

Public Education Commission

Membership of Foundation or Component Unit Amendment

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*.

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.

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 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 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.

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

An administratively complete request includes the following:

- Fully Completed Form
 - 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.
-

Membership of Foundation or Component Unit 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:

Charter Contract currently states:

ORIGINAL MEMBERSHIP OF FOUNDATION OR COMPONENT UNIT:

The School requests the Public Education Commission (PEC) change the terms of its Charter Contract, Section as follows:

**EFFECTIVE DATE OF CHANGE:
CHANGE TO MEMBERSHIP OF FOUNDATION OR COMPONENT UNIT, INCLUDING CONTACT INFORMATION FOR THE NEW MEMBER:**

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

The School's Membership of Foundation or Component Unit 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; 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 Membership of Foundation or Component Unit Amendment was:

- Approved Denied

Chair, Public Education Commission _____ Date _____

MOVED OR REMOVED ITEMS

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