



Hogan Preparatory Academy Board Policies Section 1: Organization, Philosophy & Goals

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POLICY 0100 – LEGAL STATUS: ORGANIZATION NAME AND IDENTIFICATION CODES

(Last approved: 11/25/2019)

The Charter School is an independent public school. The School is a nonprofit corporation organized under the authority of the State Legislature and exercises power delegated directly and indirectly by the Missouri State Legislature.

The official, corporate name of the Charter School, location and contact information are:

Hogan Preparatory Academy, Inc.
5809 Michigan Avenue
Kansas City MO 64130
816-444-3484

DESE and Federal Identification Codes are:

048-904 DESE Identification Code
43-1817830 Federal Identification Number (FEIN)



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POLICY 0110 – LEGAL STATUS: CHARTER

(Last approved: 11/25/2019)

The School operates under a charter from the Missouri Public Charter School Commission (MPCSC). The School's charter serves as a contract between the School and its sponsoring institution.

The School's charter includes its mission statement, a description of the school's organizational structure and bylaws, a financial plan, the School's policy for securing personnel services, personnel qualification, professional development plan, description of the grades and ages of its students, calendar of operations and criteria for measurement of the School's effectiveness.

The School's Charter will also provide:

- Educational goals and objectives
- Description of the educational programs and curriculum
- Terms of the Charter
- Student performance standards
- Governance plan
- Policies on student discipline

The Board acknowledges that the School may be placed on probation by MCPSC at any time if the School fails to meet its statutory requirements or its commitments to the School's assurance. The purpose of the probationary period is to allow the School to change methodology, leadership, or other factors to bring the School in compliance with the law or the requirements of MCPSC.

The Board further acknowledges that the School Charter may be revoked by MCPSC if the School commits a serious breach of one or more provisions of its charter for:

- Failure to meet academic standards
- Failure to meet generally accepted standards of fiscal management
- Failure to provide information necessary to confirm compliance with the procedure of this Charter within 45 days of request
- Violation of law



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POLICY 0200 – BOARD ORGANIZATION: SCHOOL PHILOSOPHY

(Last approved: 11/25/2019)

In carrying out its responsibilities, the Board is guided by the desire to use the resources of its community, its staff and its students to provide the highest quality education permitted by its financial resources. In reaching decisions, the Board will attempt in every case to act in the best interests of its students.



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POLICY 0210 – BOARD ORGANIZATION: BOARD PURPOSE AND ROLES

(Last approved: 11/25/2019)

The Board performs three basic functions in the management of the School:

Legislative

The Board shall exercise full legislative rule and management authority for the School by adopting policy and directing all procedures necessary for the governance of the School's educational and administrative responsibilities.

Executive

The Board shall delegate to the Superintendent the responsibility of implementing all Board policy.

Appraisal

The Board shall determine the effectiveness of policy implementation through evaluation of school operations, practices and program outcomes. The achievement level of students shall be the guiding standard through which all success shall be measured.

Sponsors – The Board will not contract with sponsors other than MCPSC without MCPSC's agreement to the division of sponsor responsibilities.



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POLICY 0220 – BOARD ORGANIZATION: STATEMENT OF PRACTICES

(Last approved: 11/25/2019)

Attendance

Members shall attend all regularly scheduled Board meetings insofar as possible. Any member failing to attend the meeting of the Board for three (3) consecutive regular meetings, unless excused by a majority of the Board for reasons satisfactory to the Board, shall be deemed to have vacated the seat; and the Secretary of the Board shall certify that fact to the Board. The vacancy shall be filled as other vacancies occurring in the Board. Attendance for purposes of this provision shall be defined as actual, physical attendance at the Board meeting until all of the business of the Board has been completed unless a member is excused by a majority of the Board.

Knowledge

Members bring a variety of experiences to their Board positions. Members shall come to Board meetings informed concerning the issues to be considered.

Abstentions

Members shall avoid abstaining except when required by statute or Board policy. The members of the Board have been selected to make difficult decisions on behalf of the students, parents, patrons and employees of the school. The concept of trusteeship requires each member to review the issues under the Board's consideration and to take a stand regarding those issues. A member who has conformed to the above-described tenets of knowledge, open discussion, independent judgment, and civility should be prepared to cast a vote on each of the issues before that member.

