



Book	Policy Manual
Section	0000 Board of Trustees
Title	Authority and Powers
Code	0002
Status	Active
Adopted	March 1, 2023

Authority

The authority to establish, equip, furnish, operate and maintain the Westinghouse Arts Academy Charter School (WAA) is vested in the Board of Trustees (Board), which is a body corporate and is constituted and governed by:

1. The Pennsylvania Charter School Law; [\[1\]](#)
2. Applicable provisions in the Pennsylvania Public School Code of 1949; [\[2\]](#)
3. The written Charter signed by the Board of Trustees and the Pennsylvania Department of Education;
4. The Nonprofit Corporations Law of 1988; [\[3\]](#)
5. Bylaws of the Westinghouse Arts Academy Charter School;
6. Article III of the Pennsylvania Constitution; and [\[4\]](#)
7. All other applicable federal and state laws and regulations.

Powers

The Board shall have and exercise the corporate powers prescribed by the laws of the Commonwealth of Pennsylvania, and more particularly described in the Charter School Law and the written Charter. The essential functions of the Board, in accordance with its Charter and established bylaws, shall be policy making; the assurance of sound management and operation, including but not limited to budgeting, curriculum and operating procedures; oversight of employment, discharge and contracting with professional and nonprofessional employees; active participation in the provision of necessary funds, property and services; and establishment of educational goals and academic standards for WAA to govern an educational program designed to support student achievement. [\[5\]](#)[\[6\]](#)[\[7\]](#)

The Board has ultimate responsibility to determine general, academic, financial, personnel, operational and related policies deemed necessary for the administration and governance of WAA, in accordance with its written Charter and established bylaws. The Board shall adopt policies for the guidance of school staff in the operation of WAA. Board policies shall be consistent with law, have a rational and substantial relationship to a legitimate purpose of the Board, and be directed towards the maintenance and support of WAA.

The Board shall have authority only when acting as a Board legally in session. The powers of the Board of Trustees are not vested in the individual Trustee. No such individual is authorized to act on behalf of the Board to carry out any of the Board's authorized powers, except for those acts stated in law or as specifically authorized by the Board.

Individual Trustees or their agents shall have access to inspect and/or copy corporate books and records, and receive information regarding the assets, liabilities and operations of WAA, at any reasonable time to the extent reasonably related to the performance of the Trustee's duties, including those arising from the Trustee's service as a member of a Board committee.[\[8\]](#)

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Legal

- [1. 24 P.S. 1701-A et seq](#)
- [2. 24 P.S. 101 et seq](#)
- [3. 15 Pa. C.S.A. 5101 et seq](#)
- [4. PA Const. Art. III Sec. 14](#)
- [5. 15 Pa. C.S.A. 5715](#)
- [6. 24 P.S. 1714-A](#)
- [7. 24 P.S. 1716-A](#)
- [8. 15 Pa. C.S.A. 5512](#)



Book	Policy Manual
Section	0000 Board of Trustees
Title	Attendance at Meetings Via Electronic Communications
Code	0006.1
Status	Active
Adopted	March 1, 2023

Authority

The Board of Trustees (Board) recognizes that factors such as illness, travel, schedule conflicts, weather conditions and other emergency situations can make impossible the physical presence of a Trustee or other necessary participants at a Board meeting, and that electronic communications can enable a Trustee or other necessary participants to participate in a meeting electronically from a remote location.

One or more Trustees shall be able to attend a Board meeting, and participate in Board deliberations and voting, through electronic communications. The Board President may permit other necessary participants to participate in meetings via electronic communications as the Board President deems appropriate.[\[1\]](#)

The Board authorizes the administration to provide the equipment and facilities required to implement this Board policy.

Guidelines

A Trustee or other participant who attends a meeting through electronic communications shall be considered present only if the Trustee or other participant can hear everything said at the meeting and all those attending the meeting can hear everything said by that Trustee or other participant. If the presiding officer determines either condition is not occurring, s/he shall terminate the Trustee's or other participant's attendance through electronic communications.[\[1\]](#)

To attend a Board meeting through electronic communications, a Trustee shall comply with the following:

1. Submit such request to the Board President at least twenty-four (24) hours prior to the meeting.
2. Ensure that the remote location is quiet and free from background noise and interruptions.
3. Participate in the entire Board meeting.

