

# Urban Pathways K-5 College Charter School

## Board of Trustees Policy

### ANTI-FRAUD POLICY

#### Authority

The Board of Trustees (“Board”) of Urban Pathways K-5 College Charter School (“Charter School”), expects all Board members, Charter School employees, volunteers, consultants, vendors, contractors and other parties who maintain a relationship with the Charter School to act with integrity, due diligence, and in accordance with law in their duties involving Charter School resources. The Board is entrusted with public funds, and no one connected with the Charter School shall do anything to erode that trust.

#### Definitions

Fraud, financial improprieties, or irregularities include but are not limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the Charter School.
2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
3. Misappropriation of funds, securities, supplies, or other assets.
4. Impropriety in handling money or reporting financial transactions.
5. Disclosure of confidential and/or proprietary information to outside parties.
6. Acceptance or seeking of anything of material value, other than items used in the normal course of advertising, from contractors, vendors, or persons providing services to the Charter School.
7. Destruction, removal, or inappropriate use of Charter School records, furniture, fixtures, or equipment.
8. Failure to provide financial records to authorized state or local entities.
9. Failure to cooperate fully with any financial auditors, investigators or law enforcement.

10. Other dishonest or fraudulent acts involving Charter School monies or resources.

## **Delegation of Responsibility**

The CEO or designee shall be responsible to develop and implement internal controls designed to prevent and detect fraud, financial impropriety, or fiscal irregularities within the Charter School, subject to review and approval by the Board. The Business Manager shall be responsible for maintaining a sound system of internal controls that is designed to identify potential risks, evaluate the nature and extent of those risks, and manage them effectively in accordance with the Internal Controls Policy.

Administrators are responsible to be alert to an indication of fraud, financial impropriety, or irregularity within their areas of responsibility. The CEO shall recommend to the Board for its approval completion of a forensic audit when it is deemed necessary and beneficial to the Charter School. The CEO shall ensure the appropriate authorities are notified, pursuant to state law, when cases of fraud, embezzlement or theft have been identified.

## **Guidelines**

### Reporting

An employee who suspects fraud, impropriety, or irregularity shall immediately report the suspicions to the CEO. If the report involves the CEO, the employee shall report the suspicions to the Board President.

### Investigation

The CEO shall have primary responsibility for conducting necessary investigations of reported fraudulent activity. Based on the CEO's judgment, the CEO shall coordinate investigative efforts with any of the following:

1. Solicitor.
2. Auditor.
3. Insurance agent.
4. Internal departments.
5. External agencies.
6. Law enforcement officials.

If the CEO is involved in the complaint, the Board President is authorized to initiate investigation of the complaint and coordinate the investigative efforts with individuals and agencies s/he deems appropriate. Records shall be maintained for use in an investigation. Individuals found to have altered or destroyed records shall be subject to

disciplinary action, up to or including termination. If an investigation substantiates the occurrence of a fraudulent activity, the CEO shall present a report to the Board and appropriate personnel. The Board shall determine the final disposition of the matter, if a criminal complaint will be filed, and if the matter will be referred to the appropriate law enforcement and/or regulatory agency for independent investigation.

### Confidentiality

The CEO shall investigate reports of fraudulent activity in a manner that protects the confidentiality of the individuals and facts. All employees involved in the investigation are required to maintain confidentiality regarding all information about the matter during the investigation. Results of an investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate right to know, unless and until the results are made public.

### Retaliation Prohibited

Retaliation against an employee who reports a legitimate concern or suspicion about potential fraud, financial improprieties, or irregularities is strictly prohibited. Those who retaliate against such an employee shall be subject to disciplinary action, up to or including termination.

### Prevention

In order to prevent fraud, the Board directs that a system of internal controls be followed that may include but are not limited to the following:

1. Segregation of Duties - Where possible, more than one (1) person will be involved in pieces of financial transactions. No one (1) person shall be responsible for an entire financial transaction.
2. Payments - Payments shall be made by check or electronic transaction by authorized individuals. No cash transactions shall be permitted. Check signers shall be approved annually by the Board and will consist of persons not involved in the transaction. All checks shall have at least two (2) signatures.
3. Bank Reconciliations - Bank statements and cancelled checks shall be reconciled by individuals who are not authorized to sign checks, nor involved in check processing.
4. Access to Checks - Physical and electronic access to Charter School checks and accounts shall be limited to those employees with designated business functions.

5. Capital Assets - The business office shall maintain updated lists of capital assets.

6. Training - Administrators shall be responsible for ensuring that employees under their supervision receive training regarding fraud prevention.

**TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.**

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

*References: PA Charter School Law 24 PS §17-1719-A; Whistleblower Law – 43 P.S. Sec. 1421 et seq.; Sarbanes Oxley Act of 2002 – 15 U.S.C. Sec. 7201 et seq.; Whistleblower Protection – 18 U.S.C. Sec. 1513.*

# Urban Pathways K-5 College Charter School

## Board of Trustees Policy

### Educational Equity, Diversity and Inclusion

#### Purpose

In 2018, the Pennsylvania School Boards Association (“PSBA”), defined “Equity” as the just and fair distribution of resources based upon each individual student’s needs. Equitable resources included funding, programs, policies, initiatives and supports that target each student’s unique background and school context to guarantee that all students have equal access to a high-quality education. Such Equity is achieved by providing access and opportunity to all students regardless of race, ethnicity, color, age, religion, gender, gender identity, gender expression, sexual orientation, language, disability or socio-economic status.

In order to actualize its commitment to Equity, the Board of Trustees (“Board”) of Urban Pathways K-5 College Charter School (“Charter School”) adopts this policy to prioritize the principle of educational equity and the concept of Diversity, Equity and Inclusion (DEI) in Charter School programming, policies and actions.

To facilitate educational equity for all, Charter School will be committed to:

- Promptly identifying and addressing barriers that cultivate achievement and/or opportunity gaps for students or staff.
- Ensuring that a student’s educational achievement is neither predicted nor predetermined by explicit or implicit biases, and that staff is not denied professional opportunities due to explicit or implicit biases.
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- The acknowledgement that potentially unequal learning needs among students require equitable, not equal, distribution of resources.

#### Definitions

August 2023

**Achievement gaps** will mean the academic disparities and/or differences between groups of students, as indicated through variances in academic indicators such as test scores, grade point average and graduation rates.

**Barriers** will mean factors that block or hinder movement or progression. Barriers to educational equity may include, but are not limited to, policies, administrative guidelines and practices; explicit and implicit biases; facilities; budgeted funds; curriculum and instruction; personnel; class size; school calendar; Code of Student Conduct and school climate.

**Cultural competency** will mean an ability to interact effectively with individuals of other cultures.

**Cultural proficiency** will mean the level of knowledge-based skills and understanding that is required to successfully teach and interact with students and to work effectively with colleagues, families and communities from other cultures. It requires an ongoing examination and self-reflection to challenge one's own cultural biases and understand the cultural perspectives and experiences of others.

**Culturally responsive** will mean the inclusion of students' and of staffs' cultural references in all aspects of learning, school experiences, and student and staff engagement.

**Diversity/Educational Equity Action plan** will mean the steps education stakeholders in a school engage in to pursue equity.

**Educational equity audit** will mean a comprehensive equity and inclusion benchmarking instrument that assesses a school's barriers to opportunity and progress towards achieving the equity outcomes described in this policy and the district's Diversity/Educational Equity Action Plan.

**Equity lens** will mean an intentional focus on assessing any inequitable impact the execution of a program, practice, operation, decision or action may have on a student or group of students and/or on individual staff or a group of staff.

**Explicit bias** will mean the actions, attitudes and beliefs we have about a person or group on a conscious level.

**Gender**, for purposes of this policy, will mean the range of characteristics pertaining to, and differentiating between, masculinity and femininity, including a person's gender

August 2023

identity and gender expression which includes a person's internal sense of being male, female, some combination of male and female or neither male nor female.

**Implicit bias** will mean the actions, attitudes or stereotypes that affect our understanding, actions and decisions in a subconscious manner.

**Inclusion** will mean acknowledging, engaging, valuing, and respecting all groups (students, parents/guardians, community members, administrators, instructional and support personnel and other education stakeholders) and including all groups as essential partners in the education process.

**Multi-tiered systems of support ("MTSS")** will mean the standards-aligned, comprehensive school improvement framework used to provide targeted support for all learners. It is rooted in supporting the "whole child", whether an advanced or struggling learner, through academic, behavioral, social and emotional services.

**Opportunity gaps** will mean the disparities in the delivery of educational and extracurricular opportunities, funding and other resources between and among different student and/or staff groups, leading to different academic, extracurricular, social and economic outcomes for students.

**School climate** will mean the quality and character of school life based on patterns of students', parents'/guardians' and school personnel's experience; it also reflects norms, goals, values, interpersonal relationships, teaching and learning practices and organizational structures.

### **Authority**

The Board is committed to the provision of an equitable education system that reflects the principles of fairness and justice for all students and staff regardless of gender, race, ethnicity, socio-economic status, English learner status, disability, and other characteristics, as well as the intersection of those characteristics. An established Diversity, Equity, and Inclusion (DEI) Director will carry out the initiatives and goals of the policy.

