
Public Education Commission

Non-Profit Foundation or Partner Amendment Instructions

Purpose:

To notify the Public Education Commission (PEC), or amend the charter contract, as appropriate, 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 to relationship. 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. The signatures of the board chair and PEC Chair on this document will serve to amend the contract between the parties.

Addition or Removal of a partner. The addition or removal of a non-profit foundation or partner as listed in the charter contract does require an amendment of the charter contract with the PEC and may require other amendments, such as a change in the educational programming or mission, as needed. The school must also submit those additional amendment form(s) if requested by CSD.

Submission Deadline:

The form must be approved prior to the change being implemented. Amendments completed 28 days prior to the next PEC meeting will be placed on the next agenda. Amendments of this type are typically placed on the consent agenda; however, any amendment may be removed from the consent agenda and moved to the regular agenda for full discussion and possible action by the PEC.

Data provided by CSD:

For changes affecting mission, CSD will highlight information relevant to the amendment request.

Data and Information provided by School:

- 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). For a non-profit foundation, the documentation must include a current membership list that contains printed names, email addresses and phone numbers of all members or officers of the foundation.
- 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@ped.nm.gov 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@ped.nm.gov

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:

If adding or removing a foundation or partner, the Amendment requests that the PEC approve Section [Click or tap here to enter text](#)_____, page ____ of the School's charter contract so that the section reads: [Click or tap here to enter text.](#)

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 contract notification or amendment is hereby submitted by:

[Click or tap here to enter text.](#)
Charter School Representative

[Click or tap to enter a date.](#)
Date

School Amendment Approval, if amending (electronic signature of School Board Chair):

[Click or tap here to enter text.](#)
School Board Chair

[Click or tap to enter a date.](#)
Date

For PEC/CSD use only

School Amendment number (School name, number, date): _____.

Regular Agenda

Consent Agenda

The Contract Notification/Amendment was:

Approved

Denied

Click or tap here to enter text.

Public Education Commission

Click or tap to enter a date.

Date

PEC Amendment Approval, if Amending (electronic signature of PEC Chair):

Amendment approved:

Amendment denied for the following reasons: _____

Click or tap here to enter text.

PEC Chair

Click or tap to enter a date.

Date