

EDSYS, INC.

EDUCATION DELIVERY SYSTEMS



CITY CHARTER HIGH SCHOOL

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FEBRUARY 2024

EDSYS, INC.

EDUCATION DELIVERY SYSTEMS

BOARD OF TRUSTEES MEETING

WEDNESDAY, February 21, 2024

- I. Educational Highlight: Direct Online Marketing (DOM) Partnership for Student Recruitment & Enrollment
- II. Consent Agenda
 1. Approve January 17, 2024 Meeting Minutes
 2. Enrollment
 3. Metrics
- III. Reports
 1. CEO's/Principal's Report
 2. Committee Updates
 - a. Governance
 - i. EDSYS, Inc. By-laws (*vote required*)
 - ii. Approval of Board Candidates:
 - Tammy Bey
 - James Doyle
 - Sarah Rose (Parent Representative)
 - Dr. Carol Wooten
- IV. Old/New Business
 1. Records Management and Administrative Procedures Policy (*vote required*)
 2. [Act 55 Training](#) for Board Members
 3. Legislative Updates
 4. March Board Meeting Date Change
- V. Executive Session
 1. Adjudications
- VI. Next Board Meeting- March 20, 2024
 1. Parent Teacher Conferences~ February 19th
 2. Juniata College Partnership Meeting~ March 6th
 3. PSAT~ March 6th

Minutes of a Regular Meeting of
THE BOARD OF TRUSTEES OF
EDSYS, INC

Time and Place

A meeting of the Board of Trustees of EDSYS, Inc., a Pennsylvania nonprofit corporation, was held virtually on January 17, 2024.

The following Board of Trustees members were present and a quorum was established:

Gerry Dudley, President
David Lehman
Tom Ralston
Nico Slate
Cindy Tananis, Vice-President

Also present were:

Alan Shuckrow, Solicitor
Dara Ware Allen, CEO and Principal
Alesha Platt, Assistant Principal, Class of 2024
Angela Welch, Assistant Principal, Class of 2025
Tiana DeLaRosa, Assistant Principal, Class of 2026
Bret Powner, Assistant Principal, Class of 2027
Jenea Laymon, Director of HR and Business Affairs
Susan Gratton, Business Affairs Associate, Board Secretary/Recording Secretary

Gerry Dudley chaired the meeting, which was called to order at 5:35 p.m. The order of the meeting was adjusted regarding a quorum at the beginning of the meeting.

CEO's/Principal's Report

- Dara Ware Allen presented the CEO's/Principal's Report highlighting the following topics:
 - Enrollment Office Updates At-a-Glance
 - Marketing/Communications
 - Key Internal Relations & Activities
 - Key External Relations & Activities
- Cleveland school benchmarking trip
- Board tour of school - She shared a couple of potential dates but will email a survey link to gauge Board members availability.

Committee Updates

- Finance: Gerry Dudley presented in place of Onyeka Egbuna, Treasurer. He reported that the committee met on January 16, 2024 and were joined by Melanie of Bookminders. The October and November financials, as well as the cash position, look good. The members discussed possible refinements to the financial reporting including potential benchmarks to the industry as a whole and trend analysis in comparison to historic numbers.
- Governance:
 - Overview of revised By-Laws - Alan Shuckrow stated that the by-laws have been minimally updated since the school began. The Board is to review the updates and vote in February. He provided an overview of key revisions including language to include one of the Board members may be a parent, term limits, and the indemnification of Board members. There was also an adjustment of how the Education Manager was outlined in the by-laws, which will now be included as a provision under the CEO description. Specifically, the Education Manager is listed as a CEO-appointed role to fill in when the CEO is unavailable.
 - New Board candidates - Gerry Dudley reported the Board must begin focusing on filling vacancies and replacing members whose terms will end. Dara Allen shared the list of suggested candidates and a brief overview of their credentials. The Governance Committee is taking the next step to meet with candidates.

Consent Agenda

The Consent Agenda included the following items:

- Approve November 15, 2023 Board Meeting Minutes
- Enrollment
- November 2023 Financials
- Personnel updates
- Metrics

David Lehman moved to approve the November 2023 minutes. Nico Slate seconded, and the motion was approved unanimously.

Old/New Business

Tom Ralston motioned to approve the Title I Annual Parent Involvement Policy and Compact. Cindy Tananis seconded, and the motion was unanimously approved.

Tom Ralston motioned to approve the 339 Comprehensive Guidance Plan. Cindy Tananis seconded, and the motion was unanimously approved.

Alan Shuckrow shared that the Solicitor's office recently received the formal PPS Charter School Agreement. They are suggesting edits as new provisions have been added that were not included in the last Agreement. He reminded the Board that the Agreement was renewed in June 2022 with PPS recording a 9-0 unanimous vote to approve, which is not common for charter renewals.

Executive Session

David Lehman motioned to go into Executive Session at 6:41 p.m. to discuss student disciplinary matters. Tom Ralston seconded the motion. The motion to go into Executive session was unanimously approved.

David Lehman motioned to come out of the Executive Session at 7:15 p.m. Cindy Tananis seconded the motion. The motion to come out of Executive session was unanimously approved.

Adjudications

Following review and consideration of the foregoing Findings of Fact and Conclusions of Law, and consideration of the Recommendations of the Administration and the Board Officer, it is the final decision of the Board of Trustees of City Charter High School that J.R. shall be deemed suspended for 20 days.

David Lehman motioned to approve the adjudication concerning J.R. as written. Tom Ralston seconded the motion. The motion to accept the adjudication as written was unanimously approved.

Following review and consideration of the foregoing Findings of Fact and Conclusions of Law, and consideration of the Recommendations of the Administration and the Board Officer, it is the final decision of the Board of Trustees of City Charter High School that C.B. shall be deemed suspended for 20 days.

Tom Ralston motioned to approve the adjudication concerning C.B. as written. David Lehman seconded the motion. The motion to accept the adjudication as written was unanimously approved.

Following review and consideration of the foregoing Findings of Fact and Conclusions of Law, and consideration of the Recommendations of the Administration and the Board Officer, it is the final decision of the Board of Trustees of City Charter High School that A.H. shall be deemed expelled through the remainder of the second trimester. A.H. will return at the beginning of the third trimester (April 23, 2024).

David Lehman motioned to approve the adjudication concerning A.H. as written. Tom Ralston seconded the motion. The motion to accept the adjudication as written was unanimously approved.

Following review and consideration of the foregoing Findings of Fact and Conclusions of Law, and consideration of the Recommendations of the Administration and the Board Officer, it is the final decision of the Board of Trustees of City Charter High School that J.M. shall be deemed expelled through the remainder of the calendar year with special conditions to be met in order for J.M. to be permitted to return as a student.

Tom Ralston motioned to approve the adjudication concerning J.M. as written. David Lehman seconded the motion. The motion to accept the adjudication as written was unanimously approved.

The meeting was adjourned at 7:24 p.m.

The next regular Board of Trustees meeting is scheduled for Wednesday, February 21, 2024.