### **Delegation of Responsibility**

The CEO and/or designee(s) will use an equity lens and quantitative and qualitative data to assess systematically which students and/or student groups are experiencing

August 2023

the least achievement, determine why, and target resources and efforts to address identified needs and improve overall outcomes.

Each school employee will be expected to conduct themselves in a manner consistent with the principles of this policy and for fostering a school climate that is equity focused and culturally responsive. Employees will receive supports in the form of training regarding cultural competency, cultural proficiency, cultural responsiveness, implicit bias, explicit bias, diversity and inclusion. The CEO and/or designee(s) will maintain proper records of such training.

### Educational Equity Audit

The CEO or designee(s) will periodically conduct an audit to benchmark educational equity in school-wide achievement and opportunities. The Charter School's Educational Equity Audit will help identify clear accountability goals and metrics to address inequities. The Educational Equity Audit will be reflective of the voices of administrators, teachers, staff, students, families, and members of the community.

The Educational Equity Audit will ensure performance observations encompass consideration of the expectations and goals of this policy.

### Educational Equity Action Plan:

1. Will embed equity practices throughout the Charter School's educational system.
2. Will include equity goals and practices embedded in the Charter School's comprehensive planning strategies.
3. Ensure personnel performance observations encompass consideration of the expectations and goals of this policy.
4. Include action steps and accountability measures to raise the achievement of all students while minimizing the gaps for historically disadvantaged student groups.

### Guidelines

Educational equity will serve as the foundational structure upon which all aspects of the Charter School's educational system are built and maintained. An equity-focused structure is essential to grow knowledge and skills, provide necessary resources,

August 2023



include diverse voices, promote accountability, implement effective practices, produce partnerships and address barriers to learning and participation. In the pursuit of educational equity for all students and staff, school programs, operations and functions will be structured to prioritize the following guiding principles:

### Multiple Pathways to Success/High Expectations

Charter School will provide multiple pathways to success in order to meet the needs of the diverse student body and will actively encourage, support and expect high academic achievement and excellence from each student. All students will be encouraged and provided opportunities to pursue their goals and interests without regard to biases and other barriers.

- Enroll in challenging programs.
- Participate in school activities and interscholastic athletics.
- Access to equitable resources.
- Linguistic diversity.

Each student will be provided equitable access to instructional materials, assessments, curriculum, support, facilities, teaching practices and other educational resources and services that reflect an appreciation for the diverse cultural perspectives, identities and needs of students and their families by strategically differentiating allocations as necessary to remove barriers and improve outcomes.

### Welcoming and Inclusive Environment

Charter School will strive to create a welcoming, inclusive and bias-free culture and environment that values, reflects and is responsive to the diversity of the students, of their families, of the staff, and of the community.

Respectful and civil discourse and interactions among all school leaders, staff, students, families and community members will be expected at all times.

### Partnerships and Inclusion

Charter School will welcome and empower students and families, including families of color, low-income families, individuals with disabilities, individuals whose first language may not be English and other underrepresented groups, as essential partners  
August 2023

in their student's educational experiences, school planning and decision-making. Charter School will provide multiple and flexible opportunities for dialogue and engagement with families and communities.

### Data Focused

To make informed decisions in the pursuit of educational equity, Charter School will systematically use quantitative and qualitative school-level data. Such data may include anecdotal information from teachers and staff, as well as formally collected and reported data. Data will be disaggregated and intersected, where feasible, based on available demographics such as gender, race, ethnicity, socio-economic status, English Learner status and disability as to:

- Enrollment;
- Achievement indicators;
- Attendance and behavior indicators;
- Opportunity indicators such as attending advanced placement classes, honors classes, career and technical education and participation in extracurricular activities;
- Experience and sense of belonging indicators which may include school climate and culture surveys.

### Equity Lens

Charter School will, as a continuous practice, review current and newly developed policies, administrative guidelines, practices, programs, procedures, professional development and locally controlled budget allocations with an equity lens.

### Cultural Competency & Proficiency

Charter School will provide instructional materials and assessments and promote teaching practices that reflect and are responsive to the diverse cultural perspectives and identities of students and their families. Every student should have access to the educational resources and rigor they need at the right moment in their education across race, gender, ethnicity, language, disability, religion, sexual orientation, gender identity, family background and/or family income.

Charter School's curriculum will:

August 2023

- Promote equity and respect.
- Reflect the distinctive contributions of a diverse society.
- Embed culturally responsive teaching and practices.

### Workforce Diversity

Charter School recognizes the benefits of a highly effective workforce that reflects racial, gender, and linguistic diversity.