Cooperation/Delegation

Members should work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the Superintendent. Members shall not attempt to by-pass, undermine, or usurp the Superintendent's authority and responsibility for the daily operation of the schools.

Conflict of Interest

Members shall avoid being placed in a position of conflict of interest, and shall not use the Board position for personal or partisan gain. Members shall conduct themselves in accordance with the conflict of interest policy and disclosure requirements prescribed by statute and Board policy.

Accessibility

Members are accessible to the School and reside within a reasonable distance from the School.



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Confidentiality

Members shall not disclose confidential information. Information is confidential if it is:

- (a) Communicated during executive session, or
- (b) Otherwise communicated with a mutual understanding of confidentiality.

Acceptance of Gifts

Members shall not solicit or accept gifts, payments, or anything greater than a nominal value item or holiday gifts from any person, organization, group, or entity doing business or desiring to do business with the School.

Contact with Vendors

Members, if contacted by a vendor requesting information about the School's bidding procedures, whether of a general nature or with regard to specific goods or services to be bid, shall provide the vendor with the name and business telephone number of the administrator responsible for purchasing such goods or services. The member shall request that the vendor contact the relevant administrator and direct all questions and concerns to the administrator.

Board Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent, and the Superintendent will employ such media as are appropriate to keep the staff fully informed of the Board's concerns and actions.

Visits to Schools

Individual Board members who, in their parental capacity, wish to visit the school(s) or classroom(s) of their child(ren) will follow the regular procedures for visitors. Board members who wish to visit other schools or classrooms as an informal expression of interest in school affairs will inform the Superintendent who will arrange such visit(s) through appropriate principal(s). Official visits by Board members will be conducted only with the full knowledge of the Superintendent and principal(s) involved.

Training

Board members will receive continuous training. First-year board members will receive 8 hours of training per year. Other board members will receive 4 hours of training per year.

Educational Welfare

Members shall always remember that the first and greatest concern must be the educational welfare of the students attending the School.



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Background Checks

Members shall obtain a background check prior to beginning service on the School's board. Copies of such background checks will be available to the public at the School's Business Office.

Site Visits

MCPSC may visit the school annually to observe and assess the educational performance. In addition, MCPSC will conduct such on-site visits whenever the operation or management of the School is changed. MCPSC representatives will be placed on the agenda of a Board meeting to review the results of the on-site visit.



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POLICY 0230 – BOARD ORGANIZATION: BOARD OFFICERS

(Last approved: 11/25/2019)

The Board will conduct an annual meeting to elect officers. At a minimum, the Board will elect a president, secretary and treasurer. Other officer positions will be filled as needed.



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POLICY 0240 – BOARD ORGANIZATION: BOARD MEMBER RESIGNATION

(Last approved: 11/25/2019)

Any Board member who wishes to resign from office shall inform the Board president or secretary in writing. The Board secretary shall certify to the Board that the office is vacant. The Board will then appoint a replacement to serve.



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POLICY 0250 – BOARD ORGANIZATION: BOARD CODE OF ETHICS

(Last approved: 11/25/2019)

The purpose of the Board is:

1. To govern and control the affairs of the School as provided by law and Board policy.
2. To discover and interpret the educational needs, attitudes, and interests throughout the School as a guide to developing and setting priorities for an educational program.
3. To exercise judgment in reviewing, considering and voting on school wide policies affecting the operation of the school.
4. To oversee the management and fiscal control of the School as provided by law and to review, evaluate and judge the effectiveness of the educational program.

The roles of members of the Board are:

1. To recognize that it is the responsibility of the Board to see that the school is properly administered, not to administer them.
2. To hold the Superintendent responsible for the implementation of Board policies and the administration of the School.
3. To give the Superintendent authority commensurate with his/her responsibility.
4. To vote on Board matters only after considering the recommendation of the Superintendent and any interested citizens.
5. To maintain a working rapport with other members of the Board and the Superintendent.
6. To respect and encourage the right of others to hold and express opinions.
7. To support the Board once a legal decision has been made by a majority vote.
8. To avoid inappropriate or disparaging remarks, in or out of Board meetings, about other Board members or their opinions.
9. To realize that the responsibilities are school-wide.
10. To recognize that authority rests with the Board in legal session and no individual Board member has legal authority to request action from the staff.
11. To avoid any comments which may be interpreted as undermining the administration of the School.
12. To assure that special committees, when appointed, have a well-defined objective and that there is an understanding that the committee serves in an advisory capacity.