Submitted by,

Susan M. Gratton

CITY CHARTER HIGH SCHOOL STUDENT ENROLLMENT REPORT

January 2024

ENROLLMENT TO DATE	555	
Regular Education	448	80.18%
Special Education	110	19.82%

CATEGORY (Race by Gender)	2023/2024	2022/2023
White Male	14.77%	14.62%
White Female	11.17%	12.82%
Black Male	27.75%	24.19%
Black Female	30.99%	31.41%
Hispanic Male	1.08%	1.44%
Hispanic Female	0.72%	0.54%
Multi-Racial Male	4.86%	6.50%
Multi-Racial Female	6.49%	5.60%
Asian Male	0.54%	1.44%
Asian Female	1.44%	0.90%
American Indian	0.18%	0.54%
Other	0.00%	0.00%
	555	554

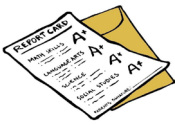
CATEGORY (Race by Grade)	9th	10th	11th	12th	Total
Black	16.94%	18.02%	14.59%	9.19%	58.74%
White	7.21%	6.67%	7.75%	4.32%	25.95%
Multi-Racial	1.98%	4.68%	2.88%	1.80%	11.35%
Hispanic	0.45%	0.54%	0.54%	0.36%	1.89%
Asian	0.54%	0.90%	0.36%	0.18%	1.98%
American Indian	0.00%	0.00%	0.00%	0.18%	0.18%

CATEGORY (Social Economic Status)	9th	10th	11th	12th	Total
Free	19.82%	21.98%	15.50%	9.37%	66.67%
Reduced	0.90%	0.54%	0.72%	0.54%	2.70%
Paid	0.00%	0.00%	0.00%	0.00%	0.00%
Neither	7.87%	10.34%	12.36%	7.64%	38.20%

Grade	Enrollment Comparison		
	2023/2024	2022/2023	%Difference
12th Male	40	61	-34.4%
12th Female	49	51	-3.9%
Total	89	112	-20.5%
11th Male	73	44	65.9%
11th Female	72	56	28.6%
Total	145	100	45.0%
10th Male	78	82	-4.9%
10th Female	93	85	9.4%
Total	171	167	2.4%
9th Male	82	79	3.8%
9th Female	68	96	-29.2%
Total	150	175	-14.3%
Total	555	554	0.2%

School Districts		
Avonworth	1	0.18%
Baldwin	0	0.00%
Bethel Park	1	0.18%
Carlynton	1	0.18%
Chartiers Valley	0	0.00%
Clairton City	4	0.72%
Duquesne City	2	0.36%
East Allegheny	1	0.18%
Fox Chapel	1	0.18%
Gateway	2	0.36%
Keystone Oaks	1	0.18%
McKeesport	10	1.80%
Montour	3	0.54%
Mt. Lebanon	0	0.00%
North Hills	1	0.18%
Northgate	2	0.36%
Penn Hills	28	5.05%
Plum Borough	2	0.45%
PPS	421	75.86%
Quaker Valley	0	0.00%
Shaler Area	1	0.18%
South Allegheny	0	0.18%
South Park	1	1.08%
Steel Valley	6	1.08%
Sto-Rox	19	3.42%
West Allegheny	0	0.00%
West Mifflin	3	0.54%
Wilkinsburg	20	3.60%
Woodland Hills	24	4.32%

Totals	555	100.09%
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Student Enrollment

Grade Level	Current Year/Prior Year	Notes
9 th	150/178	Current Enrollment is Lower than Prior Year
10 th	171/166	Current Enrollment High and Comparable to Prior Year
11 th	145/98	Current Enrollment Significantly Higher than Prior Year
12 th	89/111	Current Enrollment Lower than Prior Year
		Current School-Wide Enrolment is Comparable to Prior Year School-Wide Total: 555/552

Personnel Management

Measure	Current Year/Prior Year	Notes
Administrative Turnover	0/0	
Faculty Turnover	1/2	
Staff Turnover	2/0	Educational Technology Specialist and School Safety Officer
Open Positions	8/8	Learning Support TA; Math/Science TA (2); Building Substitute; School Safety Manager; School Safety Officer (note: we have filled the School Safety Manager and School Safety Officer role) Technology Teacher; Educational Technology Specialist
Promotions	0/0	
Leaves	0/0	

School Management and Leadership

Measure	Current Year*/Prior Year	Notes
Average Daily Membership	559.22/554.79	
Applications: New 9 th grade (2028)	92/119 / 104/146	Our application numbers are lower than last year but comparable to the class of 2025, which was fully enrolled.
Suspensions > 1 day	16/15	
Expulsions	7/7	
Faculty Observations	18/36	
Student Attendance %	91.06%/93.51%	
Faculty/Staff Attendance %	*/97.19%	Our new information system is finally supposed to be installed by the end of February, which will track staff attendance data and other metrics due to our transition to Synergy.

**-will need to be updated based on new SIS transition*

Fiscal Health (As of December 31, 2023)

Measure	Description
Bank Balance	\$7.959 to \$5.528M
P/L Comparison: 23-24 to 22-23 YTD	Income: \$7.034 M to \$6.526M Expense: \$5.290 M to \$6.854 M

Compliance and Reporting

Measure	Description	Notes
Federal Programs Goal Reporting	Annual Title I, II, & IV Performance Goal Reporting	Submitted on 1/4/24



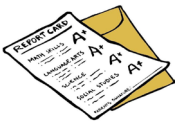
PIMS	Various end of year/beginning of year PIMS reports.	Mr. Watson submitted various end of year and beginning of year PIMS reports.
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Initiatives/Grants

Initiative	Purpose	Fiscal Impact	Notes
Partner 4 Work multi-year competitive grant	Expand City High’s career and technical course offerings and internship experiences in the IT (e.g. cybersecurity), Medical (e.g. nursing), and Manufacturing (e.g. mechatronics) fields.	\$62,000 annually (\$310k over 5 years)	Awarded March 31 st . This is a reimbursable grant. The new grant period began July 1 st . Funds are being expended.
Ron Caplan Scholarship Grant	Unrestricted donation by Ron Caplan that City High will designate for college scholarships to graduating seniors that will be selected through an internal application process.	\$40,000	Ron Caplan made a personal contribution to City High! This is the second year in a row for receiving this grant after a pause in funding (2019).
Grant (Division of Federal Programs)	American Rescue Plan ESSER III (Elementary & Secondary School Emergency Relief) COVID-19 Grant	\$1,955,179.00	Grant approved and funds are disbursed throughout the year. The grant period ends September 30, 2024.
PACSP Federal Grant (through PCPCS)	Expanding Opportunities Through Quality Charter Schools Program (CSP)	\$1.5 M multi-year grant	Awarded on 5-10-21 for \$1.5 M for 3 years. Some expenses and budgeted items later deemed ineligible despite prior approval. Grant amount reduced to \$969,258.60. While our original award was reduced, we were notified that our allocation was increased by \$800k through the end of the grant. The grant period ends on September 30, 2024.
PCCD Health and Safety Grants	PA Commission on Crime and Delinquency Funding (PCCD): Our grant application	\$144,000	I met with a program and fiscal representative regarding our prior application and new funding that’s currently available.

Strategic Planning

Program	Date/Notes	Program	Date/Notes
Revamped marketing approaches for increasing student recruitment are on-going.	We continue to enhance our multi-media, marketing, and strategic communication strategies, which are supported through the PACSP grant.	4PLUS Model	We continue to experience positive indicators according the data analysis by Dr. Nelson. In addition to her spring 2023 report, Dr. Catherine Nelson included



			<p>additional evaluative data on 4PLUS in the Annual Report, which was presented at the October Board meeting.</p> <p>The 24-25 academic calendar will be submitted to the Board for discussion and approval. It will include a timeline overview for soliciting stakeholder input for the 25-26 calendar.</p>
		PPS Annual Audit	<p>We have not received notification of when our 2024 visit will take place. Our Solicitors received the annual charter agreement. Feedback will be provided to PPS from our Solicitor.</p>
		Middle States Accreditation	<p>We were officially approved for full reaccreditation in the November by the Commission and notified in December.</p>

EDSYS, INC.

Amended & Restated By-Laws

AMENDED & RESTATED CORPORATE BY-LAWS OF EDSYS, INC.
A NONPROFIT CORPORATION

ARTICLE ONE - INTRODUCTION

Definition of By-Laws

1.01. These By-Laws constitute the code of the rules adopted by EDSYS, INC. for the regulation and management of its affairs.

Purposes and Powers

1.02. This Corporation shall have the purposes and powers as stated in its Articles of Incorporation, as amended, and such powers as are or may be granted by the Nonprofit Corporation Law of 1988 and the Charter School Law, or any successor legislation.

ARTICLE TWO - OFFICES AND AGENCY

Principal and Branch Offices

2.01. The principal place of business of this corporation shall be located at 201 Stanwix Street, Suite 100, Pittsburgh, Pennsylvania 15222, or at such other addresses as may be otherwise designated. In addition, this Corporation may maintain other offices either within or without the Commonwealth of Pennsylvania, as its business requires.

