**Public Education Commission**

Foundation or Component Unit Membership Amendment Instructions

**Purpose:**

This amendment is used to notify the Public Education Commission (PEC) 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 in Foundation membership 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 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:**

□ 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.

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

Contact [charter.schools@state.nm.us](mailto:charter.schools@state.nm.us%20)  if you have questions about completing or submitting documents.

Foundation or Component Unit Membership 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 Foundation/Component Unit Membership:

Click or tap here to enter text.

New Foundation Membership & Contact Information (phone numbers and emails):

Click or tap here to enter text.

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

Click or tap here to enter text.

The School's Membership in Foundation/Component Unit 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 Membership in Foundation/Component Unit 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*