BYLAWS

Bronx Global Learning Institute for Girls Charter School,

The Shirley Rodriguez Remeneski School

ARTICLE I

Name and Office

Section 1. Name. This corporation is an education corporation and shall be known as **Bronx Global Learning Institute for Girls Charter School, The Shirley Rodriguez Remeneski School,** herein referred to as "BGLIG" or the "School").

Section 2. Office. BGLIG shall have its principal office in the City of New York, State of New York, and shall be deemed, for the purposes of venue in civil actions, to be an inhabitant and a resident thereof.

ARTICLE II

Board of Trustees

Section 1. Authority. The business and affairs of BGLIG shall be managed and controlled under the general direction of the Board of Trustees of BGLIG (the "Board of Trustees" and each member thereof, a "Trustee") in accordance with the purposes and limitations set forth herein and in the School's Charter (the "Provisional Charter"), issued by the Board of Regents of the State of New York, and the dictates of the School's charter agreement with the New York City Department of Education (the "Charter Agreement").

Section 2. Powers. The Board of Trustees of BGLIG shall:

A. Formulate the general policy to be followed in the management of the affairs, property and business of BGLIG;

B. Create such standing and ad hoc committees, from time to time, as may be deemed desirable by the Board of Trustees. The Chairperson of the Board of Trustees shall appoint the members of such committees;

C. The Board of Trustees shall hire BGLIG's Executive Director. The Executive Director shall be responsible for hiring the School's staff, including, but not limited to, Principal(s) and Business Manager, teachers, coaches, counselors, and administrative personnel. The Board of Trustees shall hold the Executive Director accountable for making sound hiring decisions and effectively managing the staff.

D. Monitor budgeting, regulatory, financial, compliance, and academic performance with respect to BGLIG; and

E. Remove a Trustee for cause by a majority vote of the Board of Trustees.

All powers exercised by the Board of Trustees shall be consistent with the objectives and purposes for which BGLIG is formed and the provisions of Section 501(c)(3) of the Internal Revenue Code.

Section 3. Composition.

Board members should be individuals of high moral character, demonstrate an interest in the welfare of children, be committed to improving education in the community and furthering the mission of the School. All board members must commit to dedicating the necessary time and energy to ensure the effective and smooth operation of the School. The Board of Trustees shall use best efforts to ensure that it has diverse areas of expertise such as the following; (i) education; (ii) financial matters; (iii) human resources; (iv) fundraising; (v) legal; (vi) marketing; (vii) real estate; (viii) strategic planning; and/or (ix) public relations. To become a Trustee, a person shall be nominated by a current Trustee. Trustees shall be elected by a majority vote of the Trustees present at a meeting of the Board of Trustees, provided that those present constitute a quorum. Each Trustee shall be at least eighteen (18) years of age. The President of the Parent-Teacher Organization of BGLIG ("PTO"), shall be an advisor to the Board and shall be invited to attend all public sessions of the Board and provide a parental perspective to the Board.

Section 4. Term of Office. Trustees shall be elected to serve terms of five (5) years dating from the day of their election and extending to the date of the annual meeting of the Trustees five (5) years thereafter and shall be eligible for re-election. The PTO President shall serve as an advisor to the Board of Trustees in an ex officer role for the length of his or her term as President of the PTO and while he or she has a child enrolled at BGLIG.

Section 5. Number of Trustees. The number of Trustees constituting the entire Board of Trustees shall consist of no less than five (5), nor more than eleven (11) Trustees. The Board of Trustees may by majority vote adjust these thresholds within the bounds of applicable law.

Section 6. Vacancies. Temporary vacancies shall be filled for the remainder of an unexpired term by a majority vote of the Trustees present at a meeting of the Board of Trustees, provided that those present constitute a quorum.

Section 7. Compensation. Trustees shall not receive any salary, fees or other financial compensation for their service to BGLIG, but by resolution of the Board of Trustees, reasonable expenses related to attendance of meetings of the Board of Trustees, or other viable expenses, if any, may be reimbursed.

