



VALLEY FORGE
PUBLIC SERVICE ACADEMY
CHARTER SCHOOL

EXHIBIT 9 – Board Governance Policies

Book. Policy Manual

Section. 0000 Board of Trustees

Title. Board Policy/Administrative Procedures

Code. 0000

Status. Active

Adopted. September 24th 2025

Authority

The policies adopted by the Board of Trustees (Board) establish the general parameters within which the daily operations of the Valley Forge Public Service Charter School are to be governed. Administrative procedures for carrying out and implementing Board policies are developed and implemented by the administration, under the direction of the Chief Executive Officer or designee. As applicable, all members of the Charter School community are expected to comply with both Board policy and administrative procedures, subject to stated limitations and exceptions. However, failure of the Board or the administration to comply with policy or procedure shall not invalidate any lawful action taken. [\[1\]\[2\]](#)

Contents

The policies of the Board shall consist of the policies adopted by the Board and contained in the Policy Manual, and such other separate documents approved by the Board that are expressly incorporated by reference in particular policies and declared to constitute Board policy, such as the Code of Student Conduct.

The bylaws of the Board are established in accordance with law and the written Charter, and shall be maintained separately from the Policy Manual. [\[3\]\[4\]](#)

Administrative procedures are not part of Board policy and may be altered by the administration without Board action. Administrative procedures may not conflict with established bylaws, Board policy or with applicable law.

Limitations

All Board policies and administrative procedures shall be interpreted and administered in a lawful manner. The Board shall make the final interpretation of its policies, and the administration shall make the final interpretation of its procedures.

Board policies and administrative procedures are limited by legal constraints, as are the rights of those to whom Board policies and administrative procedures apply, and are not intended to give an individual a cause of action not independently established in law.

Rules of Construction

In ascertaining the intent of the Board in adopting a policy, or of the administration in establishing a procedure, the following presumptions, among other legally applicable presumptions, may be used:

1. That neither the Board nor the administration intends a result that is absurd, impossible of execution, or unreasonable.
2. That neither the Board nor the administration intends to violate federal or state Constitutions or any other applicable law.

If any policy or administrative procedure can be given multiple interpretations, the Board and the administration intend that only constitutional and lawful interpretations shall be valid, and that neither an unconstitutional nor an unlawful interpretation was intended.

Legal

1. 24 P.S. 1714-A

2. 24 P.S. 1716-A

3. 15 Pa. C.S.A. 5504

4. 15 Pa. C.S.A. 5509

Pol. 0003

Book. Policy Manual

Section. 0000 Board of Trustees

Title. Authority and Powers

Code. 0002

Status. Active

Adopted. September 24th 2025

Authority

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

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

Powers

The Board shall have and exercise the corporate powers prescribed by the laws of the Commonwealth of Pennsylvania, and more particularly described in the Charter School Law and the written Charter. The essential functions of the Board, in accordance with its Charter and established bylaws, shall be policy making; the assurance of sound management and operation, including but not limited to budgeting, curriculum and operating procedures; oversight of employment, discharge

and contracting with professional and nonprofessional employees; active participation in the provision of necessary funds, property and services; and establishment of educational goals and academic standards for the Charter School to govern an educational program designed to support student achievement.[\[5\]\[6\]\[7\]](#)

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

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

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

Legal

1. 24 P.S. 1701-A et seq

2. 24 P.S. 101 et seq

3. 15 Pa. C.S.A. 5101 et seq

4. PA Const. Art. III Sec. 14

5. 15 Pa. C.S.A. 5715

6. 24 P.S. 1714-A

7. 24 P.S. 1716-A

8.15 Pa. C.S.A. 5512

Book. Policy Manual

Section. 0000 Board of Trustees

Title. Board of Trustees Attendance

Code. 0006.1

Status. Active

Adopted. April 21, 2016

Purpose

This policy is intended to support full contribution of all Board members. All Board members shall receive a copy of this official policy. This policy is explicitly incorporated into the Valley Forge Public Service Academy Charter School ("VFPSACS") Code of Conduct and Ethics Policy and applies to the VFPSACS Board of Trustees only. This policy has been reviewed and authorized by the Board (see signature and date below).

Definition

A **Board attendance problem** exists with any of the following conditions:

1. The member has two (2) un-notified absences in a row (**un-notified** means the member did not call a reasonable contact in the organization before the meeting to indicate their anticipated absence);
2. The member has more than three (3) un-notified absences in a twelve-month period;
3. The member misses one third (1/3) of the total member of Board meetings in a twelve-month period.

Guidelines

Response to a Board Attendance Problem

If a Board attendance problem exists, the Board of Trustees President will promptly contact the member to discuss the problem. The member's response will be shared with the entire Board at the next Board meeting. At that meeting, the Board will decide what action to take regarding the Board member's continued membership on the Board. If the Board decides to terminate the membership, termination will be conducted per the following policy:

1. The Board Chair will notify the terminated member in writing of the Board's decision per the terms of the Board Attendance Policy;
2. Such written notification may request a letter of resignation from the terminated member, to be received within two (2) weeks;
3. Where applicable, the Board will vote to accept the member's resignation letter at the next Board meeting;
4. The Board will promptly initiate a process to begin recruiting a new Board member.

Board Chair's Signature Indicating Board Authorization:

Date: _____