

# Submission Deadline

*A Charter Mission Statement Amendment* must besubmitted in time for the amendment to appear on the PEC’s agenda **prior** to the change being communicated or utilized.

# PEC Consideration

An administratively complete *Charter Mission Statement Amendment* may be placed on the agenda of the next regular PEC meeting if the complete request was received at least 14 days prior to the meeting or at the subsequent meeting if the complete request was not received at least 14 days prior to the next regularly scheduled meeting.

• A finding that the Charter School is not in compliance with governance reporting requirements **will result in a delay** in consideration of the request until the school comes into compliance, or if the school does not come into compliance, until the last meeting within the contractual timeline for a decision from the PEC.

A *Charter Mission Statement Amendment* may be placed on the consent agenda of a regular PEC meeting for possible action by the Commission. Any amendment 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 current charter mission statement.

**Change\*** Provide the revised text of the charter mission statement.

## 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 Geverning Board; certification must be signed by an authorized member of the board.

# Administrative Completeness Review

An administratively complete amendment includes the following:

□ Fully Completed Form

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

o Comply with Open Meetings Act

o Board membership aligns with what is currently on file with PEC