Section 8. Meetings. The Board of Trustees shall meet at least monthly on dates to be determined in advance by the Board of Trustees. Special meetings of the Board of Trustees may be called at any time by the Chairperson of the Board of Trustees, or upon a majority vote of the Trustees then in office. Provided there is a quorum, every meeting of the Board of Trustees held to discuss public business, including official meetings of committees and subcommittees, will be open to the general public in accordance with the New York Open Meetings Law. The Board of Trustees may invite public comment during such meetings at times designated by the Board of Trustees but the Board of

Trustees may, at its discretion, limit public comments to two (2) minutes per person or such lesser time period as the Board of Trustees may set. Times and locations of each meeting shall be set by the Board of Trustees.

Section 9. Participation in Meetings and Engagement. Trustees may participate remotely in Meetings of the Board of Trustees by any process that is allowable under the New York Open Meetings Law. This includes participating remotely in any Meeting where the Trustee's location is included or addressed in the public notice of the meeting. It also includes participation in a meeting where such location information is not provided, for which there is a quorum of Trustees present in person, and the remote trustee is experiencing "extraordinary circumstances." In both circumstances, Trustees participating remotely may vote on matters before the Board of Trustees. Under ordinary circumstances, each member of the Board of Trustees is expected to regularly attend monthly meetings of the Board in person. Each Trustee is expected to attend at least four (4) monthly Board meetings in person each school year. Where personal factors make this challenging, accommodations may be made. During a public health crisis or other emergency that limits physical access to the School, in-person participation in meetings of the Board of Trustees may be restricted. Trustees are also expected to attend and support most signature events of the School, such as graduations, concerts, and celebrations. Trustees show support for the School by annually committing to make a personal financial contribution of at least one thousand dollars ($1,000) and participating in annual fundraising efforts.

Section 10. Voting. Each member of the Board of Trustees shall be entitled to one vote upon each matter submitted to a vote at meetings of the Board of Trustees. The majority vote of those Trustees present and entitled to vote at a duly organized meeting of the Board of Trustees shall decide any question put to a vote. Proxies are prohibited at meetings of the Board of Trustees. Trustees must engage in all votes on their own. Consistent with Article V(1)(E), Trustees who are interested parties in a matter before the Board of Trustees or who are otherwise impacted by a conflict of interest may not participate in discussion and voting on that matter.

Section 11. Executive Session. To enter into a non-public executive session, a motion for executive session must be made during a meeting by a Trustee, the subject of the executive session must be identified, and the motion to conduct the executive session must be carried by a majority vote of the Trustees then present. Topics for an executive session will be limited to those matters identified in the New York Open Meetings Law, as amended from time to time. At the conclusion of this non-public session, the Trustees shall vote to exit the executive session and minutes shall be recorded of any vote taken therein. The Board of Trustees may not vote to appropriate public funds while in executive session. If a vote is taken during executive session on any other matter, minutes of the executive session shall be generated and posted in accordance with the New York Open Meetings Law.

Section 12. Notice to Trustees. To the extent practicable, written notice of meetings of the Board of Trustees shall be given to Trustees at least five (5) days prior to the date set for such meeting. Notice thereof shall state the time and place of the meeting and, in the case of a special meeting, the purpose or purposes for holding such meeting and the Trustee(s) who called for the special meeting.

Section 13. Notice to the General Public. In accordance with the New York Open Meetings Law, if a Board of Trustees meeting is scheduled at least one week in advance, notice of its time and place

shall be given to the news media and conspicuously posted in one or more public locations at least seventy-two (72) hours before the meeting. If a meeting is scheduled less than one (1) week in advance, notice of the time and place of the meeting shall be given to the news media, to the extent practicable, and shall be conspicuously posted in one or more public locations at a reasonable time before the meeting. If videoconferencing is used to conduct a meeting of the Board of Trustees, the public notice for the meeting shall inform the public that videoconferencing will be used, identify the locations for the meeting, and state that the public has the right to attend the meeting at any of the locations. If a meeting will be streamed live over the internet, the public notice for the meeting shall inform the public of the internet address of the School's website streaming the meeting.

Section 14. Quorum. At all meetings of the Board of Trustees, a majority of the Trustees shall be presented in person or via videoconferencing equipment (as described in Section 9, above). A quorum is required for the transaction of business at all meetings of the Board of Trustees or any committee thereof.

Section 15. Resignations. Any Trustee may resign from the Board of Trustees at any time by giving written notice of his or her resignation to the Chairperson of the Board of Trustees. Any such resignation shall take effect at the time specified therein or, if the time when it shall become effective is not specified therein, upon submission to the Chairperson. Unless otherwise specified herein, the acceptance of any such resignation shall not be necessary to make it effective.

