



# Memorandum

Date: June 8, 2026  
To: Board of Directors of the Pendleton School District 16R  
From: Michelle Jones, Director of Business Services  
Subject: Sodexo Contract Renewal Amendment

**Background/Proposal:** In November of 2022, the District issued an RFP for Food Service management due to the expiration of our prior agreement. On February 13, 2023, the Board acted to approve a five-year contract with Sodexo to provide the district’s Food Service Management. Due to federal requirements, the Board is required to approve an annual renewal to continue services. The only change to note from our prior contract is a 3.59% cost of living adjustment to the fixed price per meal charged to the district.

**Recommendation:** Michelle Jones, Director of Business Services, recommends the approval of the Sodexo Contract Amendment for 2026-27.

**Motion:** I move to approve the Sodexo Contract Amendment for 2026-27.

Motion for Approval:  
Made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Motion for Rejection:  
Made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Motion for Further Consideration:  
Made by \_\_\_\_\_ Seconded by \_\_\_\_\_