**Membership of Foundation or Component Unit**

**Amendment Policy**

# Purpose

The *Membership of Foundation or Component Unit Amendment* 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 providing the facility for the charter school, *which is identified in the charter contract.*

No school employee or contractor shall serve as a member of the Foundation Board nor be employed by the

Foundation.

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 Amendment* must be submitted within 30 days of the change.

# PEC Consideration

An administratively complete *Membership of Foundation or Component Unit 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 Membership of Foundation or Component Unit 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 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 and an assurance that no school employee or contractor is a member of the Foundation Board nor employed by the Foundation.

# Administrative Completeness Review

An administratively complete request includes the following:

□ Fully Completed Form

□ Conflict of Interest Statement