ARTICLE III

Officers

The Board of Trustees shall elect by majority vote, from among the Trustees, the following officers all of whom also serve on the Executive Committee of the Board of Trustees:

Section 1. Chairperson. The Chairperson shall preside over all meetings of the Board of Trustees. In his or her absence, the Vice Chair, or the Trustee in attendance possessing the most seniority in that office, in that order, shall preside. The same person cannot hold the office of Chairperson and Secretary. The Chairperson shall appoint members of ad hoc committees, if any. He or she shall also perform such other duties as may from time to time be assigned to him or her by the Board of Trustees.

Section 2. Vice Chair. The Vice Chair shall provide support to the Board, the Chairperson and the School. The Vice Chair shall preside over meetings of the Board of Trustees in the absence of the Chairperson. He or she shall also perform such other duties as may from time to time be assigned to him or her by the Board of Trustees.

Section 3. Secretary. The Secretary shall keep, or cause to be kept, the minutes of all Board of Trustees meetings. He or she shall be custodian of the records. He or she shall see that all notices are duly given in accordance with the provisions of these bylaws ("Bylaws") and as required by law. He or she shall perform all duties incident to the office of Secretary and such other duties as may from time to time be assigned to him or her by the Board of Trustees.

Section 4. Treasurer. The Treasurer shall: (a) keep or cause to be kept adequate and correct accounts of the School's properties, receipts and disbursements; (b) make the books of account

available at all times for inspection by any Trustee; (c) deposit or cause to be deposited the School's monies and other valuables in the School's name and to its credit, with the depositories the Board designates; (d) disburse or cause to be disbursed the School's funds as the Board of Trustees directs; (e) render to the Chairperson and the Board of Trustees, as requested but no less frequently than once every fiscal year, an account of the School's financial transactions and financial condition; (f) prepare any reports on financial issues required by an agreement on loans; and (g) have such other powers and perform such other duties as the Board of Trustees may prescribe.

Section 5. Advisory Board. A seat on the Advisory Board is an appointed position, which enables individuals, such as supporters, former board members, and experts to serve as advisors to the Board of Trustees. The Advisory Board shall have no governing power over BGLIG. The terms and organization of the Advisory Board shall be set by the Board of Trustees. The Advisory Board shall meet as directed by the Board of Trustees and follow such practices as the Board of Trustees may establish. Advisory Board members serve at the pleasure of the Board of Trustees. Each Advisory Board member shall be appointed by the majority vote of the Board of Trustees and may be removed by a majority vote of the Board of Trustees.

ARTICLE IV

Standing Committees

Section 1. Committee Membership. There shall be an Executive/Nominating Committee of the Board of Trustees. It shall consist of no less than five (5) members as required by New York State Education Law § 226(2). The Executive Committee shall be vested with the responsibility of ensuring effective decision-making by the Board of Trustees, including the following activities:

- Making decisions on behalf of the full Board of Trustees between meetings of the full Board;
- Seeking and presenting to the Board candidates for membership on the Board;
- Serving as a communication link with other Board of Trustees members, and
- Such other tasks and responsibilities as the Board of Trustees may, from time to time, assign to it.

All committees other than the Executive/Nominating Committee shall consist of no less than three (3) members.

Section 2. Academic Committee. The Academic Committee shall focus on the School's educational program, curriculum, professional development, and fulfillment of the School's Accountability Plan. It will report to the Board of Trustees on academic matters and shall serve as a support to the Executive Director. The Academic Committee shall take the lead in ensuring that the performance of the Executive Director is evaluated annually. It will take on such other tasks and responsibilities as the Board of Trustees may, from time to time, assign to it.

Section 3. Finance Committee. The Finance Committee shall focus on the School's financial well-being. It shall review the regular budget and other fiscal reports to be submitted to the Board of Trustees on a quarterly basis, or at such other times as required by the Board of Trustees. Its responsibilities include monitoring the School's progress in achieving its financial goals; reviewing

the School's financial control systems in order to safeguard the resources of the School; assisting with arranging for a financial audit to be conducted by a licensed independent auditing firm at least annually; meeting periodically with the administration, contractors and business staff to discuss financial results; reviewing following year fiscal budgets and provide guidance; present recommendations to the rest of the Board of Trustees on financial matters; and such other tasks and responsibilities as the Board may, from time to time, assign to it. The Treasurer shall be the chairperson of this committee.

