

**Board of Trustees Resolution Regarding the Lehigh Valley Charter High School for the Arts Right-to-Know Law Policy, Request for Access to Records Form and Right-to-Know Law Request Fee Structure**

In accordance with the Right-to-Know Law, Act 3 of 2008, be it resolved that the Board of Trustees of Lehigh Valley Charter High School for the Arts hereby establishes the following:

- (1) Right-to-Know Law Policy,
- (2) Right-to-Know Law Request for Access to Records Form, and
- (3) Right-to-Know Law Request Fee Structure.

The Board of Trustees hereby directs that the Right-to-Know Law Policy, Right-to-Know Request for Access to Records Form and Right-to-Know Law Request Fee Structure be posted at Lehigh Valley Charter High School for the Arts' main administrative office and, if Lehigh Valley Charter High School for the Arts maintains an Internet website, on Lehigh Valley Charter High School for the Arts' Internet website together with the following:

- (1) Contact information for the Open Records Officer (may be included in the Right-to-Know Law Policy).
- (2) Contact information for the Office of Open Records or other applicable appeals officer (may be included in the Right-to-Know Law Policy).
- (3) Any additional Administrative Procedures or regulations that may be developed consistent with this Policy and the Right to Know Law.

The Board further appoints the Charter School's Executive Director, currently, Diane LaBelle as the Open Records Officer.

This Resolution and the Policy, Form and Fee Structure included herein, hereby replace and supersede all prior Policies, Forms and/or Fee Structures related to the Right-to-Know Law in effect at the Lehigh Valley Charter High School for the Arts.

In accordance with the Right-to-Know Law, Requesters may elect to access the Official Records Request Form available through the Office of Open Records.

**TO THE EXTENT THAT ANYTHING IN THIS RESOLUTION COULD BE  
CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR  
FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS  
CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH  
CHARTER REQUIREMENTS.**

ADOPTED this day            of            , 2010

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President

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Secretary