**Public Education Commission**

Non-Profit Foundation or Partner Amendment Instructions

**Purpose:**

This amendment is used to notify the Public Education Commission (PEC) of a change (removal, addition, 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 in Non-Profit Foundation or Partner relationships do not require prior approval of the PEC; however, notice must be received within 30 calendar days of the change.

**Submission Deadline:**

The amendment may be placed on the agenda of the next regular PEC meeting if the complete request was received at least days 28 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

□ Rationale for the change

□ 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: Provide a signed statement from all membership and officers disclosing all conflicts of interest in the relationship between the school and the Non-profit Foundation or Partner that are created by any of the members or officers.

□ Identify school personnel who work for, or are on the board of, the Non-Profit Foundation or Partner.

Contact charter.schools@state.nm.us  if you have questions about completing or submitting documents.

Non-Profit Foundation or Partner Amendment Request FORM

Submit this form and all supporting documents to**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 School requests consideration from the PEC to change the terms of its Contract as follows:

Current Non-Profit Foundation or Partner Agreement/Relationship, if applicable:

Click or tap here to enter text.

New, if applicable, Non-Profit or Partner Agreement/Relationship & Contact Information for Partner (phone numbers and emails):

Click or tap here to enter text.

Rationale for the change:

Click or tap here to enter text.

Identify school personnel who work for, or are on the board of, the Non-Profit Foundation or partner organization:

Click or tap here to enter text.

The School's Non-Profit Foundation/Partnership amendment is hereby submitted by:

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

The School's Non-Profit Foundation/Partnership amendment 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*