**Public Education Commission**

Lease Terms or Facility Ownership Amendment Instructions

**Purpose:**

This amendment is used to notify the Public Education Commission (PEC) Commission if the charter school’s lease terms have changed; if the type of ownership (private, foundation, public) of the facility in which the charter school is located has changed; or if the change in ownership has created new conflicts of interest which must be disclosed. Changes in lease terms or facility ownership do not require prior approval of the PED; 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

□ Rationale for the change

□ Conflict of Interest Statement: Provide a signed statement from the relevant board member, or school employee, officer or agent disclosing all conflicts of interest created by the change in facility ownership.

□ Facility Compliance Documentation: Lease (as relevant), lease purchase agreement (as relevant), or purchase contract (as relevant) and an affidavit verifying compliance with legal requirements and clearly documenting all changes, if the document has changed

□ Identify school personnel who work for, or are on the board of, the Non-Profit Foundation if the building is now owned by a 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.

Lease Terms or Facility Ownership 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 lease terms or facility ownership & address/location:

Click or tap here to enter text.

New lease terms or facility ownership & address/location:

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 if the building is now owned by a Non-Profit Foundation.

Click or tap here to enter text.

The School's Lease Terms or Facility Ownership 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 Lease Terms or Facility Ownership 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*