In the promotion of workplace diversity, the Charter School will strive to:

- Maintain an employment process that is free of discrimination and bias.
- Identify and address barriers to the recruitment, hiring, retention, development and promotion of district employees from diverse backgrounds.
- Actively recruit and/or promote highly qualified candidates who are committed to educational equity.

### Professional Development

Charter School will ensure the provision of professional development opportunities for advancement of employees' understanding and skill sets relative to addressing barriers to students' opportunities. An equity lens will be embedded in all professional development. The timing of professional development will be respectful of and will recognize the diverse needs of staff and will not be scheduled on days or at times that require staff to choose between participating and pursuing their religious or cultural beliefs.

Professional development will foster the skills, knowledge and beliefs to cultivate equity, including social-emotional learning and mental health/wellness to create a learning environment that is student-centered and meets the individual and diverse needs of students.

**TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE**

August 2023

**AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS  
AND/OR CHARTER CONTROL.**

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2023

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President

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Secretary

# Urban Pathways K-5 College Charter School

## Board of Trustees Policy

### GOVERNMENT RELATIONS POLICY

It is the policy of the Board of Trustees ("Board") of the Urban Pathways K-5 College Charter School ("Charter School") to maintain harmonious relations with government officials.

The Board shall have the authority to enter into agreements with any department, agency, office, board or commission of the City of Pittsburgh, or the Commonwealth of Pennsylvania or the United States, when, in the opinion of the Board, such agreement will further the efficient and effective administration of public education.

Such agreements may include but are not limited to:

1. Requests for Police Assistance are to be made to the local Police District.
2. The local Police District should be notified of:
  - a. A change in the time of regular dismissals.
  - b. Athletic events.
  - c. Special events, including night activities.
  - d. Unsafe highway conditions affecting the safety of pupils, etc.
3. Emergency Requests

In the event of an emergency, the CEO or designee, is to call the policy emergency number, 9-1-1, and request assistance in accordance with the Memorandum of Understanding in place with the local law enforcement.

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ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

# Urban Pathways K-5 College Charter School

## Board of Trustees Policy

### HEARING OFFICER POLICY

The Board of Trustees (“Board”) of the Urban Pathways K-5 College Charter School (“Charter School”) recognizes the necessity of ensuring that all students subjected to disciplinary proceedings in the form of a formal hearing be afforded due process. To make certain that any member of the Board who is appointed to preside over a formal hearing is qualified to do so, the Board sets forth the following minimum standards for qualification.

#### **Guidelines:**

A member of the Board of the Charter School who is appointed to preside over any formal disciplinary hearing shall:

- Be impartial, disinterested and objective, including but not limited to:
  - Having no financial or personal interest in the outcome of the hearing; and
  - Having no prior involvement with the child, whether personally or professionally.
- Have the ability to communicate effectively;
- Understand the role of the hearing examiner in formal disciplinary proceedings;
- Be familiar with Federal and Pennsylvania law regarding discipline of both regular education students and special education students;
- Understand Charter School policies and the Student Code of Conduct as they relate to discipline;
- Have the ability to listen to and impartially analyze the evidence presented by all parties to the hearing;
- Have the ability to objectively analyze the evidence presented by all parties in accordance with Federal and Pennsylvania law, as well as relevant policies, to

develop a recommendation for discipline that will be presented to the Board of Trustees; and

- Recite an Oath of Office reflecting their acceptance of the responsibilities of their role.

The Board recognizes all Board Members as qualified to serve as hearing examiners.

Each Member of the Board is hereby authorized to act as a hearing examiner at any disciplinary hearing for the duration of their term as a Member of the Board of Trustees.

**TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENTS.**

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary



# Urban Pathways K-5 College Charter School

## Board of Trustees Policy

### MEETINGS OF THE BOARD OF TRUSTEES

#### Parliamentary Procedures

All meetings of the Board of Trustees (the “Board”) of Urban Pathways K-5 College Charter School (the “Charter School”) shall be conducted in an orderly and business-like manner, and in accordance with the requirements of the Sunshine Act. The most recent edition of *Robert’s Rules of Order, Revised Edition* shall guide the Board in its deliberations in all cases in which requirements are not specifically designated in law, the Bylaws of the Charter School, or Board policies or procedures.

#### Quorum

A majority of the current Trustees in office, present in person, by teleconferencing or videoconferencing, shall constitute a quorum for the transaction of business. If a quorum is not present, the President must adjourn the meeting until a quorum is present.

#### Teleconferencing/Videoconferencing

One or more Trustees may attend Board meetings, and participate in Board deliberations and voting, by means of teleconferencing, videoconferencing, or similar communications equipment by which all persons participating in the meeting can hear one another. Participation in a meeting by such means shall constitute presence in person at the meeting.

