**Food or Transportation Services Amendment Policy**

**(Only for Schools under a Pre-2018 Contract Template)**

# Purpose

The *Food or Transportation Services Amendment* is used to notify the Public Education Commission of the termination or addition of food or transportation services provided *as described in the charter contract.*

The school shall **not** terminate the food or transportation services provided until after the PEC has received the request and the request has been considered by the PEC.

# Submission Deadline

*A Food or Transportation Services Amendment* to terminate food or transportation services must be submitted in time to appear on the PEC’s agenda **prior** to the change being executed; a *Food or Transportation Services Amendment* to add food or transportation services must be received within 30 calendar days of the change.

# PEC Consideration

An administratively complete *Food or Transportation Services Amendment* may be placed on the agenda of the next regular PEC meeting if the complete request was received at least 14 days prior to the meeting or at the subsequent meeting if the complete request was not received at least 14 days prior to the next regularly scheduled meeting.

• A finding that the Charter School is not in compliance with governance reporting requirements **will result in a delay** in consideration of the request until the school comes into compliance, or if the school does not come into compliance, until the last meeting within the contractual timeline for a decision from the PEC.

*A Food or Transportation Services Amendment* may be placed on the consent agenda of a regular PEC meeting. Any amendment may be removed from the consent agenda during the scheduled PEC meeting for full discussion and possible action by the Commission.

# Instructions for the Request

**If you have questions about completing the form or uploading documents, contact charter.schools@state.nm.us.** Complete all required fields and attachments (denoted by "\*").

## Form Fields

|  |  |
| --- | --- |
| **Field**  | **Instructions**  |
| **Original Services** **Offered \***  | Identify the original food and/or transportation services that are offered by the school. If none, state “None.”  |
| **Change\***  | Identify the food and/or transportation services that will be terminated or that are newly being provided.  |
| **Date of Change \***  | Identify the effective date of the change.  |
| ***Attachments***   |

### Approved Board Minutes or Certification of the Vote taken by the Board \*

Attach evidence that the change has been approved by the Charter School Governing Board; certification must be signed by an authorized member of the board.

### Narrative (Termination Only)\*

Upload a narrative that responds to the following prompts:

□ Describe the rationale for the termination of food or transportation services.

□ (Only if terminating prior to the end of the school year) Describe the rationale for terminating these services during the school year rather than at the end of the school year; identify all alternatives the school pursued to be able to continue to provide these services through the end of the school year and why those alternatives were not viable.

□ Identify the number of students that will be displaced and/or impacted by the change.

□ Describe the plan to communicate the change to the school community.

□ Describe the plan to provide displaced and/or impacted students assistance with:

o Food and/or transportation needs

o Identifying other educational options; and o Enrolling in another school.

# Administrative Completeness Review

An administratively complete amendment includes the following:

□ Fully Completed Form

□ Approved Board Minutes or Certification of the Vote taken by the Board

o Comply with Open Meeting Law

o Board membership aligns with what is currently on file with PEC

□ Narrative, addressing all prompts if terminating service