**Public Education Commission**

Governing Body Change Amendment Instructions

**Purpose:**

This amendment is used to notify the Public Education Commission (PEC) of a change in a member of the school’s governing body. Changes to the governing body 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 14 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

□ Approved board minutes or certification of the vote taken by the board

□ Resignation Letter

□ Statement of Governing Body to Consult with PED

□ Affidavit of Governing Body Member

□ Assurances of Governing Body Member

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

Governing Body Change 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.

Current governing body members and positions:

Click or tap here to enter text.

New governing body member(s) and position(s), please include contact information such as phone number(s) and email(s):

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.

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

Click or tap here to enter text.

Statement regarding the new governing body member’s intent to consult with the Charter Schools Division:

Click or tap here to enter text.

The School's Governing Body 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 Governing Body 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*