


**THE SCHOOL DISTRICT OF PHILADELPHIA**
**BOARD OF EDUCATION  
SPECIAL PUBLIC MEETING  
ACTION ITEM SUMMARY  
JULY 9, 2018**
**I. BOARD OF EDUCATION**
**BOE-1**
**Adoption of Board of Education Public Meeting Schedule 2018-2019**

RESOLVED, that the Board of Education adopt the following public business meeting schedule for the 2018-2019 school year:

Action Meetings @ 5:00 p.m.: August 16, 2018; September 20, 2018; October 18, 2018; November 15, 2018; December 6, 2018 (*Board Reorganization – Time TBD*); December 20, 2018; January 17, 2019; February 21, 2019; March 21, 2019 March 28, 2019 (*Lump Sum Statement*); April 18, 2019 (*Budget Hearing*); April 25, 2019; May 16, 2019; May 30, 2019 (*Budget Adoption*); June 20, 2019; June 27, 2019 (*Levy Taxes*)

**BOE-2 (Updated 7.9.18)**
**Authorization of the Issuance and Sale of Tax and Revenue Anticipation Notes of the School District of Philadelphia Fiscal Year 2019**

**WHEREAS**, the Board of Education (the “Board”) of The School District of Philadelphia, a school district of the first class of the Commonwealth of Pennsylvania (“School District”), has the power and authority, pursuant to the Local Government Unit Debt Act, 53 Pa. C.S.A. §§ 8001 *et seq.* (“Act”), to borrow money from time to time in any fiscal year in anticipation of the receipt by the School District in that fiscal year of current taxes and revenues, and to evidence such borrowing by the issuance and sale of tax and revenue anticipation notes; and

**WHEREAS**, the cash flow forecast with respect to budget requirements of the School District for the fiscal year ending June 30, 2019 (“2019 Fiscal Year”), indicates that the School District will experience cash flow deficits during the 2019 Fiscal Year pending receipt of taxes and other revenues of the School District; and

**WHEREAS**, the Board has found and determined that, in light of the current anticipated and potential future cash needs of the School District during the 2019 Fiscal Year, it is desirable for the Board to authorize tax and revenue anticipation borrowing in an aggregate principal amount not to exceed \$450,000,000, to be undertaken in two (2) series, the proceeds of which shall be applied to the funding of the School District’s cumulative cash flow deficits for the 2019 Fiscal Year; and

**WHEREAS**, the Board has determined to authorize, in accordance with the Act, the issuance and sale, in the 2019 Fiscal Year, of tax and revenue anticipation notes evidencing such tax and revenue anticipation borrowing.

NOW THEREFORE, BE IT RESOLVED BY THE AFFIRMATIVE VOTE OF A MAJORITY OF THE MEMBERS OF THE BOARD OF EDUCATION OF THE SCHOOL DISTRICT OF PHILADELPHIA, AS FOLLOWS:

**Section 1. Authorization.** Authorization is hereby given for the issuance of (a) tax and revenue anticipation notes of the School District in the 2019 Fiscal Year, designated “Tax and Revenue Anticipation Notes, Series A of 2018-2019,” to be issued on or about July 12, 2018, in an aggregate principal amount not to exceed \$225,000,000 (“Series A Notes”); and (b) tax and revenue anticipation notes of the School District in the 2019 Fiscal Year, designated “Tax and Revenue Anticipation Notes, Series B of 2018-2019,” of the School District, to be issued on or about July 12, 2018 in an aggregate principal amount not to exceed \$225,000,000 (“Series B Notes” and, together with the Series A Notes, the “Notes”). The Series A Notes and the Series B Notes are being authorized hereby to be issued in the

2019 Fiscal Year for the purpose of funding the cumulative cash flow deficits of the School District forecasted to occur in the 2019 Fiscal Year.

**Section 2. Term of Notes.** Each Series of the Notes shall be dated the date of issuance thereof, and shall be stated to mature on June 28, 2019, which date is within the fiscal year of the School District in which the Notes are authorized and issued.

**Section 3. Aggregate Amount of Notes Within Statutory Limit.** It is hereby determined that the aggregate principal amount of the Notes will not exceed the lesser of:

(a) Eighty-five percent (85%) of the sum of taxes levied for the 2019 Fiscal Year and current revenues for such fiscal year to be received by the School District during the period when the Notes shall be outstanding and which are pledged for payment of the Notes, as estimated and certified by any member of the Board, the Superintendent of the School District or the Chief Financial Officer of the School District (collectively, the "Authorized Officials" and individually, an "Authorized Official") in accordance with the Act (said certified estimate being annexed hereto as Exhibit "A" and made a part hereof); and

(b) The maximum anticipated cumulative cash flow deficit of the School District during the 2019 Fiscal Year, as computed by the Chief Financial Officer of the School District in accordance with the Internal Revenue Code of 1986, as amended ("Code"), and the regulations promulgated thereunder (said initial computation in connection with the issuance of the Series A Notes and the Series B Notes being annexed hereto as Exhibit "B" and made a part hereof).

**Section 4. Purchase of the Notes.**

(a) It is hereby determined that it is in the best financial interest of the School District to effect a private, negotiated sale of the Series A Notes. The proposal of Bank of America to purchase the Series A Notes in a principal amount not to exceed \$225,000,000, from the School District for its own account at not less than par on the terms and conditions set forth in the written proposal presented to this meeting, a copy of which shall be filed with the records of this meeting ("Series A Note Purchase Agreement"), is hereby accepted.

