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

**Foundation 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 will serve as an amendment to, or compliance with, the charter contract regarding this change.

**PEC Direction**: 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.

**The school must provide:**

□ Fully completed form

□ Approved board minutes showing notification of the Foundation membership change

□ Current Foundation membership list that contains printed names, email addresses, and phone numbers of all members or officers of the Foundation.

□ Signed statement from all members 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

□ List of school personnel who work for, or are on the board of, the Foundation

Contact [charter.schools@state.nm.us](mailto:charter.schools@state.nm.us%20) with questions about completing or submitting documents.

**Foundation Membership Notification 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 a date..

**Current Foundation (Component Unit) membership**:Click or tap here to enter text.

**New Foundation (Component Unit) membership and contact information (names, phone numbers, and emails)**:Click or tap here to enter text.

**List of school personnel who work for, or are on the board of, the Non-Profit Foundation)**:Click or tap here to enter text.

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

**The school's notification is hereby submitted by:**

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

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

**For PEC/CSD use only**

**PEC Meeting Date:**

**Agenda:** ☐ Consent (typical) ☐ Regular (unusual circumstance)

**The school’s notification was:** ☐ Accepted ☐ Rejected (provide reason)

**Electronic signature of CSD Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**