Emergency Conditions

In the event that the county, state or federal public health authorities, the Governor, or any similar authority with appropriate jurisdiction declares an emergency condition that prevents or discourages public gatherings due to a public health or safety concern, the Board shall be authorized to conduct meetings primarily or entirely via electronic communications to enable all Trustees and other necessary participants to fully participate in the conduct of official Board business through electronic communications.[\[2\]](#)

Meetings held primarily or entirely via electronic communications shall be conducted in a manner that assures compliance with the public access and public comment requirements of the Sunshine Act. All rules normally applicable to in-person meetings of the Board shall be observed in meetings held primarily or entirely via electronic means to the extent practicable and appropriate to the nature and features of the technology used.[\[3\]](#)[\[4\]](#)



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The Board shall have and exercise the corporate powers prescribed by the laws of the Commonwealth of Pennsylvania, and more particularly described in the Charter School Law and the written Charter. The essential functions of the Board, in accordance with its Charter and established bylaws, shall be policy making; the assurance of sound management and operation, including but not limited to budgeting, curriculum and operating procedures; oversight of employment, discharge and contracting with professional and nonprofessional employees; active participation in the provision of necessary funds, property and services; and establishment of educational goals and academic standards for WAA to govern an educational program designed to support student achievement.[\[5\]](#)[\[6\]](#)[\[7\]](#)

The Board has ultimate responsibility to determine general, academic, financial, personnel, operational and related policies deemed necessary for the administration and governance of WAA, in accordance with its written Charter and established bylaws. The Board shall adopt policies for the guidance of school staff in the operation of WAA. Board policies shall be consistent with law, have a rational and substantial relationship to a legitimate purpose of the Board, and be directed towards the maintenance and support of WAA.

The Board shall have authority only when acting as a Board legally in session. The powers of the Board of Trustees are not vested in the individual Trustee. No such individual is authorized to act on behalf of the Board to carry out any of the Board's authorized powers, except for those acts stated in law or as specifically authorized by the Board.

Individual Trustees or their agents shall have access to inspect and/or copy corporate books and records, and receive information regarding the assets, liabilities and operations of WAA, at any reasonable time to the extent reasonably related to the performance of the Trustee's duties, including those arising from the Trustee's service as a member of a Board committee.[\[8\]](#)

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Legal

- [1. 24 P.S. 1701-A et seq](#)
- [2. 24 P.S. 101 et seq](#)
- [3. 15 Pa. C.S.A. 5101 et seq](#)
- [4. PA Const. Art. III Sec. 14](#)
- [5. 15 Pa. C.S.A. 5715](#)
- [6. 24 P.S. 1714-A](#)
- [7. 24 P.S. 1716-A](#)
- [8. 15 Pa. C.S.A. 5512](#)

The requirement for Trustees to submit a request to participate in meetings through electronic communications shall be waived during such emergency conditions.

The Board authorizes the administration to utilize available technical resources to permit the public to attend and submit public comment during open meetings via electronic communications, in accordance with law and Board procedures and policy.[\[3\]](#)[\[4\]](#)

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Legal

[1. 15 Pa. C.S.A. 5708](#)

2. Pol. 6005

[3. 65 Pa. C.S.A. 701 et seq](#)

4. Pol. 7003

Pol. 0006



Book	Policy Manual
Section	0000 Board of Trustees
Title	Conflict of Interest
Code	0008
Status	Active
Adopted	March 1, 2023

Purpose

Westinghouse Arts Academy Charter School (“WAA”) is committed to high standards of honesty, integrity and impartiality to maintain the trust of students and the public. WAA’s reputation requires that the Board, its officers and other representatives avoid misconduct and conflicts of interest. The Board, its officers and other representatives are to conduct themselves ethically at all times and are to exercise reasonable judgment when performing their duties.

Confidential information obtained through your association with WAA must be used only for WAA. You must not use or permit others to use WAA’s confidential information for furthering a private interest or for making a profit.

Authority

All Board Members, Officers, and other representatives of WAA must avoid potential conflicts of interest. A potential conflict of interest exists whenever you have an outside interest, direct or indirect, which conflicts with your duty to WAA or adversely affects your judgment in performing your duties with WAA. Because the appearance of a conflict of interest may be just as damaging to Westinghouse’s reputation as a real conflict, you must avoid situations that appear to conflict with your duties to WAA.

