

# Public Education Commission

## Lease Terms or Facility Ownership Notification Instructions

### **Purpose:**

To notify the Public Education Commission (PEC) 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.

### **Submission Deadline:**

Changes to the lease terms or facility ownership 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 will serve as an amendment to, or compliance with, the charter contract regarding this change.

(If the facility is now owned by a Foundation (Component Unit) of the school, please complete the Non-profit Foundation Partnership Agreement form as well.)

### **Information provided by the School:**

- Fully completed form
- Approved board minutes or certification of the vote taken by the board
- 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
- Copy of Lease or Lease Purchase Arrangement if changed as a consequence of the change in ownership and an affidavit verifying that the lease or lease purchase agreement has been reviewed by legal counsel for the School for compliance with New Mexico statute
- Completed Non-profit Foundation Partnership Agreement form, if appropriate

Contact [charter.schools@ped.nm.gov](mailto:charter.schools@ped.nm.gov) if you have questions about completing or submitting documents.

# Lease Terms or Facility Ownership Notification Request FORM

Submit this form and all supporting documents to [charter.schools@ped.nm.gov](mailto: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 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.](#)

The School's Lease Terms or Facility Ownership 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

Rejected. If rejected, provide reason for rejection.

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

**Public Education Commission**

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

**Date**