**Head Administrator, Governing Body Member, or Charter**

**Representative Change Amendment Policy**

# Purpose

The *Head Administrator, Governing Body Member, or Charter Representative Change Amendment* is used to notify the Public Education Commission of a change in the Head Administrator, the Membership of the Governing Body, the individual identified as the Charter Representative, or the contact information of the identified individuals *as identified in the charter contract and with addendums.*

Changes to the Head Administrator, Governing Body Members, or Charter Representative do not require prior approval of the Public Education Commission; however, notice must be received within 30 calendar days of the change.

The school is required to have a full-time, licensed Head Administrator *on campus;* full-time may include other duties at the school.

# Submission Deadline

A *Head Administrator, Governing Body Member, or Charter Representative Change Amendment* must be submitted within 30 days of the change.

# PEC Consideration

An administratively complete *Head Administrator, Governing Body Member, or Charter Representative Change 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 Head Administrator, Governing Body Member, or Charter Representative Change Amendment* may be placed on the consent agenda of a regular PEC meeting for possible action by the Commission. Any amendment request may be removed from the consent agenda during the scheduled PEC meeting for full discussion and possible action by the Commission.

# Instructions for the Amendment

**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 originally on file (prior to notification) Head Administrator, all governing body members, positions, and terms, and charter representative(s) with all personal contact information. Note next to each if there is a change or no change.

**Change\*** Identify the changes to the Head Administrator, governing body members or positions, Charter Representative, or contact information.

Include the personal contact information, which will not be shared publicly. In addition, include a school-based email or other contact information, which may be shared with members of the public.

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| **Request for**  **Extension** | If reporting the removal or resignation of a governing body member, and a vacancy will not be filled within the 45 days identified in the contract, identify that you are requesting a 30-day extension. |
| **Vote not to Replace**  **Member** | Identify if the board is providing notice regarding a board member who has resigned or has been removed, and the board has voted not to replace that member for the remainder of the fiscal year. |

## Attachments

### Approved Board Minutes or Certification of the Vote taken by the Board (Not required for resignations)

Attach evidence that the change has been approved by the Charter School Board (member removed, designation/selection of new member, new Head Administrator hired, Head Administrator terminated, placed on leave, or contract not renewed). Certification must be signed by an authorized member of the board.

### Resignation Letter (For resignation of Governing Body Member or Head Administrator)

If board member or Head Administrator resigned and provided resignation letter, attach signed and dated resignation letter.

#### Statement of Governing Body to Consult with PED (For new Governing Body Member)

An updated “STATEMENT OF GOVERNING BODY TO CONSULT WITH PED” signed by all current governing body members must be attached when there is a change in board membership.

#### Affidavit of Governing Body Member (For new Governing Body Member)

An “AFFIDAVIT OF GOVERNING BODY MEMBER” must be signed by each *new* governing body member and verified by a notary public.

#### Assurances of Governing Body Member (For new Governing Body Member)

Assurances regarding compliance with all federal and state laws governing organization, programmatic, and financial requirements applicable to charter schools must be signed by each new governing body member.

# Administrative Completeness Review

An administratively complete amendment request includes the following:

□ Fully Completed Form

□ Approved Board Minutes or Certification of the Vote taken by the Board (Not required for resignations)

o Comply with Open Meeting Act

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

□ Copy of NMPED School Administrator License (for Head Administrators)

□ Resignation Letter (For resignation of Governing Body Member or Head Administrator)

□ Statement of Governing Body to Consult with PED (For new Governing Body Member)

□ Affidavit of Governing Body Member (For new Governing Body Member)

□ Assurances of Governing Body Member (For new Governing Body Member)