WAA’s name is not to be used as leverage by Board Members or Officers to enhance their own opportunities. WAA’s name is not to be used by Board Members or Officers when dealing with others in political, investment, business or purchasing activities.

Delegation of Responsibility

If a conflict of interest or potential conflict of interest arises a description of the conflict and its extent must be fully disclosed immediately to WAA’s attorney, who, after making a thorough review of the circumstances, will report to the Board’s Executive Committee. The Executive Committee will determine appropriate action to be taken. No contract or transaction between WAA and a Board Member or Officer, or any organization in which the Board Member or Officer has a financial or beneficial interest or is serving as a Board Member or officer shall be authorized unless it has been adopted and approved in accordance with the Public School Code of 1949, 24 P.S. § 1-101, et seq. and the Non-profit Corporation Law at 15 Pa. C.S.A. § 5725(a).

Unless specifically approved by the Board or a committee of the Board, a Board Member or Officer shall not serve on the board of any entity that competes directly with WAA.

Guidelines

Should a conflict develop, WAA reserves the right to request the Board Member or Officer involved to resign from either the Board or from the conflicting position.

Board Members and Officers are to render efficient and courteous service without expectation of reward. Cash or gifts shall be declined or redirected to WAA as a contribution.



Book	Policy Manual
Section	0000 Board of Trustees
Title	Functions
Code	0003
Status	Active
Adopted	March 1, 2023

Legislative

The Board of Trustees (Board) shall exercise leadership through its rule-making power by adopting Board policies for the organization and operation of the Charter School. Board policies may be adopted, amended or repealed at any meeting of the Board, [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

The Board may, upon a majority vote, cause to suspend at any time the operation of a Board policy, provided the suspension does not conflict with legal requirements. Such suspension shall be effective until the next meeting of the Board, unless an earlier time is specified in the motion to suspend.

Board policies shall be adopted, amended or repealed by a majority vote of the members of the Board of Trustees.[\[5\]](#)

The adoption, modification, repeal or suspension of a Board policy shall be recorded in the minutes of the Board meeting. All current policies shall be maintained in the Board Policy Manual and disseminated appropriately.[\[5\]](#)[\[6\]](#)

Executive

The Board shall exercise its executive power by the appointment of a Chief Executive Officer, who shall oversee and manage the operation of the Charter School and enforce the policies of the Board, and all applicable laws and regulations.[\[2\]](#)[\[7\]](#)[\[8\]](#)

The Chief Executive Officer shall be responsible for implementing Board policies and establishing administrative procedures for the operation of the Charter School that are not inconsistent with state and federal laws or regulations; are dictated by the policies of this Board; and are binding on employees and students when issued.[\[3\]](#)

The Board reserves the right to review and to direct revisions of administrative procedures when it considers the procedures to be inconsistent with established bylaws, Board policy or Charter School practices. However, the Board shall not adopt administrative procedures unless required by law or requested by the Chief Executive Officer. Such adoption and/or amendment of administrative procedures shall adhere to the policy for adoption and amendment of Board policies.

The Board delegates authority to the Chief Executive Officer to take necessary action in circumstances not provided for in Board policy. The Chief Executive Officer shall promptly inform the Board of such action. The Chief Executive Officer's decision may be subject to review by the Board.

Whenever responsibility is delegated to the Chief Executive Officer or other administrator, it is understood that such individual may designate a representative to act on his/her behalf.

3. Pol. 0000

4. Pol. 0002

5. Pol. 0006

6. Pol. 0007

[7. 24 P.S. 1703-A](#)

[8. 24 P.S. 1715-A](#)

A Board Member or Officer shall not acquire or appropriate for personal use any WAA property, service, or revenue opportunity.

A Board Member or Officer shall not use WAA funds to contribute or otherwise support any candidate for any election to any local, state, or federal office.

STATEMENT OF FINANCIAL INTEREST

The Public Office and Employee Ethics Act requires Board Members to file annual statements of their personal financial interests. Board members are required to file such statements annually by May 1. A copy of each Member's annual statement of personal financial interest will be kept on file by WAA. Members joining the Board between January 1 and May 1 must file the statement no later than May 1 of the year in which they joined the Board. Members joining after May 1 must file the statement by May 1 of the following year. The law provides for penalties and fines for failure to file the required annual statement of personal financial interests. Questions about the statement should be directed to WAA's attorney.