Registered Office

2.02. The location of the registered office of this Corporation is stated in the Articles of Incorporation of this Corporation. This registered office shall be continuously maintained in the Commonwealth of Pennsylvania for the duration of this Corporation. The Board of Trustees may, from time to time, change the address of its registered office by duly adopted resolution and amendment of its Articles of Incorporation or by filing the appropriate statement with the Department of State

ARTICLE THREE - MEMBERSHIP

3.01. This Corporation shall not have members.

ARTICLE FOUR - BOARD OF TRUSTEES

Definition of Board of Trustees

4.01. The Board of Trustees is that group of persons vested with the management of the business and affairs of this Corporation. For purposes of these By-Laws, the terms, "Board of Trustees" and "Trustee" shall be synonymous with the terms, "Board of Directors" and "Director," respectively, as those terms are used in the Nonprofit Corporation Law of 1988.

Structure of Board

4.02. The Board of Trustees of this Corporation shall be divided into three (3) classes: Class A Trustees, Class B Trustees, and Class C Trustees.

Qualifications of Trustees

4.03. The qualifications for becoming and remaining a Trustee of this Corporation are as follows:

- (1) A Trustee need not be a resident of the Commonwealth of Pennsylvania;
- (2) A Trustee must be eighteen years of age or older;
- (3) A Trustee must be a natural person; and
- (4) A Trustee shall not serve as a member of the board of school directors in the school district in which the charter school operated by this Corporation is located.
- (5) One or more members of the Board may be a parent of an enrolled student ("Parent Member"). For purposes of this qualification, a parent is defined as a

legal, biological or adoptive parent or stepparent, a person that has been legally determined to be a legal parent, or a person who acts in loco parentis.

Number of Trustees

4.04. The number of Trustees of this Corporation shall not be less than five (5) at any time. Until further amendment of these By-Laws, the number of Trustees shall not exceed eleven (11).

Terms of Trustees

4.05. Trustees shall serve for a term of three (3) years. No Trustee, except a Trustee selected to fill a vacancy for an unexpired term, may serve more than (3) consecutive three-year (3-year) terms. Notwithstanding the foregoing, a Parent Member shall serve for a term of one (1) year and may serve no more than three (3) consecutive one-year (1-year) terms as a Parent Member.

Each Class of Trustees shall be staggered such that, at any time, each Class of Trustees shall contain a comparable number of Trustees. Each Trustee shall hold office for the term for which the Trustee was elected and until a successor has been selected and qualified.

Notwithstanding the foregoing, if a Trustee is elected to serve as President of the Board, that Trustee's time on the Board shall be extended until the expiration of their tenure as President, even if that term exceeds the aforementioned term limitation. Any sitting Trustee at the time of enactment of these Amended and Restated By-Laws may stand for two more three-year terms beyond their current term.

Vacancies on the Board

4.06. Any vacancy occurring on the Board of Trustees, and any Trusteeship to be filled by reason of an increase in the number of Trustees, shall be filled by appointment by a majority of the remaining members of the Board of Trustees. The new Trustee elected to fill the vacancy shall serve for the unexpired term of his or her predecessor in office.

Location of Trustees' Meetings

4.07. Meetings of the Board of Trustees, regular or special, shall be held at the registered or principal office of this Corporation or such places as the Board of Trustees designates. Meetings may be held virtually and/or in a hybrid fashion to the extent the same are permitted by applicable law.

Regular Trustees' Meetings

4.08. Regular meetings of the Board of Trustees shall be held each month while school is in session. The Board of Trustees shall designate the date, time, and location for each meeting and shall advertise and provide notice to all Trustees as provided by applicable law.

Notice of Special Trustees' Meetings

4.09. Notice stating the date, time, and location of any special meeting of the Board of Trustees shall be delivered to each Trustee not less than two days before the date of the meeting, either personally, electronically, or by first-class mail. The notice shall state the purpose of the meeting.

Call of Special Board Meetings

4.10. A special meeting of the Board of Trustees may be called by either:

- (1) The Chief Executive Officer of this Corporation;
- (2) The President of the Board of Trustees; or
- (3) Any three (3) Trustees.

Waiver of Notice

4.11. Attendance of a Trustee at any meeting of the Board of Trustees shall constitute a waiver of notice of that meeting except when the Trustee attends a meeting for the express purpose of objecting, at the beginning of the meeting, to the transaction of any business because the meeting is not lawfully called or convened.

Quorum of Trustees

4.12. A majority of the whole Board of Trustees shall constitute a quorum. The act of a majority of the Trustees present at a meeting at which a quorum is present shall be the act of the Board of Trustees unless a greater number is required under the provisions of the Nonprofit Corporation Law of 1988, the Charter School Law, the Public School Code, the Articles of Incorporation of this Corporation, or any provision of these By-Laws.

ARTICLE FIVE - OFFICERS

Roster of Officers

5.01. The Officers of this Corporation shall consist of the following:

- (1) President;
- (2) Secretary; and
- (3) Treasurer.

Additionally, the members of the Board of Trustees may, at its discretion, designate the following:

- (1) Vice President;
- (2) Assistant Secretary; and
- (3) Assistant Treasurer.

Selection of Officers

5.02. Each of the Officers of this Corporation shall be elected and appointed annually by the Board of Trustees. Each Officer shall remain in office until a successor to the office has been selected and qualified.

Chief Executive Officer

5.03. The Board shall appoint a Chief Executive Officer. The Chief Executive Officer shall, subject to the control of the Board of Trustees or any Committees of the Board of Trustees, supervise and control the affairs of this Corporation. The Chief Executive Officer shall perform all duties incident to the office and any other duties that may be required by these By-laws or prescribed by the Board of Trustees. The Chief Executive Officer shall not be a member of the Board of Trustees.

The Chief Executive Officer shall appoint the Education Manager, who shall perform all duties and exercise all powers of the Chief Executive Officer when the Chief Executive Officer is absent or otherwise unable to act. The Education Manager, the title of which may be modified from time to time by the Board, shall perform all other duties that may be prescribed by the Chief Executive Officer or the Board of Trustees and assumes duties of CEO if requested by the CEO or if CEO is otherwise unable to act.

President

5.04. The President shall preside at all meetings of the Board, and shall have such authority and perform the duties of the office and such other duties in the management of the property and affairs of the Corporation as may be provided by resolution of the Board or as provided herein. The President shall be an ex-officio member of all Committees, with rights of voice and vote.

Secretary

5.05. The Secretary shall keep minutes of all meetings of the Board of Trustees, be the custodian of the corporate records, give all notices as are required by law or by these By-Laws, and perform, in general, all duties incident to the office of Secretary and any other duties as may be required by law, by the Articles of Incorporation of this Corporation, or by these By-Laws, or that may be assigned by the Board of Trustees. The Secretary shall also serve as a member on the Board of Trustees, unless otherwise prohibited by the Articles of Incorporation of this Corporation, any provision of these By-Laws, or by applicable law.

Treasurer

5.06. The Treasurer shall have charge and custody of all funds of this Corporation and shall deposit the funds as required by the Board of Trustees, keep and maintain adequate and correct accounts of the Corporate funds, assets, liabilities and business transactions, and shall render reports and accountings to the Trustees as required by the Board of Trustees or by law. The Treasurer shall perform, in general, all duties incident to the office of Treasurer and any other duties as may be required by law, by the Articles of Incorporation of this Corporation, or by these By-Laws, or that may be assigned by the Board of Trustees. The Treasurer shall also serve as a member on the Board of Trustees.

Removal of Officers

5.07. Any Officer elected or appointed to the office serves at the pleasure of the Board of Trustees, and as such may be removed by the Board of Trustees whenever, in its judgment, the best interests of this Corporation shall be served thereby.

ARTICLE SIX - INFORMAL ACTION

Waiver of Notice

6.01. Whenever any notice is required to be given under the provisions of the Nonprofit Corporation Law of 1988, the Articles of Incorporation of this Corporation, or these By-Laws, a waiver of the notice in writing signed by the person or persons entitled to notice, whether before or after the time stated in the waiver, shall be deemed equivalent to the giving of the notice.