Ad Hoc Committees

The Board may, from time to time, create ad hoc committees of various sorts where it considers this to be helpful in carrying out its work. Such committees may be decommissioned if and when they are no longer considered useful.

ARTICLE V

Actions By the Board

Section 1. Standard of Care.

A. *Performance of Duties*. Each Trustee shall perform all duties of a Trustee, including duties on any Board of Trustees committee, in good faith and with that degree of diligence, care and skill, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances.

B. *Reliance on Others*. In performing the duties of a Trustee, a Trustee shall be entitled to rely on information, opinions, reports or statements, including financial statements and other financial data, presented or prepared by:

i. One or more officers or employees of the School whom the Trustee believes to be reliable and competent in the matters presented;

ii. Legal counsel, public accountants, or other persons as to matters that the Trustee believes are within that person's professional or expert competence; or

iii. A Board of Trustees committee on which the Trustee does not serve, duly designated in accordance with a provision of the School's charter or By-laws, as to matters within its designated authority.

C. *Investments*. In investing and dealing with all assets held by the School for investment, the Board of Trustees shall exercise the standard of care described above in Article V, Section 1(A), and shall consider, among other relevant considerations, the long- and short-term needs of the School in carrying out its purposes, including its present and anticipated financial requirements. The Board of Trustees may delegate its investment powers to others, provided that those powers are exercised within the ultimate direction of the Board of Trustees.

D. *Rights of Inspection*. Every Trustee has the right to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the School, provided that such inspection is conducted at a reasonable time after reasonable notice, and provided that such right of inspection and copying is subject to the obligation to maintain the confidentiality of the reviewed information, in addition to any obligations imposed by any applicable federal, state or local law.

E. *Participation in Discussions and Voting*. Every Trustee has the right to participate in the discussions of and vote on all issues before the Board of Trustees or any Board of Trustees committee, except that any Trustee shall be excused from the discussion and vote on any matter involving such Trustee relating to: (a) a self-dealing transaction; (b) a conflict of interest; (c) indemnification of that Trustee uniquely; or (d) any other matter at the discretion of a majority of the Trustees then present.

F. *Duty to Maintain Board Confidences*. Every Trustee has a duty to maintain the confidentiality of all Board of Trustees actions which are not required by law to be open to the public, including discussions and votes which take place at any Executive Sessions of the Board of Trustees. Any Trustee violating this confidence may be removed from the Board of Trustees.

ARTICLE VI

General Provisions

Section 1. Fiscal Year. The fiscal year of BGLIG shall be from July 1 through June 30.

Section. 2. Books, List, and Records. BGLIG shall keep, at its office in written form, correct and complete books and records of account and minutes of the meetings of the Board of Trustees and standing committees, and such special committees as from time to time may be designated by the Board of Trustees. When BGLIG receives a request for information under the Freedom of Information Law, it will respond in the following manner: (1) within five (5) business days of receipt of a written request, BGLIG will either make the information available to the person requesting it, deny the request in writing, or provide a written acknowledgment of receipt of the request that supplies an approximate date for when the request will be granted or denied; (2) if an individual is denied access to a record, he or she may, within thirty (30) days, appeal such denial to the Business Manager of BGLIG or his or her designee; (3) upon timely receipt of such an appeal, BGLIG will, within ten (10) business days of the receipt of the appeal, fully explain the reasons for further denial or provide access to the record sought. BGLIG will also forward a copy of the appeal, as well as its ultimate determination, to the Committee on Open Government of New York State. BGLIG may deny access to a requested record for a variety of reasons, including that: (1) such access would constitute an unwarranted invasion of personal privacy; (2) such records are compiled for law enforcement purposes; and, (3) such records are inter-agency or intra-agency materials which are not statistical or factual tabulations of data, instructions to staff that affect the public, or a final policy.

Section 3. Conflict. To the extent there are any conflicts between the terms of the BGLIG's Charter Agreement and the terms of these Bylaws, the terms of the Charter Agreement will control.

Section 4. Execution of Instruments. Except as otherwise provided in these Bylaws, the Board of Trustees may adopt a resolution authorizing any Officer or agent of the School to enter into any contract or execute and deliver any instrument in the name of or on behalf of the School. Such authority may be general or confined to specific instances. Unless so authorized, no Officer, agent or employee shall have any power to bind the School by any contract or engagement, to pledge the School's credit, or to render it liable monetarily for any purpose or any amount.