Book	Policy Manual
Section	0000 Board of Trustees
Title	Meetings
Code	0006
Status	Active
Adopted	March 1, 2023

Parliamentary Authority

All Board of Trustees (Board) meetings shall be conducted in an orderly and business-like manner, and in accordance with the requirements of the Sunshine Act. The Board designates Robert's Rules of Order the parliamentary rules of order to govern its deliberations in all cases in which requirements are not specifically designated in law, state regulations or Board policies. [\[1\]](#)[\[2\]](#)

Quorum

A quorum shall consist of a majority of the Trustees then in office. No business shall be transacted at a meeting without a quorum, but the Trustees present at such a meeting may adjourn to another time. [\[3\]](#)

Presiding Officer

In the absence, disability or disqualification of the President, the Vice-President shall act instead. If neither person is present, a Trustee shall be elected President pro tempore by a majority of those present and voting to preside at that meeting only. Where no such majority is achieved on the first vote, a second vote shall be cast for the two (2) candidates who received the greatest number of votes. [\[4\]](#)

Meeting Notifications

Public notice of all open Board meetings, including open committee 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 posting of such notice at the administrative offices of the Board. Public notice of Board meetings shall be given as follows: [\[1\]](#)[\[5\]](#)[\[6\]](#)

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 for the calendar or fiscal year at least three (3) days prior to the time of the first regular meeting. [\[5\]](#)[\[6\]](#)
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. [\[5\]](#)[\[6\]](#)
3. Notice of all rescheduled meetings shall be given by publication and posting of notice at least twenty-four (24) hours in advance of the time of the convening of the meeting. [\[5\]](#)[\[6\]](#)
4. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date and time of the meeting and sending copies of such notice to interested parties. [\[5\]](#)[\[6\]](#)
5. Notice of all open meetings shall be given to any newspaper(s) circulating in the county in which such meeting shall be held, and any radio or television station which so requests. Notice of all open meetings shall be given to any individual who so requests and provides a stamped,

addressed envelope for such notification.[\[6\]](#)

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

Trustees shall be notified of all Board meetings in accordance with law and the Charter School's established bylaws.[\[7\]](#)[\[8\]](#)[\[9\]](#)

Agenda Notifications

The Charter School shall publicly post the agenda for all open meetings of the Board or committees at which deliberation or official action may take place no later than twenty-four (24) hours prior to the time of the meeting, as follows:[\[1\]](#)[\[6\]](#)

1. On the Charter School's website.
2. At the location of the meeting.
3. At the Charter School's administrative office.

The posted agenda shall list each matter of agency business that will or may be the subject of deliberation or official action at the meeting.[\[6\]](#)

Agenda Preparation

It shall be the responsibility of the Chief Executive Officer, in cooperation with the Board President, to prepare an agenda of the items of business anticipated to come before the Board at each open meeting.

Order of Business

The order of business and rules of conduct for each Board meeting shall be determined by the presiding officer of the Board meeting.[\[4\]](#)[\[10\]](#)

Additions to the Agenda

The Board may deliberate or take official action on matters not included in a posted agenda only under the following circumstances:[\[1\]](#)[\[11\]](#)

Emergencies – The matter of business relates to a real or potential emergency involving a clear and present danger to life or property.[\[5\]](#)[\[11\]](#)

Business Arising Within Twenty-Four (24) Hours Prior to the Meeting – The matter of business has arisen within twenty-four (24) hours prior to the meeting, is de minimis (minor) in nature, and does not involve the expenditure of funds or entering into a contract or agreement.[\[11\]](#)

Business Raised by Residents or Taxpayers During the Meeting – When a matter of Board business is raised by a resident or taxpayer of the chartering school district during a meeting:[\[11\]](#)[\[12\]](#)

1. The Board may take official action to refer the matter to staff, if applicable, to conduct research and include on a future Board meeting agenda; or
2. If the matter is de minimis (minor) in nature and does not involve the expenditure of funds or entering into a contract or agreement, the Board may take official action on the matter.