Action by Consent

6.02. Any action required by law, the Articles of Incorporation of this Corporation, or these By-Laws, or any action that otherwise may be taken at a meeting of the Board of Trustees, may be taken without a meeting if a consent in writing, setting forth the action taken, is signed by all the persons entitled to vote with regard to the subject matter of the consent, or all Trustees in office, and filed with the Secretary of this Corporation.

ARTICLE SEVEN - COMMITTEES

Standing Committees

7.01. This Corporation may, by resolution duly adopted by a majority of the Trustees in office, have certain Committees consisting of one or more Trustees. Each Standing Committee shall have and shall exercise some specific and prescribed authority of the Board of Trustees in the management of this Corporation. However, no Committee shall have the authority of the Board of Trustees in reference to affecting any of the following:

- (1) Filling of vacancies in the Board of Trustees.
- (2) Adoption, amendment, or repeal of these By-Laws.
- (3) Amendment or repeal of any resolution of the Board of Trustees.
- (4) Action on matters committed by these By-Laws or resolutions of the Board of Trustees to another Committee of the Board, or to the whole Board.
- (5) Any action required by the Public School Code or Charter School Law to be taken by the Board of Trustees.

Notwithstanding the foregoing, the creation of Standing Committees shall not operate to relieve the Board of Trustees, or any individual Trustee, of any responsibility imposed by law.

Temporary or Ad Hoc Committees

7.02. In addition, the Board of Trustees may, by resolution, designate and appoint certain other Committees and designed to transact certain ministerial business of this Corporation or to advise the Board of Trustees, typically on a temporary or ad hoc basis. These Committees shall be chaired by an Officer or Trustee as designated by the Board. The Chairperson shall proceed to select the remaining members of the Committee up to the number set by the Board or terminate the memberships or appoint successors in the Chairpersons discretion. The Board may terminate any Committee by resolution.

ARTICLE EIGHT - OPERATIONS

Fiscal Year

8.01. The fiscal year of this corporation shall commence July 1.

Execution of Documents

8.02. Except as otherwise provided by law, checks, drafts, promissory notes, orders for the payment of money, and other evidences of indebtedness of this Corporation shall be signed by not less than two (2) officers of this Corporation. Contracts, leases, or other instruments executed in the name of and on the behalf of this Corporation shall be signed by the Chief Executive Officer or President and attested by the Secretary. The execution of documents pursuant to this Section 8.02, except for those documents which are customarily executed in the ordinary course of this Corporation's business, must receive the prior approval of the Board of Trustees.

Books and Records

8.03. This Corporation shall keep correct and complete books and records of the account and shall keep minutes of the proceedings of its Board of Trustees and Standing Committees. This Corporation shall keep at its registered office the original or a copy of its By-Laws, including amendments to date, certified by the Secretary of this Corporation.

Inspection of Books and Records

8.04. All books and records of this Corporation may be inspected by any Trustee or Trustee's agent or attorney, for any proper purpose at any reasonable time on written demand under oath stating the purpose of the inspection.

Nonprofit Operations

8.05. This Corporation shall not have or issue shares of stock. No dividend shall be paid, and no part of the income of this Corporation shall be distributed to its Trustees or Officers. However, this Corporation may pay compensation in a reasonable amount to Trustees and Officers for services rendered.

Loans to Management

8.06. This Corporation shall make no loans to any of its Trustees or Officers or to any of its key management or other personnel.

ARTICLE NINE - INDEMNIFICATION

Right to Indemnification.

9.01. Except as prohibited by law, every Trustee and Officer of the Corporation, including the Chief Executive Officer, shall be entitled as of right to be indemnified by the Corporation against all expenses, liability and loss (including without limitation, attorney's fees, judgments, fines, taxes, penalties and amounts paid in settlement) paid or incurred by such person in connection with any actual or threatened claim, action, suit or proceeding, civil, criminal, administrative, investigative or other, whether brought by or in the right of the Corporation or otherwise, in which he or she may be involved, as a party or otherwise, by reason of such person being or having been a Trustee or Officer of the Corporation or by reason of the fact such person is or was serving at the request of the Corporation as a Trustee, Officer, employee, fiduciary, or other representative of another domestic or foreign Corporation for profit or not-for-profit, partnership, joint venture, trust, employee benefit plan, or other entity or enterprise (such claim, action, suit, or proceeding hereinafter being referred to as an "**Action**"); provided, that no such right of indemnification shall exist with respect to an Action brought by an Indemnitee (as hereinafter defined) against the Corporation except for expenses as provided in the last sentence of this Section 1. Persons who are not Trustees or Officers of the Corporation may be similarly indemnified in respect of service to the Corporation or another such entity at the request of the Corporation to the extent the Board of Trustees at any time denominates any such persons as entitled to the benefits of this Article 9. As used in this Article 9, "**Indemnitee**" shall include each Trustee and Officer of the Corporation and each other person denominated by the Board of Trustees as entitled to the benefits of this Article 9. In connection with an Action brought by an Indemnitee against the Corporation, the Indemnitee shall be entitled to be indemnified under this Section 1 for expenses incurred only if the Action is a claim for indemnity or expenses under Section 3 of this Article 9 and either (i) the Indemnitee is successful in whole or in part in the Action for which expenses are claimed, or (ii) the indemnification for expenses is included in a settlement of the Action or is awarded by a court.

Right to Advancement of Expenses

9.02. Every Indemnitee shall be entitled as of right to have his or her expenses in any Action (other than an Action brought by such Indemnitee against the Corporation) paid in advance by the Corporation before final disposition of such Action, subject to any obligation which may be

imposed by law or by provision of the Corporation's Articles of Incorporation, these Bylaws, an agreement or otherwise to reimburse the Corporation in certain events.

Right of Indemnitee to Initiate Action

9.03. If a written claim under Section 1 or Section 2 of this Article 9 is not paid in full by the Corporation within thirty (30) days after such claim has been received by the Corporation, the Indemnitee may at any time thereafter initiate an Action against the Corporation to recover the unpaid amount of the claim. The Indemnitee shall also be entitled to be paid the expenses of prosecuting such Action, but only if (i) the Indemnitee is successful in whole or in part in prosecuting such Action, or (ii) the indemnification for expenses is included in a settlement of the Action or is awarded by a court. It shall be a defense to any Action to recover a claim under Section 1 of this Article 9 that the Indemnitee's conduct was such that under Pennsylvania law the Corporation is prohibited from indemnifying the Indemnitee for the amount claimed, but the burden of proving such defense shall be on the Corporation. Neither the failure of the Corporation (including its Board of Trustees and independent legal counsel) to have decided before the commencement of such Action that indemnification of the Indemnitee is proper in the circumstances nor an actual determination by the Corporation (including its Board of Trustees and independent legal counsel) that the Indemnitee's conduct was such that indemnification is prohibited by law, shall be a defense to such action or create a presumption that the Indemnitee's conduct was such that indemnification is prohibited by law. The only defense to an Action to receive payment of expenses in advance under Section 2 of this Article 9 shall be a failure to make an undertaking to reimburse the Corporation if such an undertaking is required by law or by the provision of the Corporation's Articles of Incorporation, these Bylaws, an agreement or otherwise.

Insurance and Funding

9.04. The Corporation may purchase and maintain insurance to protect itself and any person eligible to be indemnified hereunder against any expense, liability or loss asserted or incurred by such person in connection with any Action, whether or not the Corporation would have the power to indemnify such person against such expense, liability or loss by law or under the provisions of this Article 9. The Corporation may create a trust fund, grant a security interest, cause a letter of credit to be issued, or use other means (whether or not similar to the foregoing) to ensure the payment of such sums as may become necessary to effect indemnification as provided herein.