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In addition, members of the Board will:

1. Work through the Superintendent and his/her staff.
2. Support the Superintendent's efforts to appoint the most qualified persons as employees of the School.
3. Reinforce the efforts of the Superintendent and the staff so that they may perform their assigned responsibilities in the most effective manner.
4. Provide the Superintendent Counsel as requested or required.
5. Make every effort to keep all citizens informed about the quality and condition of public education in the School.
6. Initiate and implement all efforts to secure adequate financial support for the School.
7. Assure that all transactions of the School are ethical, open and aboveboard.



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POLICY 0260 – BOARD ORGANIZATION: NEPOTISM, CONFLICT OF INTEREST AND FINANCIAL DISCLOSURE

(Last approved: 02/22/2021)

Members of the Board will conduct themselves in a manner which complies not only with the letter of conflict of interest laws, but also in the spirit of those provisions. Board members will at all times make good faith efforts to avoid the appearance of a conflict of interest. If a situation arises which involves the potential for a conflict of interest, the individual Board members will declare his/her interest and will refrain from debating or voting upon the question of engaging or using the business entity in question.

Board members shall not debate or vote upon the employment of any person to whom they are related within the fourth degree of consanguinity or affinity. Provided the Board member does not debate or vote upon the employment, the Board may vote to employ a person related to a Board member.



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POLICY 0270 – BOARD ORGANIZATION: BOARD COMPENSATION

(Last approved: 11/25/2019)

No member of the Board shall accept a salary from, or be employed by the Board, or profit financially in any manner by reason of any dealings with the Board.



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POLICY 0280 – BOARD ORGANIZATION: BOARD TRAVEL

(Last approved: 11/25/2019)

So long as the organization's budget allows, travel and accompanying expenses may be authorized by a majority of the Board of Directors for any of its members to attend conferences, meetings, seminars, conventions, etc., at the state, regional and national levels. Travel expenses may include transportation, lodging, meals and registration fees.

Each Board member who has been approved for travel shall file with the School's Business Office within a reasonable time frame an itemized account of expenses.



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POLICY 0290 – BOARD ORGANIZATION: BOARD COMMITTEES

(Last approved: 11/25/2019)

The Board may appoint committees to assist it in carrying out the Board's responsibilities. However, the Board may not delegate those functions which, by law, must be exercised by the Board itself.

Committee Guidelines

1. Committees created by the Board will be assigned specific tasks to be performed and will be assigned a specific time frame within which to accomplish assigned tasks.
2. Upon completion of these tasks or upon expiration of the time allotted, the committee will be dissolved unless extended by the Board.
3. Reports of Board committees may be made in written form or be presented verbally at a Board meeting at the discretion of the Board.

Committee Meetings

Meetings of committees appointed by the Board or at the Board's direction including advisory committees appointed for the specific purpose of recommending policy, policy revisions, expenditures of public funds to the Board or to the Superintendent will comply with the notice and open meeting provision applicable to Board meetings. The School's custodian of records will maintain a current list of such advisory committees.



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POLICY 0300 – BOARD ORGANIZATION: BOARD MEETINGS

(Last approved: 11/25/2019)

Regular

The regular meeting of the Board is typically held on the 4th Monday in each month, at the hour of 5:30 p.m. when public notice is given. Public meetings may be conducted in person or by conference call, video chats, Internet conferences, e-mails and Internet message board.

Special

Special meetings may be held at the time set by the Board or on the call of the Board President or any four members of the Board. (Not less than twenty-four (24) hours written notice, stating the time and place of the meeting and business to be considered, will be given to each member.) Simultaneously with the giving of notice of such meeting to the members of the Board, a written notice of the meeting and matters to be considered will be posted in the same manner as postings for regular Board meetings.