#### Presiding Officer

The President of the Board of Trustees shall preside at all Board meetings. In the absence or incapacity of the President, the Vice President shall act instead. If neither person is present, then a temporary chair, chosen by the members of the Board attending the meeting, shall preside. The act of any person so designated shall be legal and binding.

#### Notice

Notice of all open public Board meetings shall be given by publication of the date, place, and time of such meetings in the newspaper(s) of general circulation designated by the Board and the posting of such notice at the administrative offices of the Charter School. Public notice of Board meetings shall be given as follows:

1. Notice of regular meetings shall be given by publication and posting of a schedule showing the date, place, and time of all regular meetings at least three (3) days prior to the time of the first regular meeting.
2. Notice of all special meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or property.
3. Notice of all rescheduled meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting.
4. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date, and time of meeting and sending copies of such notice to interested parties.

Notice of all public meetings shall be given to a newspaper(s) circulating in Allegheny County. Notice of all public meetings shall be given to any individual who so requests and provides a stamped, addressed envelope for such notification.

Notice of all public meetings shall be posted on the Charter School's publicly accessible website.

Trustees shall be notified of all Board meetings in accordance with law and with the Bylaws.

The Charter School shall provide notice of its public meeting Agenda, to include a listing of each matter of Charter School business that may or will be the subject of deliberation and/or official action at its public meeting. The Agenda shall be posted on the Charter School's public website, at the location of the public meeting, and at the principal office of the Charter School no later than 24 hours in advance of the scheduled public meeting start time. The Charter School shall make copies of the public meeting Agenda available for individuals in attendance at the public meeting.

### Regular Meetings

Unless otherwise advertised, the Board shall set and announce its regular meeting schedule for the subsequent school year no later than June.

### *Agenda Preparation and Dissemination*

The President of the Board in coordination with the Chief Executive Officer ("CEO") shall have the responsibility of planning the agenda and gathering all background materials

which pertain to items to be considered by the Board.

The CEO or designee shall deliver the agenda and background materials to each Trustee prior to the Board meeting.

The Charter School shall take no official action on any matter of Charter School business that is not listed on the Agenda for that public meeting except under the following circumstances:

- (a) Emergency Business: the Board is permitted to take official action on a matter of Charter School business that relates to a real or potential emergency involving a “clear and present danger to life or property” regardless of whether public notice was provided regarding the matter for the public meeting.
- (b) Business arising 24 hours before the meeting: two conditions must exist for official action to be taken by the Board on Charter School matters, (1) the matter must have arisen within the last 24 hours prior to the time of the public meeting, and (2) the matter must be “de minimis” in nature, meaning the matter does not involve spending funds or entering into a contract or agreement.
- (c) Business arising during the meeting: when a Charter School matter is brought up by a member of the public at the public meeting, the Board is permitted to take official action limited to referring the matter to staff to research regarding the inclusion of such matter on a future public meeting Agenda. If the matter brought up is “de minimis” in nature (as described above), the Charter School may choose to take official action on such matter at the same public meeting.

The Board may add a matter of Charter School business to a public meeting Agenda by a majority vote of those voting Board members present at the public meeting, but the Board must publicly announce the reasons for the change(s) to the Agenda at the public meeting before any vote is taken to make a change to the Agenda.

After announcing the reasons for the addition of a Charter School matter to the Agenda at the meeting and after a vote showing the majority of those voting Board members present are in favor of such Agenda addition, the Board shall take official action on the matter added to the Agenda. Subsequent to that public meeting, but no later than the first business day after that public meeting, the Charter School shall post the Agenda revised during that public meeting on the Charter School’s website and at the Charter School’s principal office location.

When Board action is taken on a matter added to a public meeting Agenda for reasons set forth above, the minutes of the public meeting must detail the substance of the matter added, the announced reason for the addition to the Agenda, and the Board vote regarding the addition to the Agenda.

### Special Meetings

Special meetings shall be public and may be called for special or general purposes except when conducted as an executive session for purposes authorized by the Sunshine Act.

The President may call a special meeting at any time in accordance with the notice provisions in law and the Bylaws and shall call a special meeting upon presentation of the written requests of a majority of the Trustees in office.

### Public Comment

A member of the public in attendance at a Board meeting may address the Board in accordance with law and Board policies and procedures.

### Voting

All motions shall require for adoption a majority vote of those Trustees present and voting, except as provided by law, the Bylaws, or Board policies and procedures.

A Trustee who is present at a meeting of the Board, or of a committee of the Board, at which action is taken, shall be presumed to have assented to the action taken unless the Trustee's dissent is entered in the minutes of the meeting or unless the Trustee files a written dissent to the action with the Secretary of the meeting before the adjournment thereof or transmits the dissent in writing to the Secretary immediately after the adjournment of the meeting.