Non-Exclusivity; Nature and Extent of Rights

9.05. The rights of indemnification and advancement of expenses provided for in this Article 9 (i) shall not be deemed exclusive of any other rights, whether now existing or hereafter created, to which any Indemnitee may be entitled under the Corporation's Articles of Incorporation or

these Bylaws, any agreement, any vote of Trustees or otherwise, (ii) shall be deemed to create contractual rights in favor of each Indemnitee, (iii) shall continue as to each person who has ceased to have the status under which he or she was entitled or was denominated as entitled to indemnification hereunder and shall inure to the benefit of the heirs and legal representatives of each Indemnitee and (iv) shall apply to Actions commenced after the adoption hereof, whether arising from acts or omissions occurring before or after the adoption hereof. The rights of indemnification provided in this Article 9 may not be amended or repealed to limit in any way the indemnification or the right to advancement of expenses provided for herein concerning any acts or omissions occurring before the adoption of any such amendment or repeal.

ARTICLE TEN - MODIFICATION & ADOPTION

Modification of By-Laws

10.01. The power to alter, amend, or repeal these By-Laws, or to adopt new By-Laws, to the extent allowed by law, is vested exclusively in the Board of Trustees who may exercise such powers by a vote of a majority of the Board.

Adoption of By-Laws

10.02. These By-Laws were duly amended and restated by the Board of Trustees by vote on the _____ day of _____, 2024, at Pittsburgh, Pennsylvania.

TRUSTEES:

Tammy Spencer Bey Short Bio:

Tammy is a Sr. Vice President – Principal Project Manager for the Data lifecycle Management Team at BNY Mellon. Tammy has over 25 -years' experience in a varied set of business disciplines including business analysis, project management, system implementation, and consulting.

Tammy is passionate about giving back, making a difference and being a role model in the communities of which she works and lives. She enjoys mentoring as well as being a mentee herself and serves on a number of nonprofit boards and advisory committees throughout the City of Pittsburgh in which she can make an impact within and throughout this region.

Tammy was chosen as one of the New Pittsburgh Couriers 40 under 40 and Women of Excellence, Winner of the 2022 BNY Mellon's EBRG Advocate Award and recognized by the BNY Mellon's DEI team as an IMPACT Member Leading the Way. The recognitions are a testament of her career accomplishments, volunteer work, and commitment to the Pittsburgh region. Outside of her profession, Tammy has played (Wide Receiver – 7 years) and is coaching for the Women's Professional Full Contact Football team, the Pittsburgh Passion. She has a passion for Finding Joy in life's journey, living her daily life with the gifts that she has been giving and committed to living a heart healthy life. Tammy enjoys spending time with her husband, adult daughters, grandson, and friends and family. Tammy loves being active by learning golf, flag football, softball, working out, supporting/advocating for the American Heart Association and volunteering at her church.

Dr. James Doyle Bio

James Doyle (He/Him) is a Program Officer at The Grable Foundation supporting grantmaking activities for youth-serving organizations across the Greater Pittsburgh region. Previously, he served as the Chief Operating Officer of the Environmental Charter School and as the Executive Director of Higher Achievement Pittsburgh.

James is also active in the Pittsburgh community as a member of the Remake Learning Council and a Board Committee Member for the Jefferson Regional Foundation. James has been recognized locally as a the 2017 MLK Distinguished Coro Center for Civic Leadership Award winner and as a 2018 Pittsburgh Magazine 40 Under 40 award recipient, recognized statewide as a 2015 Afterschool Champion by the Pennsylvania Statewide Afterschool Youth Development Network (PSAYDN), and recognized nationally as a 2017 National Afterschool Association Next Generation of Afterschool award winner. In 2020, James completed a Doctor of Education (EdD) degree at the University of Pittsburgh with a concentration in Out-of-School Learning and was a 2021 participant in the Executive Leadership Academy at The Advanced Leadership Institute (TALI).

Sarah Rose Bio

Sarah Rose is a spoken word artist living on the sunny side of Pittsburgh. She is ranked among the top female poets in the city and has competed at the National Poetry Slam in Atlanta GA. Sarah Rose has been published in multiple poetry compilations, been a regional competitor of The Moth storytelling series on NPR, is a member of the Steel City Storytellers and on the board of the Pittsburgh Poetry Collective. Sarah Rose has a degree in Family and Consumer Sciences and Early Childhood/Elementary Education from Seton Hill University. She has worked in the field of education and public service for the majority of her 20 year career. Most recently, she has spent the last five years at Robert Morris University managing the Center for Outreach & Impact. Her work at RMU focuses on academic recruitment and career education for high school students. Her greatest accomplishments include being the mother of 5 teenagers, surviving a global pandemic, and always making people comfortable in casual conversation.

Carol C. Wooten
112 Highpointe Drive
Pittsburgh, Pennsylvania 15220
(412) 491-7666
carolwooten@comcast.net

EDUCATION

Ed. D. K-12 School Administration, University of Pittsburgh
Dissertation Title – The Team: An Ethnographic Account of Teaching and Learning in an Urban High School Program for “At-Risk Youth” (Focus – High Schools in the Pittsburgh Public School System)

M.A. German Literature, University of Memphis

B.S. Biology, Emory and Henry College

CERTIFICATIONS

Principal – K-12
Supervisor of Curriculum and Instruction
Letter of Eligibility

ADMINISTRATIVE AND RESEARCH EXPERIENCE

Faculty Fellow, Center for Urban Education/Adjunct Professor
University of Pittsburgh

Schools That Can Pittsburgh
Senior Consultant -**current**

Interim Superintendent Western PA School for Blind Children

Superintendent/CEO/Co-Founder ((2003-2013)
Propel Schools, Pittsburgh, PA

Superintendent
South Side Area School District, Hookstown, PA

Assistant Superintendent
South Side Area School District, Hookstown, PA

Supervisor of Curriculum and Instruction K-12
Federal Programs Coordinator
South Side Area School District, Hookstown, PA

Administrative Leadership Training Team (Teleconferences-Seminars)
Secondary Instructional Support System of Pennsylvania - Presenter

Principal
South Side Middle School
South Side Area School District, Hookstown, PA

Principal Middle and High School
Riverview School District, Oakmont, PA

Coordinator Curriculum and Instruction/ Perkins Coordinator
Mars Area School District, Mars, PA

Carol C. Wooten
(412) 491-7666

University of Pittsburgh
Documentation and Evaluation of the School-Based initiatives of Pittsburgh New Futures –
A Program aimed at reducing the drop-out rate and increasing school success.

TEACHING

University of Pittsburgh – Faculty Fellow Center for Urban Ed/ Adjunct Faculty APS
Robert Morris University (adjunct)
Point Park University (adjunct)

Biology/Chemistry/German Instructor
The Oakland School, Pittsburgh, PA

Biology Instructor/Science Programs Coordinator
St. Catherine of Siena, Pittsburgh, PA

Life Science Instructor/Gifted Talented Team Teacher
Department Chairperson
Dean Middle School, Manassas, VA

Instructor and Program Director
Summer Science Program for Accelerated 7th - 9th Graders
Northern Virginia Community College (3 summers)

Biology Instructor
Fauquier High School, Warrenton, VA

German Instructor (Graduate Teaching Assistant)
University of Memphis, Memphis TN

Earth Science Instructor
Richlands Junior High School, Richlands, VA

CONSULTING

Greater Detroit YMCA – Detroit Leadership Academy Charter Schools -
Mentoring Superintendent, Principals, and PD for High School Faculty
Holy Family Institute – Nazareth High School – Personnel and Professional
Development for faculty
Schools That Can Pittsburgh – Senior Consultant - Current

PROFESSIONAL MEMBERSHIPS, COMMITTEES (past)

- Pennsylvania ASCD Executive Board – Co-Chair Committee for Curriculum and Instruction
- Pennsylvania Association of School Administrators
- Principals Academy, University of Pittsburgh – Executive Committee
- Association for Supervision and Curriculum Development
- American Educational Research Association
- Pennsylvania Educational Research Association
- Phi Delta Kappa
- Allegheny Singer Early Childhood Study

Carol C. Wooten
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- Beaver County Curriculum Committee – Co-Chair
- Beaver County Initiative for Growth, Technology Committee
- Pittsburgh Technology Council/S.P.I.R.C. – Curriculum Committee – Career Skills Steering Committee
- Beaver County Education Trust – Executive Committee
- Beaver County Superintendents – Joint Labor and Management Committee – Chair
- Human Capital Policy Initiative, University of Pittsburgh – Speaker
- Three Rivers Connect – Co-Chair
- Forum for Western Pennsylvania Superintendents – Executive Committee

INTERNATIONAL EXPERIENCE

- Japan Ambassadors Program South Side Area School District – Annual Exchange - Taishi Junior High School/South Side Middle School – Organizational Team and Participant
- Transatlantic Leadership Forum – Educational Exchange on Programs for Women Administrators in K-12- University of Pittsburgh/Augsburg, Germany
- Research Study – Collaboration Between High Ed Schools of Education and Schools of Social Work - University of Pittsburgh/University of Cologne – Cologne, Germany
- Aspen Institute – Pittsburgh Delegation to Berlin and Trier

OTHER - Current

New Century Careers – Board of Directors
Western Pennsylvania School for Blind Children – Board of Trustees
Remake Learning Ambassador

GRANTWRITING - GRANTS RECEIVED

Written and received 1.5 million dollars in education grants – list available upon request.