Quorum and Majority Vote

The presence of a majority of the Board constitutes a quorum for the transaction of business. However, the letting of contracts, employment of personnel, approval of bills for payment and the ordering of warrants require an affirmative vote of a majority of the Board. Absent Board members may submit a proxy vote through the Board president.

Closed Meetings

The Board may vote to conduct closed executive sessions as provided for in Policy 0340 – Closed Board Meetings/Executive Sessions. In order to enter executive session, such motion must be approved by a roll call majority vote. The motion to enter executive session must reference the specific statutory matters to be discussed.

Any Board member may object to the closing of a meeting, record or vote if a member believes the motion to close violates the Sunshine Law; such member(s) must object at or before the motion to close is voted upon and must vote against closing. The member(s) shall be allowed to fully participate in any subsequent meeting or vote. The objecting member(s) shall be immune from any liability for improper closure of a meeting.



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Recording of Board Meetings

The open sessions of Board meetings may be audio or video taped. The Board has adopted guidelines set forth in Policy 0300 – Board Meetings to minimize the potential disruptive effect of such recordings.

Firearms and Weapons

Possession of firearms and weapons are prohibited from all school premises and school activities. This prohibition specifically applies to meetings and activities of the Board and applies to all attendees, including members of the Board. The firearm prohibition includes permitted weapons. (See also Policy 1432 – Prohibition Against Firearms and Weapons.)



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POLICY 0310 – BOARD ORGANIZATION: MEETING AGENDA

(Last approved: 11/25/2019)

A tentative agenda for each regular, special or proposed closed meeting of the Board shall be prepared by the Board President, in consultation with the Superintendent, and shall be included in any public notice of such meetings. Any member of the Board may request items to be placed on the agenda. The tentative agenda, related materials and minutes of the previous meeting shall be distributed to each member of the Board at least four days prior to the stated meeting unless a special emergency meeting is called at a time which makes the four-day prior notice impossible.

The agenda for each meeting of the Board shall be adopted or modified by a motion by a majority of those Board members present. Once the agenda is approved, it shall require a vote of a majority of the Board members present to make additional modifications.

The agenda for closed sessions shall be announced in closed session; however, the motion to close a meeting must be voted on during a public meeting and must also include the reasons for closing the meeting with references to the specific topics under the provision of Section 610.021, RSMo as valid grounds for a closed meeting session. (Refer to Policy 0340 – Closed Board Meetings/Executive Sessions.)



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POLICY 0320 – BOARD ORGANIZATION: PARTICIPATION BY THE PUBLIC

(Last approved: 11/25/2019)

A designated period of time may be provided for public comments at all regular Board meetings. The Board is very interested in citizen viewpoints and problem; however, citizens are encouraged to work through problems at the school and/or administrative levels before coming to the Board. Remarks may be limited. Questions directed to the Board may not always be answered immediately. All questions will be responded to by an appropriate person as soon as possible. Persons who wish to suggest items for the agenda should contact the Superintendent.



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POLICY 0330 – BOARD ORGANIZATION: MEETING MINUTES

(Last approved: 11/25/2019)

Open Session Minutes

Minutes of Board meetings shall be available to the public for inspection at the Superintendent's office, at reasonable hours. The minutes will include the date, time, place, members present, members absent, and a record of any votes taken.

Closed Session Minutes

A separate minute book used solely for the purpose of executive sessions shall be used to record the minutes. Under such circumstances, the Board members and others in attendance are honor-bound not to disclose the details or discussions or minutes of the closed session. Any vote taken during a closed session will be taken and recorded by a roll call vote.



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POLICY 0340 – BOARD ORGANIZATION: CLOSED MEETINGS

(Last approved: 11/25/2019)

The Board reserves the right, as provided by law, to close meetings, records and votes as they relate to matters below. All discussion and action by the Board in executive session must be related to the reasons set forth in motion to enter executive session. The minutes of the executive session shall be recorded and maintained in a separate, confidential minute book. (See Policy 0330 – Board Meeting Minutes)

Legal Matters

Litigation including privileged communications between the Board, its representatives, and its attorneys. Upon completion of the litigation or upon execution of a settlement agreement, the vote, minutes, and settlement agreement will be made public unless subject to a court order closing the record.