All votes on motions and resolutions shall be by voice vote unless an oral roll call vote is requested by the President or another Trustee.

### *Abstention from Voting*

A Trustee shall be required to abstain from voting when the issue involves a conflict of interest under the Ethics Act, the Bylaws or the Charter School's Conflict of Interest Policy. Any Trustee who has such a conflict of interest has the responsibility of disclosing it to the Board of Trustees.

The Board is encouraged to seek the guidance of legal counsel or the State Ethics

Commission for questions related to conflicts of interest.

### Minutes

The Board shall cause to be made and shall retain as a permanent record of the Charter School, minutes of all open Board meetings. The minutes shall be comprehensible and complete and shall include:

1. The time, date, and place of the meeting.
2. The names of Trustees present.
3. The name of the presiding officer and recording secretary.
4. The substance of all official actions.
5. Recorded votes and a record by individual Trustees of all roll call votes taken.
6. The names of all members of the public who appeared officially and the subject of their testimony.

The Board Secretary or designee shall provide each Trustee with a copy of the minutes of the last meeting prior to the next regular meeting.

The minutes of Board meetings shall be approved at the next succeeding meeting and signed by the Secretary of the meeting.

Notations and any tape or audiovisual recordings shall not be the official record of a public Board meeting but may be available for public access, upon request, in accordance with Board policy. Notations and any tape or audiovisual recordings of a Board meeting shall be retained and disposed of in accordance with the Charter School's records retention schedule.

### Recess/Reconvene

The Board may at any time recess or reconvene to a reconvened meeting at a specified date and place, upon the majority vote of those Trustees present. The reconvened meeting shall immediately take up its business at the point in the agenda where the motion to recess was acted upon. Notice of the reconvened meeting shall be given as provided in this policy.

### Executive Session

The Board may hold an executive session, which is not an open meeting, before, during, at the conclusion of an open meeting, or at some other time. The presiding officer shall announce the reason for holding the executive session; the announcement can be made at the open meeting prior to or after the executive session.

The Board may discuss the following matters in executive session, as designated in the law:

1. Employment issues.
2. Labor relations.
3. Purchases or lease of real estate.
4. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation.
5. Matters that must be conducted in private to protect a lawful privilege, corporate strategy, or confidentiality.
6. School safety and security, of a nature that if conducted in public, would:
  - a. Be reasonably likely to impair the effectiveness of such measures; or
  - b. Create a reasonable likelihood of jeopardizing the safety or security of an individual or a school, including a building, public utility, resource, infrastructure, facility, or information storage system.

Official actions based on discussions held in executive session shall be taken at a public meeting.

### Committee Meetings

Board committees authorized to take official action or render advice on the Charter School business shall operate in accordance with the provisions of the Sunshine Act, and shall comply with the requirements for open meetings, including public notice.

Committee meetings shall be conducted in accordance with the Bylaws and Board guidelines.

**TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR**

**FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR  
CHARTER CONTROL.**

ADOPTED this day \_\_\_\_\_ of \_\_\_\_\_, 2023

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President

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Secretary

# Urban Pathways K-5 College Charter School

## Board of Trustees Policy

### MEMBERSHIP ON THE BOARD OF TRUSTEES

#### Election of Members and Composition of the Board

The appointment or election of members to Urban Pathways K-5 College Charter School's ("Charter School") Board of Trustees (the "Board") and the composition of the Board shall be in accordance with the Bylaws of Charter School .

The Chief Executive Officer ("CEO") shall attend all meetings of the Board, except where expressly directed otherwise.

#### Qualifications of Trustees

Each member of the Board shall meet the following qualifications:

1. Shall be of good moral character.
2. Shall be a natural person eighteen (18) years of age or older.
3. Shall take and subscribe to the oath or affirmation as set forth in Section 321 of the Pennsylvania Public School Code before entering the duties of the office of Trustee.
4. Shall not, as a private person, engage in any business transaction with Charter School , be employed in any capacity by Charter School , or receive pay from Charter School for any services rendered to Charter School .
5. Shall file a statement of financial interests with the Board Secretary or designee at the following times:
  - a. Before taking the oath of office or entering upon Trustee duties.
  - b. Annually by May 1 while serving on the Board.
  - c. By May 1 of the year after leaving the Board.
6. Shall not have been convicted of offering or accepting bribes as set forth in Sections 325 and 326 of the Pennsylvania Public School Code.



### Term of Office

The term of office of each Trustee shall be three (3) years and shall expire at the conclusion of the annual meeting, as provided in the Bylaws. Trustees may be reappointed for additional terms in accordance with the Bylaws.