AWARDS

Departmental Alumni Award – Department of Administrative and Policy Studies – University of Pittsburgh
Excellence in Educational Leadership – University of Pittsburgh’s University Council for Educational Administration



Policy: Records Management Policy
Board Approval Date: Pending

Purpose

City Charter High School (the “School”) receives and generates volumes of information in both electronic and hard copy form. Not all information received or generated constitutes a record that the School will retain for an extended period.

The purpose of this policy is to authorize the establishment of Administrative Guidelines to clarify how records of the School will be retained and destroyed.

Delegation of Responsibility

The CEO or designee shall work with appropriate administrative staff and the School’s Solicitor to develop an Administrative Regulation implementing this Policy to assist employees in determining what and how information/documents/data should be retained and what information/documents/data need not be retained in accordance with applicable law. Responsibilities may be delegated to others while maintaining the ultimate authority to enforce the Policy and the Schedule.

Records Management Procedures

Definitions

Electronically Stored Information (ESI) includes, but is not limited to emails, and electronic documents. The possible sources/locations of ESI include, but are not limited to, individual hard drives, local and remote servers, cloud-based storage, removable media and devices used to conduct School business.

Records includes information, including ESI, regardless of physical form or characteristics that documents a transaction or activity of the School and that is created, received or retained pursuant to law or in connection with a transaction, business or activity of the School. The term includes a document, paper, letter, map, book, tape, photograph, film or sound recording, information stored or maintained electronically and a data-processed or image-processed document.

Confidential Information includes, but is not limited to, information which has been recognized as protected by federal or state law such as personal phone numbers, addresses, email addresses, medical records, student educational records, personnel file records, student, employee and non-public School financial records or account numbers.

Retention, Storage and Destruction of Records

The Records Retention Chart accompanying these Procedures as Attachment “A” sets forth retention periods and the manner of disposal of various types of School records. Any records not specifically identified on the chart shall be referred to the CEO or designee for review. The School shall make a good faith effort to periodically and systemically review and destroy records as contemplated in Attachment A; however, nothing in these Procedures shall be construed as a guarantee that every applicable record will be destroyed on the exact date on which the minimum retention period has been satisfied.

Information retained in manual or electronic format shall be retained in a reasonably accessible manner, and Confidential Information shall be maintained in a secure manner.

Preservation methods, including an environment conducive to maintaining the integrity of the records, shall include, but is not limited to: secure software, electronic security protections, acid-free folders, climate control, anti-magnetic interference, and fire protection. Off-site storage of records, including ESI, is permitted.

The records management program seeks to identify and preserve records for disaster recovery where the informational value to the School is so great, and the consequence of loss is potentially so severe to the continuity of the School, that special protection is warranted.

Student Records

Information no longer relevant to and necessary for the provision of educational services to the student shall be destroyed as delineated in Attachment A. The timelines listed in Attachment A

reflect minimum retention periods. The School shall make a good faith effort to periodically and systematically review and destroy records as contemplated in Attachment A; however, nothing in these Procedures shall be construed as a guarantee that every applicable record will be destroyed on the exact date on which the minimum retention period has been satisfied. Furthermore, the School may retain a written record of a student's name, address, telephone number, grades, attendance records, classes attended, grade level completed and year completed for at least fifty (50) years, and in some instances, indefinitely.

Notwithstanding the minimum retention periods listed in Attachment A, the School will comply with any court order directing the expungement or destruction of student records upon the terms and conditions outlined in such court order.

Any student records not specifically identified in Attachment A shall be referred to the CEO or designee for review.

The destruction of records of students with disabilities is subject to the following conditions, as well as those outlined in Attachment A:

1. The School shall provide notice prior to special education records destruction and of the parent's right to receive a copy of the material prior to its destruction
2. The School shall not destroy education records containing information necessary for the education of a student who is enrolled or has been enrolled in an education program operated by the School.
3. The School shall maintain records needed for a financial or programmatic audit of any program receiving Federal funding for three years after the completion of the activity for which the funding was used.

ATTACHMENT A

RECORDS RETENTION SCHEDULE

Disposal Codes

Disposal codes are used to direct the final disposition of records. Records must be disposed of according to the assigned code listed on the schedule. Assigned disposal codes are as follows:

1. Routine Handling – No special precautions are necessary upon disposal. The records should be recycled or disposed of in accordance with standard district procedures.
2. Special Handling – The destruction of records containing privileged, confidential, exempt or sensitive information that requires special handling by shredding, burning, erasing or any other method that reduces information to an illegible condition.
3. Archival Retention – Records requiring permanent retention or records that have sufficient archival or historic value must be preserved in perpetuity.
4. Delete – For use with electronic records. When electronic records have met their retention period, they will be deleted.

Record Description	Retention Period (in years)	Disposal Code
Administrative Records		
Comprehensive/Strategic Plans	1 copy permanent	3
Feasibility Studies	7	1,4
PSSA/Keystone Exam Results	Permanent	3
Public Record Requests	1 from date received or until all appeals have been exhausted ¹	
Benefits/Insurance Records²		
Claims	6 after settlement	2,4
COBRA Records	6 ³	2,4

¹ 1 65 P.S. Sec. 67.502(b)(2)(iii) requires that an electronic or paper copy of the written request and all documents submitted with the request be maintained either 1) until the request has been fulfilled; 2) if the request is denied, for thirty (30) days; or 3) if an appeal is filed, until a final determination is made or the appeal is deemed denied. Since appeals may be made to court after a final determination, requests and related documents should be kept until all appeals have been exhausted. Keeping requests for 1 year from the date the request was received, or until all appeals have been exhausted, would satisfy most time periods in the Act and preserve evidence of repeated requests for the same records (burdensome). 67.506(a).

² 29 CFR Sec. 1627.3(b)(2) requires employers to keep “benefit plans” for the term of the plan plus at least 1 year after termination.

³ Retention period not specified in COBRA but recommended that records be retained in accordance with ERISA, See 29 U.S.C. Sec. 1027.

Enrollment Forms	Term of benefits plus 6	2,4
Policies/Plans/Contract	6 after expiration	1,4
Child Labor Records		
Application for Work Permits	2 after graduation	2,4
Employment Report from Employers	2 ⁴	2,4
Complaints/Challenges		
Investigation Records	6 after final resolution	2,4
Made by School Employee(s)	6 after final resolution ⁵	2,4
Regarding School Employee(s)	6 after employment ends	2,4
Regarding Instructional Materials or School Programs	6 after final resolution	1,4
School Organizational Records		
Photographs/Movies of Historical Value	Permanent	3
Emails	At least 6	1,4
Surveillance Video	At least 2 weeks	1,4
Employment Contracts		
Administrative Compensation Plan	1 copy permanent	3
Collective Bargaining Agreements	1 copy permanent	3
Individual Employment Contracts/Board Resolutions	4 after employment ends	1,4
Facility Use Records		
Applications	6	1,4
Fee Schedule(s)	Current	1,4
Financial Records⁶		
Accounts Payable	6	1,4
Accounts Receivable	6	1,4
Adopted Annual Budget	10	1,4
Annual Financial Reports	Permanent	3
Annual Audit Reports	Permanent	3
Bank Statements	6	1,4
Check Registers	6	1,4
Deposit Slips	6	1,4
General Ledger	Permanent	3
Grant Records (successful)	6 after close of grant, or period required by grant if longer	1,4
Investment Records	6 after cancellation	1,4

⁴ 43 P.S. Sec. 58.1(d) requires schools to keep the required employment report/information for 2 years.