Real Estate Matters

The lease, purchase or sale of real estate where public knowledge of the details of the proposed acquisition might adversely affect the School's interests. Any vote or public record approving such contract shall become available to the public upon execution of the contract.

Personnel Matters

Actions related to the hiring, firing, disciplining or promotion of a School employee when the performance or individual merit of this employee is considered. Any vote on a final decision to hire, fire, promote or discipline will be available to the public within seventy-two (72) hours of the close of the meeting, except that good faith efforts will be made to notify the affected employee prior to the information becoming publicly available. Disclosure of Board action on such personnel matters will include notice of how each Board member voted on the proposition.

Student Matters

Scholastic probation, expulsion, discipline, or graduation of identifiable persons, including records of individual test or examination scores subject to the provisions of the Board's student records policy and regulation.

Student Testing Matters

Testing and examination materials before a test or examination is given and until use of the test is discontinued.



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Bidding Matters

Competitive bidding specifications, until officially approved or published for bids. Sealed bids, until the earlier of the time all are opened or all are accepted or rejected.

Personnel Records

Individually identifiable personnel records, performance ratings or records related to employees or applicants for employment. However, the public will have access to the names, positions, salaries, and length of service of employees of the school.

Communications with School Auditor

Confidential and privileged communication between the Board and its auditor, including the auditor's work product. However, final audit reports issued by the auditor will be open.

Security Systems

Information provided to the School by outside consultants relating to the security of School facilities. However, expenditures of public funds for the purchase of security systems are considered to be open public records.

Notwithstanding the provisions of this section, consultant reports involving open records matters, which were prepared for the School, are deemed to be open records.



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POLICY 0350 – BOARD ORGANIZATION: NOTIFICATION OF BOARD MEETINGS

(Last approved: 11/25/2019)

Notice of meetings of the Board including committees of the Board will be given in a manner to reasonably inform the public of the matters to be considered by the Board.

Notice of the time, date, and place of the meeting as well as the tentative agenda will be provided at least twenty-four (24) hours, exclusive of holidays and weekends, prior to the meeting unless for good cause it is impossible or impractical to provide such notice. In such instances, the nature of the impossibility or impracticality will be stated in the minutes. In order to minimize public participation, notice of Board meetings will be posted at the School. Upon request, members of the media will be provided with notice of the meeting at the same time notice is provided to members of the Board. Meetings will be scheduled at a location reasonably accessible to the public in a room of sufficient size to accommodate the anticipated attendance by the public.

Where meetings are conducted by telephone or other electronic means, written notice of such meetings will include the specific mode by which meetings will be conducted and the location where the public may attend such electronic meetings. If a meeting is conducted through the Internet or other computer link, notice of such meeting will be posted on an existing school website.



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POLICY 0400 – BOARD POLICY: BOARD POLICY DEVELOPMENT, ADOPTION AND REVIEW

(Last approved: 11/25/2019)

The development and adoption of policies to govern operation of the School are the responsibility of the Board. In developing policy, the Board may solicit input from the community, staff and other professionals.

At any meeting of the Board, policies governing the School may be enacted, amended or repealed by a majority vote. The formal adoption of policies shall be recorded in the minutes of the Board. Only those written statements so adopted and so recorded shall be regarded as official Board policy.

Implementation

The Superintendent is assigned the responsibility for insuring that all Board policies, rules and regulations are implemented. The Board authorizes the Superintendent to develop administrative guidelines in order to implement Board policy. The Superintendent shall notify all employees and students of their need to abide by Board policies and regulations. Administrators shall prepare staff, student/parent handbooks that interpret Board policies and state rules and regulations which affect the population set. The handbooks shall be revised annually and distributed.

Review

The Board shall review written policies on a continuing basis to ensure consistency and legality of Board action and administrative decisions. Policies shall be reviewed and revised as a result of newly enacted state and/or federal legislation, court decisions, as a result of research and/or policy development as presented by state and/or national organizations and agencies, or for other reasons as determined by the Board.

Posting Board Policies and Student Handbooks

During long periods of time in which the School maintains a website, the Board's policies and regulations along with student handbooks will be posted on the website.