Section 5. Checks and Notes. Except as otherwise specifically provided by Board resolution, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the School may be signed by the Chairperson, Executive Director, Treasurer, or any Trustee designated for that purpose. In the instance that the School utilizes a fiscal sponsor, check requests must be made in writing to the fiscal sponsor by those same individuals. Check requests for amounts of five thousand dollars ($5,000.00) or greater must be signed by two (2) of these individuals.

Section 6. Construction and Definitions. Unless the context otherwise requires, the general provisions, rules of construction, and definitions contained in the Not-for-Profit Corporation Law and the Education Law shall govern the construction of these Bylaws. Without limiting the generality of the foregoing, words in these Bylaws shall be read as the masculine or feminine gender, and as the singular or plural, as the context requires, and the word "person" includes both a School and a natural person. The captions and headings in these Bylaws are for reference and convenience only and are not intended to limit or define the scope or effect of any provisions.

Section 7. Conflict of Interest. The Board shall adopt a Conflict of Interest Policy, which will be an addendum to these Bylaws.

Section 8. Interpretation of Charter Agreement. To the extent of any conflict between any provision of these Bylaws and the New York Open Meetings Law, the New York Open Meetings Law will control. Whenever any provision of the Bylaws is in conflict with the provisions of the Charter Agreement, the provisions of the Charter Agreement shall control.

ARTICLE VII

Non-liability of Trustees

The Trustees shall not be personally liable for the School's debts, liabilities, or other obligations. The School is responsible for maintaining general liability insurance, including but not limited to directors' and officers' liability insurance.

ARTICLE VIII

Self-dealing Transactions

The School shall not engage in any self-dealing transactions, except as approved by the Board of Trustees and permitted by the School's Conflict of Interest Policy and applicable Law (including such applicable provisions of the General Municipal Law, Education Law and Not-For-Profit Corporation Law). "Self dealing transaction" means a transaction to which the School is a party and

in which one or more of the Trustees has a material financial interest ("interested Trustee(s)"). Notwithstanding this definition, the following transaction is not a self-dealing transaction, and is subject to the Board of Trustees's general standard of care: a transaction that is part of a public or charitable program of the School, if the transaction (a) is approved or authorized by the Board of Trustees in good faith and determined by the Board of Trustees to be in the best interest of the School and without favoritism, and (b) results in a benefit to one or more Trustees or their families solely because they are in a class of persons intended to be benefited by the program.

ARTICLE IX

Amendments

Section 1. Amendments. These Bylaws may be amended, altered, or repealed by the Board of Trustees by a three-fourths vote of those Trustees present at a duly organized meeting of the Board of Trustees, provided that those present constitute a quorum and are subject to approval by the New York City Department of Education and the New York State Board of Regents.

Voted and Approved by Board of Trustees on _____

ADDENDUM A

The Bronx Global Learning Institute for Learning Charter School,

The Shirley Rodriguez-Remeneski School

POLICY ON CONFLICTS OF INTEREST

1, General

a) The General Municipal Law defines prohibited conflicts of interest for school trustees, officers, and employees.

b) Under the General Municipal Law, no school officer or employee may have an interest, direct or indirect, in any contract with the School, when such trustee, officer or employee, individually or as a member of the Board, has the power or duty to (a) negotiate, prepare, authorize or approve the contract, or authorize or approve payment under the contract; (b) audit bills or claims under the contract; or (c) appoint an officer or employee who has any of the powers or duties set forth above. No Treasurer may have an interest, direct or indirect, in a bank or trust company designated as a depository or paying agent or for investment of funds of his/her school. This, however, does not preclude payment of lawful compensation and necessary expenses of a school employee in one or more public offices or positions of employment, the holding of which is not prohibited by law.

