

Public Education Commission

Head Administrator or Governing Body Member Change Amendment

Purpose

The *Head Administrator or Governing Body Member Change Amendment* is used to notify the Charter Schools Division (CSD) and the Public Education Commission (PEC) of a change in the Head Administrator or the Membership of the Governing Body or the contact information of the identified individuals *as identified in the charter contract and with addendums*.

Changes to the Head Administrator or Governing Body Members 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 or Governing Body Member Change Amendment* must be submitted within 30 days of the change.

An administratively complete *Head Administrator or Governing Body Member Change 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 *Head Administrator or Governing Body Member 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. If three or more changes to key personnel have occurred during the school year, the PEC will consider the approval on its regular agenda, not the consent agenda.

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 (Not required for resignations)
- 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)

Governing Board Amendment Request FORM

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

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.

NUMBER OF CHANGES TO HEAD ADMINISTRATOR, BUSINESS MANAGER OR GOVERNING BOARD MEMBER IN THE CURRENT SCHOOL YEAR: _____ (If more than three, the change will be considered by the PEC as an action item and not on the consent calendar.)

NUMBER OF MEMBERS REQUIRED UNDER YOUR SCHOOL'S BYLAWS:

NUMBER OF CURRENTLY SEATED GOVERNING BOARD MEMBERS:

RESIGNATION

EFFECTIVE DATE OF RESIGNATION, AS PROVIDED ON THE WRITTEN NOTICE FROM THE RESIGNING BOARD MEMBER:

NAME OF INDIVIDUAL RESIGNING:

REMOVAL

DATE OF REMOVAL:

NAME OF INDIVIDUAL BEING REMOVED:

REASON FOR REMOVAL:

DESIGNATION OF NEW BOARD MEMBER TO AN EXISTING POSITION OR A NEW POSITION

EFFECTIVE DATE OF APPOINTMENT, AS PROVIDED IN WRITTEN NOTICE FROM THE BOARD:

NAME OF INDIVIDUAL BEING DESIGNATED:

HOME ADDRESS:

PHONE NUMBER:

EMAIL ADDRESS:

NAME OF BOARD MEMBER BEING REPLACED:

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):

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

The School's Governing Body Member Change Amendment is hereby submitted by [] on [], and affirms the school meets the following eligibility criteria:

- Amendment must be submitted to the PEC within 30 days of change in membership; and
- The school's governing board is in compliance with all reporting requirements and approved the change.

School Representative Signature _____ Date _____ Charter

The School's Governing Body Member Change Amendment was:

Approved

Denied

Chair, Public Education Commission

Date

Head Administrator 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:

NUMBER OF CHANGES TO HEAD ADMINISTRATOR, BUSINESS MANAGER OR GOVERNING BOARD MEMBER IN THE CURRENT SCHOOL YEAR: _____ (If more than three, the change will be considered by the PEC as an action item and not on the consent calendar.)

<p>CHANGE OF HEAD ADMINISTRATOR</p> <p><input type="checkbox"/> RESIGNATION</p> <p>EFFECTIVE DATE OF RESIGNATION, AS PROVIDED ON THE WRITTEN NOTICE FROM THE RESIGNING HA OR CHARTER REP: _____</p> <p>NAME OF INDIVIDUAL RESIGNING: _____</p> <p><input type="checkbox"/> REMOVAL</p> <p>DATE OF REMOVAL: _____</p> <p>NAME OF INDIVIDUAL BEING REMOVED: _____</p> <p>GENERAL REASON FOR REMOVAL: _____</p> <p>HIRING OF NEW LEADERSHIP AS HEAD ADMINISTRATOR</p> <p>EFFECTIVE DATE OF APPOINTMENT, AS PROVIDED IN WRITTEN NOTICE FROM THE BOARD: _____</p> <p>NAME OF INDIVIDUAL BEING HIRED: _____</p> <p>HOME ADDRESS: _____</p> <p>PHONE NUMBER: _____</p> <p>EMAIL ADDRESS: _____</p> <p>NAME OF HEAD ADMINISTRATOR BEING REPLACED: _____</p>

The School's Head Administrator Change Amendment is hereby submitted by [_____] on [____], and affirms the school meets the following eligibility criteria:

- Amendment must be submitted to the PEC within 30 days of the change being communicated or implemented; and

The school's governing board is in compliance with all reporting requirements and approved the change.

School Representative Signature

Date

Charter

The School's Head Administrator Change Amendment was:

Approved

Denied

Chair, Public Education Commission

Date

BELOW: ITEMS MOVED OR REMOVED

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.
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)
 - Comply with Open Meeting Act
 - 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)