Albuquerque Public Schools

Non-Profit Foundation or Partner Amendment Instructions

Purpose: To notify the Albuquerque Public Schools (APS), 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 APS; however, notice must be received within 30 calendar days of the change. The signatures of the board chair and APS 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 APS 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 APS.

Submission Deadline: The form must be approved prior to the change being implemented. Amendments completed 28 days prior to the next APS 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 APS.

APS Charter Schools Office will provide financial data for the school and foundation, including any outstanding compliance or investigations, and highlight information relevant to the amendment request.

School must provide:

☐ Fully completed form including rationale for the change

☐ Certification of the vote taken by the board (assurance by signature on form; no board minutes required)

☐ 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 douglas.wine@aps.edu if you have questions about completing or submitting documents.
Submit this form and all supporting documents to douglas.wine@aps.edu.

Non-Profit Foundation or Partner Amendment Request Form

Submit this form and all supporting documents to douglas.wine@aps.edu

The Charter Contract was entered into by and between Albuquerque Public Schools (APS) and Click or tap here to enter text., **hereafter "the school," effective on** Click or tap to enter a date.

The school requests consideration from APS 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.

Date of board meeting approving the requested amendment: Click or tap to enter a date.

Date the requested amendment will go into effect: Click or tap to enter a date.

Signatures below constitute assurance that the governing board has approved the requested change:

Signature of School Representative: _____ **Date:** Click or tap to enter a date.

Signature of Governing Board Chair: _____ **Date:** Click or tap to enter a date.

For APS/ Charter School Office Use Only

APS Meeting Date: Click or tap to enter a date.

Agenda: ☐ Regular required

The school's contract amendment was: ☐ Approved ☐ Denied (see transcript)
☐ Amendment approved for the current school year ☐ Amendment approved for the following school year

Electronic signature of APS Chair: _____ **Date:** Click or tap to enter a date.

Effective Date: Click or tap to enter a date.