

Urban Pathways K-5 College Charter School

Board of Trustees Policy

CARE OF SCHOOL PROPERTY POLICY

The Board of Trustees ("Board") of the Urban Pathways K-5 College Charter School ("Charter School") believes that the Charter School should help students learn to respect property and develop feelings of pride in community institutions. The Board also recognizes the relationship between effective use of property and the Charter School's financial solvency.

The Board charges each student with responsibility for the proper care of Charter School property and the school textbooks, supplies, and equipment entrusted to his/her use.

Students are responsible for the care, maintenance and timely return of all textbooks, supplies, equipment and any other school property. The Charter School shall require students and/or parents to sign a compact acknowledging their responsibility for the care and prompt return of textbooks and any other materials or equipment lent to them by the Charter School.

Students and/or their parents will be assessed penalties for lost or damaged textbooks, equipment or school property in accordance with a schedule of fines maintained by School Administration. Imposition of one or more of the following penalties is permitted: a charge for replacement of the school property; requiring the student to perform a prescribed number of hours of school service; and/or loss of privileges such as participation in sports or other extracurricular activities, proms and other special events or graduation-related activities.

Students who willfully cause damage to school property shall be subject to disciplinary measures pursuant to the School Code of Conduct. Students and others who damage or deface school property may be prosecuted and punished under law. Parents and guardians shall be held accountable for student actions. The Chief Executive Officer ("CEO") or his/her designee may report to the appropriate authorities any student whose damage of school property has been serious or chronic in nature.

The CEO shall develop procedures to implement this policy which include rules for the safekeeping and accounting of property; preparation of a schedule of fines or repayment for lost or damaged property; and a report to the Board on the nature and

incidence of vandalism. This report shall include the number and kind of incident(s), the cost of vandalism to the school, and such related facts and comments as the CEO may wish to make.

These procedures shall include distribution of a printed statement of legal responsibility of parents and/or guardians.

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

DISPOSAL OF SURPLUS PROPERTY, OBSOLETE EQUIPMENT, AND REAL ESTATE POLICY

The Board of Trustees (“Board”) of Urban Pathways K-5 College Charter School (“Charter School”) understands the need to review inventory for efficient operation of the Charter School. Unneeded surplus, unusable, and/or obsolete property can consume valuable storage space. This policy is intended to quickly and efficiently dispose of such property, thus avoiding future unnecessary handling and storage.

When it has been determined that any property is obsolete or unneeded surplus and should be exchanged for other property, the Board authorizes that such property may be sold or exchanged in accordance with any of the following provisions:

- a) The property is no longer required for its originally intended purpose.
- b) The property is considered out of date, obsolete, or in unusable condition.
- c) The property is in quantities exceeding any possibility of effective use by the Charter School.

If any staff member identifies property which is unused, obsolete or surplus, that member is to notify the Charter School’s Chief Executive Officer of such property. It is the CEO’s responsibility to create a list of such property and provide this list to the Board.

Determination as to whether any of the state criteria apply to property possessed by the Charter School shall be made by the CEO, who may delegate this responsibility provided that all requirements of this policy are met. As necessary, the CEO or his/her designee may call upon other staff personnel to develop criteria to aid in this identification.

School property owned by the Charter School which is unusable, obsolete, surplus to need, has been replaced, or is otherwise no longer of value to the Charter School will be listed and presented to the Board with a recommendation for disposition. The Board is vested with the final authority to approve any disposition.

GUIDELINES

Items of some value may be disposed of in the following ways:

- a) Public auction generally conducted by a licensed auctioneer.
- b) Salvage scrap sold to local dealers.
- c) Negotiated sale normally used when disposing of items or property of substantial value.
- d) Sealed bid normally used for items of substantial value or unique qualities.
- e) Pre-priced sale large quantities of obsolete or surplus furniture and equipment may be sold by this method.
- f) Some items have no sale value or disposal exceeds the net worth. These items may be donated to charitable organizations or otherwise discarded.
- g) Offered to the general public at a predetermined price.

Equipment being replaced may be traded in on new equipment as part of the purchase procedure.

Charter School employees, officers, directors, etc. may not receive or accept abandoned or disposed of property. Charter School employees, officers, directors, etc. may submit sealed bids or purchase pre-priced items, as long as the person had nothing to do with the bid process or pricing and must recuse themselves from any decisions regarding disposition of the items.

No property that has been acquired by, or conveyed or granted to the Charter School shall be considered as abandoned by it unless and until the Board has passed, by vote of the majority of members of the Board, a resolution declaring it to be the intention of the Charter School to vacate and abandon same, whereupon all rights, title, and interest of the Charter School in such property shall be fully terminated. 24 P.S. § 7-708.

REAL ESTATE

This policy does not apply to the disposition of Charter School real estate, which shall be handled at the discretion of the Board in accordance with applicable state and federal laws, including applicable sections of the Public School Code of 1949 and any applicable sections of the PA Municipalities Planning Code.

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 Public School Code

Urban Pathways K-5 College Charter School

Board of Trustees Policy

PROPERTY INSURANCE POLICY

The Board of Trustees ("Board") recognizes its responsibility under law to insure the real and personal property of the Urban Pathways K-5 College Charter School ("Charter School"), and has adopted this policy to ensure for Actual Cost Value and Replacement Cost.

The Board has the authority and responsibility to provide adequate insurance coverage to protect the Charter School's interest in its buildings and properties.

Such coverage shall be in accordance with the following guidelines.

- (a) Basic Fire Coverage shall include damage as a result of fire and lightning, windstorm and hail, explosion, sonic boom, vandalism and malicious mischief, riot and civil commotion, direct aircraft and vehicle damage, smoke, debris removal and sprinkler leakage.
- (b) Board Perils Coverage shall include, in addition to the above, damage as a result of falling objects, weight of ice, snow, and sleet, collapse of building, freezing of pipes, water damage, sprinkler leakage, glass breakage, theft of part of building, and debris removal.
- (c) All Risk Coverage shall include, in addition to the above, all risk of direct physical damage of loss, debris removal and boiler and machinery insurance.
- (d) In placing insurance, the Board shall be guided by service of the insurance agent, scope of coverage provided by policy, price of desired coverage and recommendations of the PSBA Insurance Trust, or similar association.

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

PROPERTY/MAINTENANCE POLICY

The Board of Trustees ("Board") of the Urban Pathways K-5 College Charter School ("Charter School") recognizes that adequate maintenance of buildings, grounds and property is essential to efficient management of the Charter School.

The Board directs that a continuous program of inspection and maintenance of all school buildings and equipment be implemented. Wherever possible, maintenance shall be preventive.

Suitable provisions are to be made for the heating, ventilating, lighting systems and for sanitary conditions and safe supply of water for proper and healthful accommodations.

The Chief Executive Officer ("CEO") shall develop and implement a maintenance program which shall include a regular program of facilities repair and conditioning, critical spare parts inventory, and an equipment replacement program.

The CEO shall develop such guidelines as may be necessary for the maintenance and repair of the physical plant.

The CEO shall report to the Board regarding the current maintenance and improvement program.

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