Majority Vote – During a meeting, the Board may add a matter of business to the posted agenda by a majority vote of the Trustees present and voting. The reason for adding an item to the posted agenda must be announced at the meeting before conducting the vote. Once announced and approved by majority vote, the Board may take official action on the item of business. The agenda shall be amended to reflect the new item of business and the amended agenda shall be posted to the Charter School's website and at the administrative office no later than the first business day following the meeting at which the agenda was amended. The unanimous consent procedure may not be used in place of majority vote for this purpose.

The public posting of agenda requirements and rules for adding items to a posted agenda apply to both regular and special open meetings of the Board. These requirements and rules do not apply to: [\[6\]](#)[\[11\]](#)[\[13\]](#).

1. Conference sessions.
2. Executive sessions.

Regular Meetings

Regular Board meetings shall be open and may be held at such times and such places as the Board determines. [\[2\]](#)[\[8\]](#).

Special Meetings

Special meetings may be called for special or general purposes and shall be open, except when conducted as an executive session for purposes authorized by the Sunshine Act. [\[2\]](#)[\[8\]](#).

Public Participation

At each open Board meeting, prior to official action by the Board, an opportunity shall be provided for public comment, in accordance with law and Board procedures and policy. [\[10\]](#)[\[12\]](#)[\[14\]](#)

Voting

All motions shall require for adoption a majority vote of those Trustees present and voting, except as provided by law, the Charter School's established bylaws or Board policies. [\[3\]](#)[\[4\]](#)[\[15\]](#)[\[16\]](#)

All votes taken by the Board shall be duly recorded showing how each Trustee voted.

Abstention From Voting

A Trustee shall be required to abstain from voting when the issue involves either one of the following:

1. Conflict of interest under the Ethics Act. [\[25\]](#)[\[26\]](#)[\[27\]](#)

Prior to the vote being taken, the Trustee shall verbally disclose the nature of the conflict in public, and shall also provide the Board Secretary with a written memorandum stating the nature of the conflict, which shall be attached to the Board minutes as a public record.

Conflict of interest - use by a public official of the authority of their office or any confidential information received through holding public office for the private pecuniary benefit of the public official, a member of their immediate family or a business with which the public official or a member of their immediate family is associated. The term does not include an action having a de minimis economic impact or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the public official, a member of their immediate family or a business with which the public official or a member of their immediate family is associated. [\[25\]](#)

De minimis economic impact – an economic consequence which has an insignificant effect. [\[25\]](#)

Immediate family – parent, spouse, child, brother or sister. [\[25\]](#)

Business with which associated – any business in which the person or a member of the person's immediate family is a director, officer, owner, employee or has a financial interest. [\[25\]](#)

2. Relative recommended for appointment to a teaching position. [\[28\]](#)

Relative – father, mother, brother, sister, husband, wife, son, daughter, stepson, stepdaughter, grandchild, nephew, niece, first cousin, sister-in-law, brother-in-law, uncle, or aunt.

The Board is encouraged to seek the guidance of the solicitor or the State Ethics Commission for questions related to conflict of interest. [\[26\]](#)[\[27\]](#)

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 and open committee meetings. The minutes shall include: [29][30][31].

1. Date, place, and time of the meeting.
2. Names of Trustees present.
3. Substance of all official actions taken.
4. Recorded votes and a record by individual Trustees of all roll call votes taken. [32]
5. Names of all citizens who appeared officially and the subject of their testimony.
6. Any matter added to a posted agenda, including the substance of the matter, the announced reason and the recorded vote, where applicable. [6][11]

The Board Secretary 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 Board Secretary.

Notations and any tape or audiovisual recordings shall not be the official record of an open Board meeting but may be available for public access, upon request, in accordance with Board policy. Any notations and/or audiovisual recordings of a Board meeting shall be destroyed once the minutes of the recorded meeting have been approved. [33][34]

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. [5][6]

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. [13][35]

The Board may discuss the following matters in executive session: [13][35].

1. Employment issues as designated in the law.
2. Labor relations and negotiation, as designated in the law.
3. Purchase 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 or confidentiality.
6. School safety and security, of a nature that if conducted in public, would: [36]
 - a. Be reasonably likely to impair the effectiveness of school safety measures.
 - 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 an open Board meeting. [\[13\]](#)[\[35\]](#)

Committee Meetings

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, and shall comply with the requirements for open meetings and notice of open Board meetings and meeting agendas. [\[2\]](#)

Committee meetings shall be scheduled and conducted in accordance with the Charter School's established bylaws.