⁵ 29 CFR Sec. 1602.14 and 1627.3(b)(3) require retention of relevant records until final disposition.

⁶ The Pennsylvania School Code (“SC”) 518 requires permanent retention of annual auditor’s reports and annual financial reports. SC 518 also requires schools to maintain all other financial records for at least 6 years.

Purchase Orders/Invoices	6	1,4
Tax Collection Records	6	1,4
Food Service Program Records⁷		
Accounts/Records/Reports	6 or until completion of active audit	1,4
Free and Reduced Lunch Program Records⁸		
Accounts/Audits	6	1,4
Application for Participation ⁹	10	2,4
Program Requirements	6	1,4
Grievances/Arbitrations		
Complaint	Permanent	3
School Response	Permanent	3
Final Ruling/Decision of Arbitrator	Permanent	3
Litigation Files		
Decision/Ruling	7 after conclusion of litigation	1,4
Pleadings, Motions, Briefs, Other Filings	7 after conclusion of litigation	1,4
Settlements	7 after settlement	2,4
Medical Records		
Medical Documentation (Employee Leave, Accommodation)	6 after employment ends	2,4
Medical Records/Information (Employee)	30 after employment ends ¹⁰	2,4
Medical Records/Information (Employee Exposure to Toxic/Harmful Substances)	30 after employment ends ¹¹	2,4
Medical Records/Information (Student)	6 after employment ends ¹²	2,4

⁷ SC 1337(e) requires food service records to be maintained not in excess of 5 years; however, compliance with PA Dept. of Education, Division of Federal Programs monitoring under the Uniform Grant Guidance requires records to be maintained for 6 years, so retention period was updated to reflect federal monitoring requirements.

⁸ 7 CFR Sec. 210.9 requires free and reduced lunch accounts and records to be maintained for a minimum of 3 years. If a federal audit is being conducted, records must be kept until the audit is completed.

⁹ 47 CFR Sec. 54.516 requires a school who uses free/reduced-price meal applications as the basis for their federal Universal Service funding under the E-Rate program to retain these applications for 10 years.

¹⁰ 29 CFR Sec. 1627.3 (b)(1)(v) requires the results of any physical examination to be kept for at least 1 year from the date of the personnel action to which the records relate when the exam results are considered in connection with any personnel action. If an enforcement action is under way, the required records shall be maintained until final disposition. 29 CFR Sec. 1910.1020(d)(1)(i) requires the retention of “employee medical records” for at least the duration of employment plus 30 years.

¹¹ 29 CFR Sec. 1910.1020(d)(1)(i) requires the retention of “employee medical records” for at least the duration of employment plus 30 years. 29 CFR Sec. 1910.1020(d)(1)(ii) requires the retention of “employee exposure records” for at least 30 years. Terms are defined in 29 CFR Sec. 1910.1020(c)(5), (6). See 29 CFR Sec. 1910.1020(b) for applicability.

¹² SC 1409 requires that all student health records be confidential and not destroyed for at least 2 years after the student is no longer enrolled. The school may surrender the health records to the parent/guardian if the student will not be enrolling in another school in Pennsylvania. 28 PA Code Sec. 23.55 requires the student’s health records be maintained in the school building that the student attends.

Pre-Employment Medical Examination ¹³	6 after employment ends ¹⁴	2,4
Payroll Records¹⁵		
Deduction Authorizations	6	2,4
Direct Deposit Forms	6	2,4
Employee Earnings Statements (Pay Stubs)	6 ¹⁶	2,4
Time Cards/Sheets	6 ¹⁷	1,4
Wage and Tax Statements (W-2 Forms)	6 ¹⁸	2,4
Withholding Allowance Certificates (W-4 Forms)	6 after superseded OR employment ends ¹⁹	2,4
Personnel Records²⁰		
Acknowledgment of Receipt (Handbooks/Policies)	6 after superseded OR employment ends	1,4
Advertised Job Openings/Postings	4 after position filled ²¹	1,4
Arrest/Conviction Report Forms (PDE-6004)	30 after employment ends	2,4
Attendance Records	6 after employment ends	1,4
Change(s) in Status (Promotion/Demotion/Transfer/Furlough/Recall)	6 after employment ends ²²	2,4
Child Abuse Clearance Statement	30 after employment ends	2,4
Child Abuse Recognition and Reporting Training	6 after superseded OR employment ends	2,4

¹³ 42 U.S.C. Sec. 12112(d)(3)(B), 29 CFR Sec. 1630.14(c)(1) requires that this information be collected on separate forms, kept in separate files and be treated as confidential medical records.

¹⁴ 29 CFR Sec. 1627.3 (b)(1)(v) requires the results of any physical examination to be kept for at least 1 year from the date of the personnel action to which the records relate when the exam results are considered in connection with any personnel action. If an enforcement action is under way, the required records shall be maintained until final disposition.

¹⁵ 29 CFR Sec. 516.5, 516.6, 1620.32 and 1627.3(a) require retention of specified payroll records/information for at least 1-3 years. SC 518 requires retention of financial records for at least 6 years.

¹⁶ 29 CFR Sec. 516.6(c)(1) requires retention of records of additions to or deductions from wages paid for at least 2 years.

¹⁷ 29 CFR Sec. 516.6(a)(1) requires retention of time cards/sheet for at least 2 years when used to determine pay period earnings or wages.

¹⁸ 26 CFR 31.6001.1(e)(2) requires the retention of tax records for at least 4 years after the due date of the tax for the return period that the records relate to, or the date the tax is paid, whichever is later.

¹⁹ 26 CFR 31.6001.1(e)(2) requires the retention of tax records for at least 4 years after the due date of the tax for the return period that the records relate to, or the date the tax is paid, whichever is later.

²⁰ 29 CFR Sec. 1602.14 requires employers to keep any personnel or employment records for at least 1 year from the date of making the record or the personnel action involved, whichever is later. If a claim is filed or action is under way, the relevant records shall be maintained until final disposition.

²¹ 29 CFR Sec. 1627.3 (b)(1)(vi) lists records to be kept for 1 year. If an enforcement action is under way, the required records shall be maintained until final disposition.

²² 29 CFR Sec. 1627.3 (b)(1)(i) lists records to be kept for 1 year. If an enforcement action is under way, the required records shall be maintained until final disposition. Statute of limitations under 42 U.S.C. 1981 is 4 years.

Continuing Education/Professional Development/Training ²³	6 after employment ends	2,4
Credentials (Certificates/Licenses)	6 after employment ends	1,4
Criminal History Records (State and Federal)	30 after employment ends	2,4
Discipline Records	6 after employment ends	2,4
Employment Application/Resume (Hired)	6 after employment ends	2,4
Employment Application/Resume and All Other Application Materials for Candidates Not Hired	4 after position filled ²⁴	2,4
Employment Eligibility Verification (Form I-9 and Documentation)	6 after employment ends ²⁵	2,4
Employment History Verification	30 after employment ends	2,4
Equal Employment Opportunity Reports and Demographics	3 ²⁶	1,4
Evaluations/Classroom Teacher Rating/Data	6 after employment ends ²⁷	2,4
Evaluations/Performance Assessments/Non-Teachers	6 after employment ends	2,4
Job Description	6 after employment ends	1,4
Leave Records (FMLA) ²⁸	6 after employment ends ²⁹	2,4
Leave Records (Other)	6 after employment ends	2,4
Network/System User Agreement(s)	6 after employment ends	1,4
Offer of Employment (Accepted)	6 after employment ends	1,4

²³ 7 CFR 210.15 requires that records on professional development/training for professional standards for school nutrition program directors, managers and personnel must be maintained for a period of 3 years.

