
Public Education Commission

Personnel Change Notification Instructions

Purpose:

To notify the Public Education Commission (PEC) of a change in the school's Head Administrator, Business Manager or Procurement Officer.

Submission Deadline:

Changes to the school personnel do not require prior approval of the PEC; however, notice must be received within 30 calendar days of the change. (Only one personnel change may be submitted per form. If more than one personnel change is being submitted, the school must submit separate forms.)

Notifications completed 14 days prior to the next PEC meeting will be placed on the next agenda. Notifications of this type are typically placed on the consent agenda; however, any notification may be removed from the consent agenda and moved to the regular agenda for full discussion and possible action by the PEC.

Meeting minutes of the governing board of the school and the PEC will serve as an amendment to, or compliance with, the charter contract regarding this personnel change. The changes for Business Manager and Procurement Officer The documentation will be added to the board of finance documentation on file with CSD.

Information provided by the School:

- Fully completed form

For a Head Administrator

- Approved board minutes or certification of the vote taken by the board to hire the new administrator and status as interim or permanent position offered
- Copy of NMPED School Administrator License for a new administrator
- Resignation letter of outgoing administrator or board minutes showing the vote to terminate or not to renew the outgoing administrator's contract

For a Business Manager

- Board minutes approving the business manager change.
- Affidavit of financial record custodian (a completed and notarized affidavit of financial record custodian)
- Certificate of insurance (a certificate of insurance indicating the business manager is adequately bonded to take responsibility as the financial record custodian)
- School business official license (copy of current, valid school business official license)

For Procurement Manager

- Board minutes approving the procurement officer change.
- Chief procurement officer certificate

Contact charter.schools@ped.nm.gov if you have questions about completing or submitting documents.

School Personnel Notification Request FORM

Submit this form and all supporting documents to charter.schools@ped.nm.gov

(Submit separate forms if more than one change in personnel)

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 is notifying the PEC of a change in personnel (check one)

Head Administrator Business Manager Procurement Officer

Current Head Administrator/Business Manager/Procurement Officer:

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

New personnel information, please include license information and contact information such as phone number(s) and email:

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

Number of personnel changes and governing body changes submitted to PEC in the last 12 months:

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

The School's Personnel notification is hereby submitted by:

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

Charter School Representative

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

Date

_____ **For PEC/CSD use only** _____

School Notification number (School name, number, date): _____

Consent Agenda (Typical) *Regular Agenda (Unusual circumstance)*

This notification was:

Accepted

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

Public Education Commission

Rejected. If rejected, provide reason for rejection.

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

Date