

Public Education Commission

Foundation (Component Unit) Membership Notification

Instructions

Purpose:

To notify the Public Education Commission (PEC) of a change in the membership of an associated Foundation (Component Unit).

Submission Deadline:

Changes to the Foundation board membership do not require prior approval of the PEC; however, notice must be received within 30 calendar days of the change.

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 (showing the respective boards were informed of this change) will serve as an amendment to, or compliance with, the charter contract regarding this personnel change.

Information provided by the School:

- Fully completed form
- Foundation membership. 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 Foundation 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.
- School governing board minutes showing notification of the foundation membership change.

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

Foundation (Component Unit) Membership Notification 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.](#)

Current Foundation (Component Unit) Membership:

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

New Foundation membership & Contact Information (names, 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.](#)

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 Membership in Foundation (Component Unit) 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