2. Exceptions to Law

The General Municipal Law enumerates a number of exceptions to its general rule prohibiting conflicts. Specifically, the statute provides that its prohibitions on conflict of interest do NOT apply to:

a) The designation of a bank or trust company as a depository, paying agent, registration agent or for investment of funds of a municipality except when the chief fiscal officer, treasurer, or his/her deputy or employee, has an interest in such bank or trust company; provided, however, that where designation of a bank or trust company outside the municipality would be required because of the foregoing restriction, a bank or trust company within the municipality may nevertheless be so designated;

b) A contract with a person, firm, corporation or association in which a municipal officer or employee has an interest which is prohibited solely by reason of employment as an officer or employee thereof, if the remuneration of such employment will not be directly affected as a result of such contract and the duties of such employment do not directly involve the procurement, preparation or performance of any part of such contract;

c) The designation of a newspaper, including but not limited to an official newspaper, for the publication of any notice, resolution, ordinance, or other proceeding where such publication is required or authorized by law;

d) The purchase by a municipality of real property or an interest therein, provided the purchase and the consideration therefore are approved by order of the supreme court upon petition of the governing board;

e) The acquisition of real property or an interest therein, through condemnation proceedings according to law;

f) A contract with a membership corporation or other voluntary non-profit corporation or association;

g) The sale of lands and notes pursuant to Section 60.10 of the local finance law;

h) A contract in which an officer or employee has an interest if such contract was entered into prior to the time he/she was elected or appointed as such officer or employee, but this does not authorize a renewal of any such contract;

i) The employment of a licensed physician for a school upon authorization by a two-thirds vote of the board of trustees

j) A contract with a corporation in which an officer or employee has an interest by reason of stockholdings when less than five percent of the outstanding stock of the corporation is owned or controlled directly or indirectly by such officer or employee;

k) A contract for the furnishing of public utility services when the rates or charges therefore are fixed or regulated by the public service commission;

l) A contract for the payment of a reasonable rental of a room or rooms owned or leased by an officer or employee when the same are used in the performance of his/her official duties and are so designated as an office;

m) A contract for the payment of a portion of the compensation of a private employee of an officer when such employee performs part-time service in the official duties of the office;

n) A contract in which a school officer or employee has an interest if the total consideration payable thereunder, when added to the aggregate amount of all consideration payable under contracts in which such person had an interest during the fiscal year, does not exceed the sum of seven hundred and fifty dollars;

o) A contract with a member of the private industry council established in accordance with the federal job training partnership act or any firm, corporation or association in which such member holds an interest, provided the member discloses such interest to the council and the member does not vote on the contract.

3. Express Prohibitions

In addition, the law clearly states that a trustee, officer, or employee may not:

a) Directly or indirectly, solicit any gift, or accept or receive any gift having a value of $75 or more, whether in the form of money, service, loan, travel, entertainment, hospitality, thing, or promise, or in any other form, under circumstances in which it could reasonably by inferred that the gift was intended to or could reasonably be expected to influence him/her in the performance of his/her official duties, or was intended as a reward for any official action on his/her part;

b) Disclose confidential information acquired in the course of his/her official duties or use such

information to further his/her personal interests;

c) Receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the Board; or

d) Receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the Board whereby the compensation is to be dependent or contingent upon any action by the agency. This does not prohibit the fixing of fees based upon the reasonable value of services rendered.

4. Penalties

a) Any contract willfully entered into by or with a school in which there is a prohibited interest is void and unenforceable. In addition, any trustee, officer or employee who willfully and knowingly violates the foregoing provisions shall be guilty of a misdemeanor.

b) It should be noted that competitive bidding does not cure the prohibition against having any interest in a contract when the trustee, officer, or employee has the power to approve the contract.

c) The law further authorizes, in addition to any other penalty imposed, that any person who knowingly and intentionally violates the above may be fined, suspended, or removed from office or employment in the manner provided by law.

5. Disclosure of Interests

a) The Legislature has also enacted various disclosure requirements, in an effort to protect the public and to publicize conflicts of interest, so that both the public and the governing body might take appropriate account of any personal interests in assessing the public benefit of a personal transaction.

b) Any trustee, officer or employee who has, will have, or later acquires an interest in any actual or proposed contract with the Board must publicly disclose the nature and extent of such interest in writing to the Board as soon as he/she has knowledge of it.

c) Although certain interests may not be expressly prohibited by law, they are still subject to disclosure requirements. Legal counsel should be sought concerning any question regarding the disclosure of specific items.

d) The law requires that written disclosure be made part of and set forth in the minutes of the Board. Once made, no further disclosures with respect to additional contracts with the same party during the remainder of the fiscal year need to be made.

Adopted by the Board of Trustees on _____

Dina Velez, Board of Trustees, Chair