

Public Education Commission

Name Change or Charter Mission Statement Amendment Policy

Purpose

The *Name Change or Charter Mission Statement Amendment* is used to notify the Public Education Commission of a change of the name of the school or in the school's mission statement *identified in the charter contract*.

A *Name Change or 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 *Name Change or Charter Mission Statement Amendment* must be submitted in time for the amendment to appear on the PEC's agenda **prior** to the change being communicated or utilized.

An administratively complete *Name Change or Charter Mission Statement Amendment* may be placed on the agenda of the next regular PEC meeting if **the complete request was received at least 28 days prior to the meeting** or at the subsequent meeting if the complete request was not received at least 28 days prior to the next regularly scheduled meeting.

A *Name Change or Charter Mission Statement Amendment* may be placed on the regular PEC calendar or 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.

PEC Consideration

All performance data (academic, organizational, and financial) for the last three years including any outstanding compliance or investigations will be provided to the PEC for consideration of the amendment request.

Amendment Checklist

- Fully Completed Form
- Approved Board Minutes or Certification of the Vote taken by the Board
- Rationale for the change.

Name Change or Mission Statement Change Amendment Request FORM

If you have questions about completing the form or uploading documents, contact charter.schools@state.nm.us.

The Charter Contract was entered into by and between the New Mexico Public Education Commission and [], hereafter "the School" effective [] of [], []. The school was approved for a [] Charter Contract.

The school requests consideration from the Public Education Commission (PEC) to change the terms of its Contract as follows:

School Name in the Contract: _____

New Proposed School Name: _____

Charter Contract currently states:

ORIGINAL MISSION STATEMENT:

Requests the Public Education Commission approve Section _____ of the School's contract to read:

EFFECTIVE DATE OF CHANGE:

REQUESTED CHANGE TO MISSION STATEMENT:

RATIONALE FOR CHANGE:

Submit this form and all supporting documents to charter.schools@state.nm.us

The school's Charter Mission Statement Amendment is hereby submitted by [] on [], and affirms the school meets the following eligibility criteria:

- Amendment must be submitted and approved by the PEC prior to the change being communicated or utilized; and
- The school's governing board is in compliance with all reporting requirements and approved the change.

Charter School Representative Signature

Date

The School's Charter Mission Statement Amendment was:

Approved

Denied

_____ Chair,
Public Education Commission _____ Date

ITEMS BELOW MOVED OR REMOVED

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 Governing 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
 - Comply with Open Meetings Act
 - Board membership aligns with what is currently on file with PEC