

Public Education Commission

Non-Profit Foundation or Partner Notification

Purpose

The *Non-Profit Foundation or Partner Notification* is used to notify the Public Education Commission of a change (this can be a removal, addition, or change) in the school's legal relationship with a Non-Profit Foundation or Partner, the primary purpose of which is to provide the school with financial support, which was specifically organized for the purpose of providing the facility for the charter school, or provides support to the school as *identified in the charter contract*.

Changes to the school's association with a Non-Profit Foundation or Partner do not require prior approval of the Public Education Commission; however, notice must be received within 30 calendar days of the change.

Submission Window

A *Non-Profit Foundation or Partner Notification* must be submitted within 30 days of any changes.

An administratively complete *Non-Profit Foundation or Partner Notification* shall be placed on the agenda of the next regular PEC meeting if the complete notification was received at least 28 days prior to the meeting or at the subsequent meeting if the complete notification was not received at least 28 days prior to the next regularly scheduled meeting.

A *Non-Profit Foundation or Partner Notification* will be placed on the consent agenda of a regular PEC meeting. Any notification 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
 - Approved Board Minutes or Certification of the Vote taken by the Board
 - Attached agreement, MOU, or Contract (For added or changed Foundation or Partner)
 - Corporate Status and Membership of Non-Profit Foundation or Partner (For added or changed Foundation or Partner)
 - Conflict of Interest Statement (For added or changed Foundation or Partner): Provide a signed statement from all membership and officers disclosing all conflicts of interest in the relationship between the school and the Foundation or Partner that are created by any of the members or officers.
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Nonprofit Foundation or Partner Notification 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 NON-PROFIT 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:

REQUESTED CHANGE TO NON-PROFIT FOUNDATION OR PARTNER :

REASON FOR THE CHANGE AND BENEFIT TO THE SCHOOL:

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

The School's Non-Profit Foundation or Partner 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.

Charter School Representative Signature

Date

The School's Non-Profit Foundation or Partner 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 Non-Profit Foundation or Component Unit included in the charter contract. If none, state "None"
Change*	Identify the new language that is to be included in the charter contract. This may be an addition, removal, or change.

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 Board; certification must be signed by an authorized member of the board.

Approved 5.11.18

Page 1

Non-Profit Foundation or Component Unit Notification

Agreement, MOU, or Contract (For added or changed Foundation or Component Unit)

Provide any Agreement, MOU, or Contract, if applicable, under which the school and the Non-Profit Foundation or Component Unit are operating. Any agreement must clearly identify all rights, responsibilities, and activities of both sides.

Corporate Status and Membership of Non-Profit Foundation or Component Unit (For added or changed Foundation or Component Unit)

Provide documentation of the corporate status (non-profit) and membership and officers.

Conflict of Interest Statement (For added or changed Foundation or Component Unit)

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.

Administrative Completeness Review

An administratively complete request includes the following:

- Fully Completed Form
- Approved Board Minutes or Certification of the Vote taken by the Board
 - Comply with Open Meeting Law
 - Board aligns with what is currently on file with PEC

- Agreement, MOU, or Contract (For added or changed Foundation or Component Unit)
- Corporate Status and Membership of Non-Profit Foundation or Component Unit (For added or changed Foundation or Component Unit)
- Conflict of Interest Statement (For added or changed Foundation or Component Unit)