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Legal

- [1. 24 P.S. 1716-A](#)
- [2. 65 Pa. C.S.A. 701 et seq](#)
- [3. 15 Pa. C.S.A. 5727](#)
- [4. 15 Pa. C.S.A. 5709](#)
- [5. 65 Pa. C.S.A. 703](#)
- [6. 65 Pa. C.S.A. 709](#)
- [7. 15 Pa. C.S.A. 5702](#)
- [8. 15 Pa. C.S.A. 5703](#)
- [9. 15 Pa. C.S.A. 5707](#)
- [10. 65 Pa. C.S.A. 710](#)
- [11. 65 Pa. C.S.A. 712.1](#)
12. Pol. 7003
- [13. 65 Pa. C.S.A. 707](#)
- [14. 65 Pa. C.S.A. 710.1](#)
- [15. 15 Pa. C.S.A. 5714](#)
- [16. 24 P.S. 708](#)
- [17. 24 P.S. 1714-A](#)
- [18. 24 P.S. 1715-A](#)
19. Pol. 6003
20. Pol. 1008
21. Pol. 3004
22. Pol. 4004
23. Pol. 1007
24. Pol. 0005
- [25. 65 Pa. C.S.A. 1102](#)
- [26. 65 Pa. C.S.A. 1103](#)
27. Pol. 6027
- [28. 24 P.S. 1111](#)
- [29. 15 Pa. C.S.A. 5508](#)
- [30. 24 P.S. 518](#)
- [31. 65 Pa. C.S.A. 706](#)
- [32. 65 Pa. C.S.A. 705](#)
33. Pol. 6000

34. Pol. 6001

[35. 65 Pa. C.S.A. 708](#)

[36. 24 P.S. 425](#)

[65 Pa. C.S.A. 1101 et seq](#)



Book	Policy Manual
Section	0000 Board of Trustees
Title	Organization
Code	0005
Status	Active
Adopted	March 1, 2023

Annual Election Meeting

The Board of Trustees (Board) shall meet and organize annually during the second quarter of the calendar year, as noted in the by-laws. Notice of the date, time and place of the annual meeting shall be given to all Trustees not less than 5days before the meeting by the Board Secretary.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Officers

The Board shall, during the annual election meeting, elect from their members a President, Vice-President, Treasurer and Secretary, who shall serve a term of one (1) year until his/her successor is elected.[\[4\]](#)

Officers shall be nominated by a Nominating Committee.[\[4\]](#)

Officers of the Board shall meet the qualifications described for each office in the Charter School's established bylaws.[\[4\]](#)

The Board Treasurer may be a corporation duly qualified and legally authorized to transact a fiduciary business in the Commonwealth.[\[4\]](#)

The election or appointment of officers shall be in accordance with the Charter School's established bylaws. [\[4\]](#)

The Treasurer and Secretary shall not enter upon his/her duties until furnishing bond in accordance with law and with Board approval.[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

Vacancies in any office shall be filled by Board action; such officers shall serve for the remainder of the unexpired term.[\[4\]](#)

Officers of the Board may be removed from such office in accordance with the Charter School's established bylaws.[\[8\]](#)

Any change in Board officers during the preceding calendar year shall be reported to the Pennsylvania Department of State on the required form on or before April 30 of each year, in accordance with law.[\[9\]](#)[\[10\]](#)

Appointments

The Board shall have the authority to appoint a solicitor, independent auditor, and such other appointments the Board deems necessary.

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

Annual Report for Corporation

At the annual meeting, the President and Treasurer shall verify and present an annual report showing the following:[\[1\]](#)

1. The assets and liabilities, including trust funds, of the corporation as of the end of the fiscal year immediately preceding the date of the report;
2. The principal changes in assets and liabilities, including trust funds, during the fiscal year immediately preceding the date of the report;
3. The revenue or receipts of the corporation, both unrestricted and restricted to particular purposes, for the fiscal year immediately preceding the date of the report, including separate data with respect to each trust fund held by or for the corporation;
4. The expenses or disbursements of the corporation, for both general and restricted purposes, during the fiscal year immediately preceding the date of the report, including separate data with respect to each trust fund held by or for the corporation;
5. The capital budget and the operating budget for the corporation's current fiscal year;
6. A schedule of proposed major activities for the current fiscal year; and
7. A summary of the corporation's compliance with the laws and regulations of federal, state and local governmental agencies and with the standards, rules and regulations of the various accrediting and approval agencies.

