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| **A picture containing text, coin, porcelain  Description automatically generated** | **New Mexico Public Education Commission (PEC)** |

**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.

**CSD will** provide financial data for the school and foundation, including any outstanding compliance or investigations, and highlight information relevant to the amendment request.

**The school must provide:**

□ Fully completed form including rationale for the change

□ Approved board minutes or certification of the vote taken by the board

□ 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.

□ List of all school personnel who work for, or are on the board of, the Non-Profit Foundation or Partner.

Contact [charter.schools@ped.nm.gov](mailto:charter.schools@ped.nm.gov) with 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](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., **hereafter "the school," effective on** Click or tap to enter the start date of the current charter contract term..

**The school requests consideration from the PEC to change the terms of its contract as follows** 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, and contact information for partner (phone numbers/emails)**: Click or tap here to enter text.

**Rationale for the change**: Click or tap here to enter text.

**Identity 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.

**Effective Date:** Click or tap to enter a date.

**The school's contract amendment is hereby submitted by:**

**Signature of School Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Governing Board Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**For PEC/CSD use only**

**PEC Meeting Date:** Click or tap to enter a date.

**Agenda:** ☐ Regular required

**The school’s contract amendment was:** ☐ Approved ☐ Denied (see transcript)

**Electronic signature of PEC Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**