### Removal of Trustees

A Trustee may be removed by the Board in accordance with the Bylaws, or by the court for proper cause, in accordance with law.

### Vacancies

A vacancy shall occur by reason of death, resignation, removal, disqualification or otherwise, or as the result of an increase in the number of Trustees. Such vacancy shall be filled by the Board in accordance with the Bylaws.

### Orientation and Materials

The Board believes that the preparation of each Trustee for the performance of duties is essential to the effectiveness of the Board's functioning. Accordingly, the CEO or designee shall give each new Trustee for use during the Trustee's term on the Board the following items:

1. A copy of the Bylaws and written Charter.
2. A copy of the Board Policy Manual and any accompanying Board procedures and/or administrative guidelines.
3. A copy of the Employee Handbook and Student Handbook.
4. Access to the most recent edition of *Robert's Rules of Order, Revised Edition*.
5. A copy of the current budget, audit report, and related fiscal materials.
6. Access to information on comprehensive planning, curriculum, assessments, facilities planning, and Charter School programs.

Each new Trustee shall meet with the CEO and President of the Board of Trustees to discuss Board functions and policy, and to gain an understanding of the operation of Charter School.

### Education/Training

Each newly elected Trustee shall complete the Charter School Trustee Training program in accordance with the law.

Each Trustee during the Trustee's fifth year of service on the Board and every four (4) years thereafter shall complete the advanced Charter School Trustee Training program in accordance with the law.

Expenses

A Trustee may receive reimbursement for reasonable expenses actually incurred in connection with Charter School business, which shall not include or be construed to include, compensation to individual Trustees.

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ADOPTED this day \_\_\_\_\_ of \_\_\_\_\_, 2023

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

# Urban Pathways K-5 College Charter School

## Board of Trustees Policy

### ORGANIZATION OF THE BOARD OF TRUSTEES

#### Annual Meeting

The Board of Trustees (the “Board”) of Urban Pathways K-5 College Charter School (“Charter School”) shall meet and organize annually at its regular Board meeting during the month of August. Notice of the date, time, and place of the annual meeting shall be given to all Trustees before the meeting by the Board Secretary or designee.

#### Officers

Every year, the Board shall, at the Board meeting during the month of August, elect from their members a President, Vice President, a Secretary, and a Treasurer, who shall serve for one year. The election of officers shall be in accordance with the Bylaws of Charter School.

The Treasurer and Secretary shall not enter upon their duties until bonds are furnished in accordance with law and with Board approval.

Vacancies in any office shall be filled by the Board in accordance with the Bylaws.

Officers of the Board serve at the pleasure of the Board and may be removed from such office in accordance with the Bylaws.

#### Appointments

The Board shall have the authority to appoint legal counsel and other officers as it shall from time to time determine.

Appointees serve at the pleasure of the Board and may be removed from such appointment in accordance with the provisions of law.

#### Annual Reports

The Board shall ensure the timely submission of reports to the Pennsylvania Department of Education and Pennsylvania Department of State as required by law.

#### Committees

The Board has the authority to establish Board committees in accordance with the Bylaws. Board committees authorized to take official action or render advice on Charter School business shall operate in accordance with the provisions of the Sunshine Act.

The Board may develop guidelines for the operation of committees.

Consultants

The Board may appoint, employ, or retain consultants to work with the Board and/or administrative team. Such consultants may provide expertise in specific areas as determined by the Board. Consultant services may be on a per diem or contractual basis.

Consultants shall have no administrative authority over any facet of Charter School but shall act solely as advisors to the Board and administrative team. Such services may be provided from professions other than education.

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ADOPTED this day \_\_\_\_\_ of \_\_\_\_\_, 2023

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

# Urban Pathways K-5 College Charter School

## Board of Trustees Policy

### PREPARATION OF BOARD MEETING AGENDAS

#### PURPOSE

The purpose of this policy is to provide procedures for the preparation of Board meeting agendas to ensure that the Urban Pathways K-5 College Charter School's Board of Trustees (the "Board") can accomplish its business as efficiently and expeditiously as possible.

#### GENERAL STATEMENT OF POLICY

It is the policy of the Board that its public meetings be conducted in a manner that allows the Board to accomplish its business while also allowing reasoned debate and discussion of each matter as appropriate.

#### ORDER OF AGENDA

The Board shall conduct an orderly public meeting. The Board will, at all of its regular public meetings, follow an agenda order substantively similar to:

- A. Call to Order, Pledge of Allegiance, and Welcome
- B. Approval of Agenda
- C. Public Comment
- D. Spotlight on Recognitions
- E. CEO and Staff Reports
- F. Board Committee Reports
- G. Routine Action Items (or Consent Agenda)
- H. Business Action Items
- I. Reports from School Board Members
- J. Adjournment

The School Board may depart from the established order of business with the consent of the majority of members present.