²⁴ 29 CFR Sec. 1627.3 (b)(1)(i) lists records to be kept for 1 year. If an enforcement action is under way, the required records shall be maintained until final disposition. Statute of limitations under 42 U.S.C. 1981 is 4 years.

²⁵ 8 U.S.C. Sec. 1324a(b)(3) and 8 CFR Sec. 274a.2(b)(2)(i)(A) requires retention for 3 years after the date of the hire or 1 year after the date the individual's employment is terminated, whichever is later.

²⁶ 29 CFR Sec. 1602.39, 1602.41 requires form EEO-5 and records necessary to complete EEO-5 to be maintained for 3 years. 1602.40 lists personnel records that must be kept for 2 years.

²⁷ SC 1123(f)(3) requires teacher performance ratings of "needs improvement" to be retained for 10 years. 22 PA Code Sec. 19.1 requires school entities to establish a "permanent record system" for ratings

²⁸ 29 CFR Sec. 825.500(g) requires medical records and documents created for FMLA purposes be maintained as confidential medical records in separate files from the usual personnel files.

²⁹ 29 CFR Sec. 825.500(b) requires specified FMLA records to be kept for no less than 3 years.

Pre-Employment Reference Checks ³⁰	6 after employment ends	2,4
Resignations	6 after employment ends	1,4
Property Records		
Building Blueprints	Permanent	3
Construction Contracts	12 after completion ³¹	1,4
Deeds and Related Records	Permanent	3
Equipment Inventories	6, 10 for any equipment purchased with Category 2 E-rate funds ³²	1,4
Fixed Asset List	Permanent	3
Inventory Transfer/Disposal Records	6 after transfer/disposition 10 for any equipment purchased with Category 2 E-rate funds ³³	1,4
Leases (Real Estate)	Permanent	3
Leases (Equipment/Vehicles)	6 after expiration	1,4
Pesticide Application Record	3 ³⁴	1,4
Real Property Purchase or Sale	Permanent	3
Purchasing Records (Goods and Services)		
Advertisements	6 after completion	1,4
Bid Documents (Accepted)	6 after completion	1,4
Bid Documents (Declined)	6 after completion	1,4
Executed Contracts	6 after completion	2,4
Financial Information of Bidders	6 after completion	2,4
Specifications	6 after completion	1,4
Written or Telephonic Price Quotations	6 after completion ³⁵	1,4
Safety Records		
Accident Reports	6 ³⁶	2,4

³⁰ 43 P.S. Sec. 1321 defines “personnel file” to exclude “letters of reference”.

³¹ 42 Pa. C.S.A. Sec. 5536 states that civil actions regarding construction projects must be commenced within 12 years after completion of the construction.

³² 47 CFR Sec. 54.516 requires schools who receive federal Universal Service funding through the E-Rate program to retain asset and inventory records of equipment purchased as part of Category 2 services for 10 years after purchase.

³³ 47 CFR Sec. 54.516 requires schools who receive federal Universal Service funding through the E-Rate program to retain asset and inventory records of equipment purchased as part of Category 2 services for 10 years after purchase.

³⁴ SC 772.2(b)(2) requires each school to maintain detailed records of all chemical pest control treatments for at least 3 years.

³⁵ SC 751 and 807.1 require the retention of written price quotations and written records of telephonic price quotations for 3 years; for federal purchasing under Uniform Grant Guidance, PA Dept. of Education, Division of Federal Programs monitoring requires 6 years.

³⁶ 29 CFR Sec. 1904.33(a) requires the retention of the OSHA incident report forms for 5 years following the end of the calendar year that the records cover.

Emergency Preparedness Plan and Supporting Documents ³⁷	2 after revised ³⁸	1,4
Material Safety Data Sheets (MSDS)	30 ³⁹	1,4
Memorandum of Understanding with Local Law Enforcement	2 after revised	1,4
Reports of Suspected Child Abuse	1 after the year in which the student turns age 50	2,4
Safe School Act Reports – Annual Report	Permanent ⁴⁰	3
Security Tapes and Images (Pulled from routine tape rotation)	Until resolution of incident or transfer to student’s educational records	2,4
Visitor Log	5	1,4
Board of Trustee Records		
Board Meeting Agendas	1	1,4
Board Minutes (Approved)	Permanent ⁴¹	3
Board Policies and Procedures (Current)	Permanent	3
Board Policies and Procedures (Old)	Permanent	3
Statements of Financial Interest	5 ⁴²	1,4
Materials Used Specifically to Prepare Official Minutes (<i>Notes, Recordings and/or Any Other</i>)	Until official minutes are approved	1,4
Meeting Video/Audio Recordings	At least two years	1,4
Oath of Office (Signed by Board Member) ⁴³	Term of Office	1
Official Recordings of Board Meetings	1	1,4
Student Records <i>The retention period stated herein are minimal thresholds, and the School may retain some student records for longer periods of time, up to and including indefinitely</i>		
Special Education Records	At least six (6) years after a child’s graduation or six (6) years after that child is no longer of school age.	2,4

³⁷ Supporting documents would be the materials listed in 22 Pa Code 10.24(g)(1-11.)

³⁸ 35 Pa. C.S.A. Sec. 7701(g) requires plan to be reviewed annually and updated as necessary.

³⁹ 29 CFR Sec. 1910.1020(c)(5) defines “employee exposure records” to include material safety data sheets (MSDS) indicating that the material may pose a hazard to human health. See 29 CFR Sec. 1910.1020(d)(1)(ii) for exceptions and alternate records.

⁴⁰ Refers to the annual report required by SC 1303-A(b). Historical data is maintained by the state. SC 1307-A also requires school entities to maintain records of all applicable incidents but does not list retention period(s).

⁴¹ SC 518 requires permanent retention of the “minute book” of each school.

⁴² 65 Pa. C.S.A. Sec. 1107(9) requires the retention of financial interest statements for 5 years from date of receipt.

⁴³ SC 321 requires members to subscribe (in writing) to the oath of office.

All Other Records	At least six (6) years after a student's last date of enrollment.	2,4
Student Transcripts	At least fifty (50) years after a student's graduation or last date of enrollment.	2,4
Transportation Records (General) ⁴⁴		
Accident and Incident Reports	3	2,4
Claims for Reimbursement ⁴⁵	6	2,4
Distances from Student Homes to Established Bus Stops	Current and last revision	2,4
List of Bus Routes/Schedules/Loading Zones/Bus Stops	Current and last revision (at least 1 year)	2,4
Records of Students Transported to and from School	6 from end of school year	2,4
Universal Service Records (E-Rate Program) ⁴⁶		
Applications/Discount Verifications/Correspondence	10 after service year	2,4
Bids/Quotations (accepted/declined); Correspondence; Financial Information of Bidders; Specifications/RFPs; Bid Evaluations	10 after service year	2,4
Executed Contracts	10 after service year	2,4
Filtering Documentation	10 after service year	2,4
Proof of Payment – Submitted and Received	10 after service year	2,4
Purchase Orders/Installation Records/Invoices	10 after service year	2,4
Staff Training and Education of Students in Online Behavior	10 after service year	2,4
Volunteer Records		
Application/Acknowledgment Forms	30 after service ends	2,4
Affidavit of Waiver of Federal Criminal History Check	30 after service ends	2,4
Arrest/Conviction Report Forms	30 after service ends	2,4
Criminal History Records (State)	30 after service ends	2,4
Criminal History Records (Federal – if required)	30 after service ends	2,4
Workers' Compensation Records	7 after claim closed	2,4

⁴⁴ 22 Pa. Code Sec. 23.4 lists records required to be kept by local Boards.

⁴⁵ 22 Pa. Code Sec. 23.32.

⁴⁶ 47 CFR Sec. 54.516 requires schools who receive federal Universal Service funding through the E-Rate program to retain all related documentation for at least 10 years after the last day of service delivered in a particular funding year.