The annual report shall be filed with the minutes of the annual meeting.[\[1\]](#)[\[11\]](#)

Annual Charter School Report

The Board shall ensure that the Annual Charter School Report is developed and submitted to the Pennsylvania Department of Education and local chartering school district(s) annually by August 1, in accordance with law and in the form prescribed by the Pennsylvania Department of Education.[\[12\]](#)[\[13\]](#)
[\[14\]](#)

Resolutions

The Board shall, at the annual meeting, designate:

1. Depositories for Charter School funds.
2. Newspaper(s) of general circulation as defined in law.[\[15\]](#)
3. Normal day, place and time for regular Board meetings.
4. Normal day, place and time for open committee meetings.

Committees

The Board has the authority to establish standing or ad hoc Board committees. 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.[\[11\]](#)[\[16\]](#)

The Board authorizes the creation and function of Board standing and ad hoc committees in accordance with the Charter School's established bylaws.[\[17\]](#)

Board committees serve at the pleasure of the Board.[\[17\]](#)

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[5. 24 P.S. 431](#)

[6. 24 P.S. 436](#)

7. Pol. 6011

[8. 15 Pa. C.S.A. 5733](#)

[9. 15 Pa. C.S.A. 5110](#)

[10. 19 PA Code 41.52](#)

11. Pol. 0006

[12. 24 P.S. 1728-A](#)

[13. 24 P.S. 1743-A](#)

14. Pol. 1000

[15. 45 Pa. C.S.A. 101 et seq](#)

[16. 65 Pa. C.S.A. 701 et seq](#)

[17. 15 Pa. C.S.A. 5731](#)

[24 P.S. 321](#)

[24 P.S. 1714-A](#)

[24 P.S. 1716-A](#)



Book	Policy Manual
Section	0000 Board of Trustees
Title	Policy Manual Access
Code	0007
Status	Active
Adopted	March 1, 2023

Authority

The Board of Trustees (Board) adopts the policies contained in the Policy Manual as a governance tool for the Board and as a resource for administrators and employees, students, parents/guardians, and Charter School community members.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

The Board Policy Manual shall be published and maintained on the Charter School’s publicly accessible website.

The Board Policy Manual shall be considered a public record. The Policy Manual shall be available for inspection and access by the public during regular office hours in the administrative office of the Charter School.[\[6\]](#)[\[7\]](#)

Delegation of Responsibility

The Chief Executive Officer or designee shall maintain an orderly plan for the distribution of policies to students, parents/guardians and staff who are affected by them, and shall provide easy accessibility to an up-to-date Policy Manual.

The Chief Executive Officer or designee shall be responsible to review existing policy in light of Board actions and revisions to state and federal laws and regulations, and to recommend to the Board the changes necessary to maintain a current and compliant Board Policy Manual.[\[5\]](#)

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Legal	1. 24 P.S. 1714-A
	2. 24 P.S. 1716-A
	3. Pol. 0000
	4. Pol. 0002
	5. Pol. 0003
	6. 65 P.S. 67.701
	7. Pol. 6001
	65 P.S. 67.101 et seq



Book	Policy Manual
Section	0000 Board of Trustees
Title	Qualifications and Service
Code	0004
Status	Active
Adopted	March 1, 2023

Composition

The appointment or election of the Charter School's Board of Trustees (Board), and composition of the Board shall be in accordance with the incorporated Charter School's written Charter and established bylaws.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Qualifications

Each member of the Board of Trustees shall be designated as a public official, and shall meet the following qualifications:[\[4\]](#)

1. Shall be a natural person age eighteen (18) or over and unless otherwise restricted in the Charter School's established bylaws, need not be a resident of Pennsylvania.[\[5\]](#)
2. Shall not be a member of the Board of School Directors of the chartering school district(s).[\[6\]](#)
3. Shall not, as a private person, engage in any business transaction with the Charter School, be employed in any capacity by the Charter School, or receive any pay from the Charter School for services rendered to the Charter School.[\[7\]](#)[\[8\]](#)
4. Shall take and subscribe to the oath or affirmation prescribed by law before entering the duties of the office of Trustee.[\[7\]](#)
5. Shall, as a public official, abide by the provisions of the Public Officials and Employee Ethics Act, and file a statement of financial interests with the Board Secretary or designee at the following times:[\[8\]](#)[\[9\]](#)[\[10\]](#)
 - a. Before taking the oath of office or entering upon his/her 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 in violation of the School Code.[\[11\]](#)[\[12\]](#)