#### CONSENT AGENDAS

In order for a more efficient administration of Board meetings, the Board may elect to use a consent agenda for the passage of non-controversial items or items of a similar nature.

- A. The Board President may place items on the consent agenda. By using a consent agenda, the Board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.

- B. Consent items are those which usually do not require discussion or explanation prior to Board action, are non-controversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of routine contracts that fall within policy guidelines, staff appointments requiring Board confirmation or approval of various schedules.
- C. Items shall be removed from the consent agenda by a timely request by an individual Board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the Board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.
- D. Consent agenda items are approved en masse by one vote of the Board. The consent agenda items shall be separately recorded in the minutes.

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ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

# Urban Pathways K-5 College Charter School

## Board of Trustees Policy

### RESPONSE AS NON-PARTY TO SUBPOENA, CUSTODY AND/OR PROTECTION FROM ABUSE ORDERS

In situations when the Urban Pathways K-5 College Charter School (“Charter School”) is not party to a legal proceeding but the Charter School’s records custodian or other employee is served with a subpoena to testify and/or produce confidential student records at an administrative, civil or criminal proceeding and/or is requested to comply with a custody and/or protection from abuse order, the Charter School’s Board of Trustees (“Board”) sets forth the following guidelines:

- 1) The Charter School records custodian/employee served with any such subpoena or order shall immediately notify the Chief Executive Officer (“CEO”) of service of same and in turn, the CEO shall immediately provide legal counsel with a copy of the document at issue in order to enable the Charter School to comply or to object in a timely manner.
- 2) No student records shall be disclosed by the Charter School nor shall testimony be given without review by legal counsel of the subpoena and/or court order to determine if proper service has been accomplished and that steps have been taken to comply with the Family Educational Rights and Privacy Act (“FERPA”), which provides certain protections to confidential student information.
- 3) Legal counsel must determine if the subpoena or court order seeks information or testimony unrelated to the proceeding, in order to file a motion to quash or modify, or in the case of testimony, to submit written objections. If counsel determines that there are concerns about whether any/all of the student records should be disclosed, a motion for a protective order may be filed asking the judge to review the records to determine the extent and/or terms of disclosure. Lastly, counsel may advise compliance, but pursuant to FERPA, the Charter School shall first make a reasonable effort to notify the parents/guardians of the student at issue or the student, if eighteen years or older, to obtain written permission to release student records and/or to testify to contents of student records and/or confidential information known by Charter School employee. FERPA also requires the Charter School to keep a record of any student records which it discloses.

- 4) Generally, the Charter School will be responsible for those student records for which it has “possession, custody or control.” “Possession” means actual physical possession and “custody and control” means that the employee served has the right to obtain the records upon request.
- 5) No confidential student records shall be released in advance of the proceeding unless the parents/guardians or student consent to such disclosure as FERPA requires that such persons shall have the opportunity to first object to such disclosure.
- 6) Any references to a student in the records at issue, who is unrelated to the subject of the subpoena, shall be redacted before records are produced in compliance with the subpoena.
- 7) In the case of a court order setting forth terms of custody and/or protection from abuse, the Charter School shall only abide by the terms of the document, if it is signed by a judge and no other conflicting order is already in the student file. In case of conflict, the Charter School shall abide by the court signed order with the most current date.
- 8) In the absence of an officially signed court order, the Charter School shall assume that both parents have legal custody until/unless either parent presents the Charter School with an order revoking or modifying physical and/or legal custody or a protection from abuse order.
- 9) In the event that the Charter School is presented with a valid protection from abuse order or order terminating legal custody related to a Charter School student, the Charter School may notify the police in the event that Charter School employees are contacted by the subject of the order regarding the student or in the event the parent/guardian who is the subject of a protection from abuse order comes to and/or on the Charter School facility/grounds.
- 10) The Parent/Student Handbook shall contain a provision which advises parents/guardians that it is the policy of the Charter School not to accommodate parental requests related to custody/domestic matters absent a validly issued, signed and dated court order or subpoena.
- 11) A Charter School may not require a custody order or agreement as a condition of enrollment in any circumstances other than:
  - If the parent enrolling the child is relying on a court order or custody agreement as the basis for enrolling the child; or
  - If the resident is seeking to enroll the child under 24 P.S. §1302(a)(1), which requires “appropriate legal documentation to show dependency or guardianship.” However, such order or agreement cannot be required if a “sworn statement”, as set forth in



this section of the PA Public School Code is completed and provided to the Charter School.

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ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
President

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Secretary