



## New Mexico Public Education Commission

### Other Amendment Instructions

**Purpose:** To request approval from the Public Education Commission (PEC) for a proposed contract amendment not covered by any other amendment request form.

**Submission Deadline:** The form must be approved prior to the change being implemented. Amendment requests completed 28 days prior to the next PEC meeting will be placed on the next agenda.

**School must provide:**

- ☐ Fully completed form
- ☐ Approved board minutes or certification of the vote taken by the board
- ☐ Description of the proposed change
- ☐ Rationale for the proposed change.

**CSD will provide** data and analysis necessary for PEC consideration, including, *if applicable for the proposed change*, performance data (academic, organizational, and financial) for the contract term through the most recent annual report, including any outstanding compliance or investigations, and highlight information relevant to the amendment request.

Contact [charter.schools@ped.nm.gov](mailto:charter.schools@ped.nm.gov) if you have questions about completing or submitting documents. Submit this form and all supporting documents to **Epicenter**.

## Other Amendment Request 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 Altura Preparatory School, hereafter "the school," effective on 7/1/2023.**

**The amendment requests that the PEC approve Section 3.9 Transportation & Food Services of the school's contract as follows:** Remove National School Breakfast and Lunch Program Food Services.

**Rationale for the requested amendment:** We are committed to providing equitable access to high-quality education and services for all students, including access to nutritious meals for the last 7 years. Over the past year, we made every effort to implement a school lunch program aligned with the New Mexico Rule for universal meal provision. However, due to significant facility limitations, we are unable to meet the requirements of the rule and must discontinue the current lunch program.

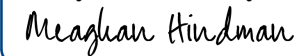
Our school building does not have the infrastructure or square footage required to install or operate a serving line, which is necessary to comply with the state's universal lunch regulations. To work around this, we partnered with a vendor willing to provide individually packaged hot meals, allowing us to serve as many students as possible within our constraints. Unfortunately, the vendor was only able to provide a limited number of meals daily, which prevents us from meeting the "universal" demand as required by the state's universal school meals rule.


For the last year, we actively worked with the Student Nutrition Bureau, with our current provider, and with ACES procurement as we searched for other vendors who could provide individually packaged hot meals at the volume we require. Despite these efforts, we have not been able to secure a provider who can meet both our logistical and "universal" needs within the constraints of our facility.

We recognize the critical role food access plays in supporting student learning and wellness, particularly for students experiencing economic hardship. In light of this, we are working with our families and are exploring creative options to support student meals during the school day. We also remain committed to identifying long-term solutions—such as potential facility modifications or partnerships—that could allow us to meet state requirements and reinstate a universal meal program in the future.

**Effective Date:** 8/6/2025

**The school's contract amendment is hereby submitted by:** Meghan Hindman and Lissa Hines

**Signature of School Representative:**  **Date:** 6/30/2025  
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**Signature of Governing Board Chair:**  **Date:** 6/30/2025  
Signed by: 7372E12B5CDD499...

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### For PEC/CSD Use Only

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**PEC Meeting Date:**

**Agenda:** ☐ Regular required

**The school's contract amendment was:** ☐ Approved ☐ Denied (see transcript)

**Electronic signature of PEC Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_





## Special Governing Board Meeting

**Date:** Monday, June 30, 2025

**Time:** 9:00

**Location:** Via Zoom

Join Zoom Meeting:

<https://us02web.zoom.us/j/88232129431> Meeting ID: 882 3212 9431 | One tap mobile  
+16699009128,88232129431# US (San Jose) |

**Meeting Type:** Regular Meeting

Members:	Present	Absent
Nicholas Gordon	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jake Lujan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Matt O'Brien	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LeeAnn Ortiz	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Christine Sargent	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pam Scanlon	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Also Present:**

Meaghan Hindman, Co-Director

Jake Lujan brought the meeting to order at 9:02 am.

LeeAnn Ortiz called roll at 9:03 am, a quorum was present.

### I. Public Comment

There were no public comments.

Just as a reminder, to speak during public comment, interested parties must sign up by 3:00 pm the day prior to the meeting.

### II. Review and Approval of June 30, 2025 Meeting Agenda

**Action Requested:** Adopt Meeting Agenda

**Motion:** Nick Gordon

**Second:** Matt O'Brien

A copy of the meeting minutes are available for public inspection at Altura Preparatory School, Albuquerque, NM 87122, within 10 calendar days for proposed minutes and 2 calendar days of approval for approved minutes.

The Altura Preparatory School shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990. Should you require specific accommodation(s) please contact Lissa Hines at (505) 226-1925 5 business days prior to the meeting.



**Ayes: Nays: 0**

**III. Review and Approval of Altura Preparatory School Contract Amendment:** Required to submit contract amendment to Public Education Commission (PEC) to remove “food services” from section 3.9 of the school’s charter contract with the PEC.

The school has spent the 2024-25 school year attempting to find a way to meet requirements of the Universal School Meal requirements in New Mexico. The school does not have space for a serving line for student meal service and has attempted to meet the requirement using individually packaged/wrapped lunches. Vendors (current and prospective) can not accommodate the logistical constraints of the school, leaving the school without vendor options or space for a kitchen. Thus, the school has determined that it needs to temporarily not participate in the National School Lunch Program, and work with families to provide alternate solutions for meals. The school continues to look for space/facilities solutions for long term success with a food program.

**Ayes: 5 Nays: 0**

**Motion: Pam Scanlon**

**Second: Jake Lujan**

#### **IV. Adjourn**

**Ayes: 5 Nays: 0**

**Motion: LeeAnn Ortiz**

**Second: Pam**

Meeting was adjourned by Jake Lujan at 9:09am

**Next Meeting:** The next meeting will be on August 14, 2025 at 9:00 a.m. at Altura Preparatory School.

A copy of the meeting minutes are available for public inspection at Altura Preparatory School, Albuquerque, NM 87122, within 10 calendar days for proposed minutes and 2 calendar days of approval for approved minutes.

The Altura Preparatory School shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990. Should you require specific accommodation(s) please contact Lissa Hines at (505) 226-1925 5 business days prior to the meeting.