**Public Education Commission**

Business Manager Amendment Instructions

**Purpose:**

This amendment is used to notify the Public Education Commission (PEC) of a change in the Business Manager which becomes part of the charter contract as an addendum.The amendment must be submitted within 30 days of the change.

**Submission Deadline:**

The amendmentmust besubmitted in time to appear on the PEC’s agenda prior to the change being communicated or utilized. The amendment may be placed on the agenda of the next regular PEC meeting if the complete request was received at least 14 days prior to the meeting. The amendmentmay be placed on the consent agenda of a regular PEC meeting for possible action by the PEC. Any amendment request may be removed from the consent agenda during the scheduled PEC meeting for full discussion and possible action by the PEC.

**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 (a completed and notarized affidavit of financial record custodian)

□ Certificate of insurance (a certificate of insurance indicating the business manager is adequately bonded to take responsibility as the financial record custodian)

□ School business official license (copy of current, valid school business official license)

Contact [charter.schools@state.nm.us.](about:blank)  if you have questions about completing or submitting documents.

Business Manager Amendment Request FORM

Submit this form and all supporting documents to[**charter.schools@state.nm.us**](mailto:charter.schools@state.nm.us)

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and Click or tap here to enter text.  **(name of charter school)**, hereafter "the School," effective on Click or tap to enter a date.

The Schoolnotifies the PEC that it has changed or will change Business Managers.

The School’s former Business Manager:

Click or tap here to enter text.

The School’s new Business Manager, please provide contact information such as email and phone number:

Click or tap here to enter text.

Number of personnel changes submitted to PEC in the last 12 months:

Click or tap here to enter text.

The School’s Business Manager amendment is hereby submitted by:

|  |  |
| --- | --- |
| Click or tap here to enter text. | Click or tap to enter a date. |
| ***Charter School Representative*** | ***Date*** |

The Business Manager Amendment Request Form was:

☐ Approved ☐ Denied

|  |  |
| --- | --- |
| Click or tap here to enter text. | Click or tap to enter a date. |
| ***Public Education Commission*** | ***Date*** |

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For PEC/CSD use only ☐ *Consent Agenda* ☐ *Regular Agenda*