



New Mexico Public Education Commission (PEC)

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. Business Manager and Procurement Officer changes will be added to the board of finance documentation on file with CSD.

The school must provide:

- ☐ Fully completed form

For 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 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 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 Officer:

- ☐ 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.

Personnel Change Notification 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.](#), 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

For a Head Administrator change, indicate whether the appointment is for (check one):

☐ Permanent Head Administrator ☐ Interim Head Administrator

Current Head Administrator/Business Manager/Procurement Officer: [Click or tap here to enter text.](#)

New Head Administrator/Business Manager/Procurement Officer: [Click or tap here to enter text.](#)

Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email): [Click or tap here to enter text.](#)

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: [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:** _____