Spectrum Charter School

Board of Trustees Policy 012

MEETINGS OF THE BOARD OF TRUSTEES

Parliamentary Procedures

All meetings of the Board of Trustees (the "Board") of Spectrum 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 his or her 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 15th of September, 2026

President

Secretary