Public Education Commission Business Manager or Procurement Officer Amendment

Purpose

The Business Manager or Procurement Officer Amendment is used to notify the Public Education Commission of a change in the Business Manager or Procurement Officer which become part of the charter contract as an addendum.

Changes to the Business Manager or Procurement Officer 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 Business Manager or Procurement Officer Amendment must be submitted within 30 days of the change.

An administratively complete *Business Manager or Procurement Officer 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 *Business Manager or Procurement Officer 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

□ Affidavit of Financial Record Custodian (Business Manager Only) A completed and notarized Affidavit of Financial Record Custodian

□ Certificate of Insurance (Business Manager Only) *A certificate of insurance indicating the business manager is adequately bonded to take responsibility as the financial record custodian*

□ School Business Official License or Chief Procurement Officer Certificate: *Copy of current, valid school business official license or chief procurement officer certificate.*

Business Manager or Procurement Officer 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	l into by and between the New Mexico	Public I	Educatior	n Commission	
[], hereafter "the School", effective [][], []	
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.)

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

BOTH

	BUSINESS MANAGER	СРО С	
CHANGE OF:	BUSINESS WANAGER		

Charter Contract currently states:

CURRENT BUSINESS MANAGER OR PROCUREMENT OFFICER:

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

EFFECTIVE DATE OF CHANGE:

NAME(S) OF NEW BUSINESS MANAGER OR PROCUREMENT OFFICER:

CONTACT INFORMATION (phone number and email):

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

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

			Charter
School Representative Signature	Date		
The School's Governing Body Mem	ber, or Charter Re	presentative Change Amendment was:	
	\Box Approved	🗆 Denied	

Chair, Public Education Commission

Date

Form Fields

Field	Instructions
Original Information*	Identify the originally on file (prior to notification) Business Manager or Procurement Officer.
Change*	Identify the new Business Manager or Procurement Officer.
Effective Date*	Identify the effective date of the change.

Attachments

Affidavit of Financial Record Custodian (Business Manager Only)

A completed and notarized Affidavit of Financial Record Custodian.

Certificate of Insurance (Business Manager Only)

A certificate of insurance indicating the business manager is adequately bonded to take responsibility as the financial record custodian.

Business Official License or Chief Procurement Officer Certificate

Copy of current, valid school business official license or chief procurement officer certificate.

Administrative Completeness Review

An administratively complete request includes the following:

- Fully Completed Form
- □ Affidavit of Financial Record Custodian (Business Manager Only)
- □ Certificate of Insurance (Business Manager Only)
- School Business Official License or Chief Procurement Officer Certificate