

AGENDA ITEM EXECUTIVE SUMMARY

I. Public Education Commission Meeting Date: October 12, 2018

II. Item Title: Amendment Requests and Notifications Policies, Forms, and Deadlines

III. Proposed Motion:

IV. Executive Summary:

Discussion and possible action on revisions to the policies, forms, and deadlines for Amendment Requests and Notifications.

- **School Closure Notification:**
 - Discuss the submission window (four days prior to the PEC meeting)
- **School Location within District Notification:**
 - Increase deadline from 7 days to 14 days prior to the PEC meeting;
 - Add language to the form indicating change in location or adding an auxiliary facility to the current site.
- **Head Administrator, Governing Body Member, or Charter Representative Changes Notification:**
 - Request to have the Governing Body Member Changes on a separate form for ease of administration and clarity for schools