Any Trustee convicted of a felony or any crime involving moral turpitude shall immediately be disqualified from serving on the Board.[\[13\]](#)

No religious or political test or qualification shall be required for any Trustee.[\[14\]](#)

Term

Each Trustee shall serve until the expiration of the term designated in the Charter School's established bylaws, or until the Trustee's death, resignation or removal.[\[15\]](#)

Trustees may be reappointed for additional terms, in accordance with the Charter School's established bylaws.

Vacancies

Vacancies on the Board may occur by reason of disqualification, resignation, removal, death or otherwise, or as a result of the increase in number of Trustees on the Board.[\[2\]](#)

1. Vacancies may be filled by a majority vote of the remaining members of the Board, and each person selected to fill the vacancy shall serve the remainder of the unexpired term.
2. If one or more Trustees resigns by giving notice specifying that such resignation shall be effective at a future date, the Board of Trustees shall have the power to elect a successor to fill the vacancy and take office when the resignation becomes effective.

Removal

A Trustee may be removed by the Board in accordance with the Charter School's established bylaws, or by the court for proper cause, in accordance with law.[\[16\]](#)

Orientation

The Board believes that the preparation of each Trustee for the performance of duties is essential to the effectiveness of the Board's functioning. The Board shall encourage each new Trustee to understand the mission and vision upon which the Charter School was founded and the functions of the Board, acquire knowledge of matters related to the operation of the Charter School, and review Board policies.

Accordingly, the Board shall provide access for each new Trustee, no later than his/her first regular meeting, for use during his/her term on the Board, to the following items:

1. The Charter School's established bylaws and written Charter, including a copy of the charter school application filed for the Charter School.
2. The Board Policy Manual.
3. The Charter School's administrative procedures and/or handbooks

Each new Trustee shall be invited to meet with the Board President and Chief Executive Officer to discuss Board functions and policy, and gain an understanding of the operations of the Charter School.

Required Training

Each newly appointed Trustee shall complete, within his/her first year of service, a training program consisting of at least five (5) hours of instruction, including, at a minimum, information regarding:[\[17\]](#)

1. Instruction and academic programs, to include, but not be limited to, a minimum of one (1) hour of instruction on best practices related to trauma-informed approaches.[\[18\]](#)
2. Personnel.
3. Fiscal management.
4. Operations.
5. Governance.
6. Ethics and open meetings, to include accountability requirements.
7. The Pennsylvania Charter School Law.[\[19\]](#)

During the fifth year of a Trustee's service on the Board of Trustees, and every four (4) years thereafter, each Trustee shall complete an advanced training program consisting of at least three (3) hours of instruction, including:[\[17\]](#)

1. Information on relevant changes to federal and state public school law and regulations, including the Pennsylvania Charter School Law.[\[19\]](#)
2. Fiscal management.
3. Trauma-informed approaches.[\[18\]](#)
4. Other information deemed appropriate by the PA Department of Education to enable Trustees to serve effectively.

Expenses

Reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual Trustees.[\[Z\]](#)

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Legal

- [1. 15 Pa. C.S.A. 5723](#)
- [2. 15 Pa. C.S.A. 5725](#)
- [3. 24 P.S. 1719-A](#)
- [4. 24 P.S. 1715-A](#)
- [5. 15 Pa. C.S.A. 5722](#)
- [6. 24 P.S. 1716-A](#)
- [7. 24 P.S. 321](#)
- [8. 65 Pa. C.S.A. 1101 et seq](#)
- [9. 51 PA Code 15.2](#)
- [10. 51 PA Code 15.3](#)
- [11. 24 P.S. 325](#)
- [12. 24 P.S. 326](#)
- [13. 24 P.S. 1729-A](#)
- [14. 24 P.S. 108](#)
- [15. 15 Pa. C.S.A. 5724](#)
- [16. 15 Pa. C.S.A. 5726](#)
- [17. 24 P.S. 328](#)
- [18. 24 P.S. 102](#)
- [19. 24 P.S. 1701-A et seq](#)