Bank of America has represented to the School District that it is purchasing the Series A Notes for its own account and not with the present intent for further distribution or resale.

Any Authorized Official is hereby authorized to evidence the acceptance authorized hereunder by executing and delivering the Series A Note Purchase Agreement to Bank of America.

(b) It is hereby determined that it is in the best financial interest of the School District to effect a private, negotiated sale of the Series B Notes. The proposal of PNC to purchase the Series B Notes in a principal amount not to exceed \$225,000,000 from the School District for its own account at not less than par on the terms and conditions set forth in the written proposal presented to this meeting, a copy of which shall be filed with the records of this meeting ("Series B Note Purchase Agreement"), is hereby accepted.

PNC has represented to the School District that it is purchasing the Series B Notes for its own account and not with the present intent for further distribution or resale.

Any Authorized Official is hereby authorized to evidence the acceptance authorized hereunder by executing and delivering the Series B Note Purchase Agreement to PNC.

**Section 5. Rates of Interest.**

(a) The Series A Notes shall bear interest, payable at maturity, calculated on the basis of actual days elapsed in a 365/366-day year, at the rate of 2.55% per annum.

(b) The Series B Notes shall bear interest, payable at maturity, calculated on the basis of actual days elapsed in a 365/366-day year, at the rate of 2.55% per annum.

**Section 6. Pledge and Security Interest.** As required by Section 8125 of the Act, the Notes shall be equally and ratably secured by a pledge of, security interest in, and lien and charge on, the taxes and revenues of the School District to be received from the respective dates of issuance of the

Notes until the stated maturity date thereof ("Pledged Revenues"), a certified estimate of the aggregate amount of such taxes and revenues being set forth in Exhibit "A" hereto. Notwithstanding the foregoing, the amounts irrevocably directed by the School District to be deposited on a daily basis directly into the School District's general obligation bond sinking funds ("Daily Sinking Fund Deposits") are not subject to such pledge, security interest, lien and charge. The certified estimate of the aggregate amount of taxes and revenues to be received in the 2019 Fiscal Year set forth in Exhibit "A" does not include the Daily Sinking Fund Deposits.

Any Authorized Official is hereby authorized and directed to prepare or cause to be prepared, on behalf of the School District, in favor of the Fiscal Agent, as secured party on behalf of the holders of the Notes, appropriate financing statements and cause the filing of such financing statements in accordance with the Pennsylvania Uniform Commercial Code in order to perfect such pledge, security interest, lien and charge.

The holders of the Notes shall have the right to enforce such pledge of, security interest in, and lien and charge on, the pledged taxes and revenues of the School District against all state and local public officials in possession of any such taxes and revenues at any time, which revenues and taxes may be collected directly from such officials upon notice by such holders for application to the payment of the Notes, as and when due or for deposit in the Sinking Fund, at the times and in the amounts specified herein and in the Notes, all in accordance with Section 8125 of the Act. The Fiscal Agent shall enforce such pledge, security interest and lien and charge equally and ratably for the benefit of and on behalf of the holders of the Notes, at the expense of the School District, in accordance with the provisions of this Resolution and the Act, including, without limitation, Section 8125 of the Act. The holders of the Notes shall deliver their Notes to the Fiscal Agent upon request of the Fiscal Agent in order to enable the Fiscal Agent to implement such enforcement.

#### **Section 7. Form and Provisions.**

(a) The forms and provisions of the Series A Notes and Series B Notes shall be substantially as set forth in the forms annexed hereto as Exhibit "C" and made a part hereof, which forms and provisions are hereby affirmed, approved and adopted.

(b) The Series A Notes, upon original issuance, are to be issued in the form of one fully registered note in the principal amount not to exceed \$225,000,000 registered to Bank of America.

(c) The Series A Notes are not subject to redemption prior to maturity.

(d) The Series B Notes, upon original issuance, are to be issued in the form of one fully registered note in the principal amount not to exceed \$225,000,000 registered to PNC.

(e) The Series B Notes are not subject to redemption prior to maturity.

#### **Section 8. Registration and Transfer.**

(a) The School District shall keep, at the designated corporate trust office of the Fiscal Agent, books for the registration, exchange and transfer of Notes and hereby appoints the Fiscal Agent its registrar and transfer agent to keep such books and to make such registrations, exchanges and transfers under such regulations as the School District or the Fiscal Agent may prescribe and as set forth in the forms of the Notes.

(b) The Notes may be transferred upon the registration books upon delivery to the Fiscal Agent of the Notes accompanied by a written instrument or instruments of transfer in form and with guaranty of signature satisfactory to the Fiscal Agent, duly executed by the registered owner of the Notes to be transferred or his duly authorized attorney-in-fact or other legal representative, containing written instructions as to the details of the transfer of such Notes. No transfer of any Note shall be effective until entered on the registration books maintained by the Fiscal Agent or its successor. In a like manner Notes may be exchanged by the registered owners thereof or by their duly authorized attorneys-in-fact or other legal representative for Notes of authorized denomination or denominations in the same aggregate principal amount.

**Section 9. Execution and Authentication of Notes.** The Notes shall not be valid or obligatory in the hands of the holders thereof unless: (i) executed in the name and on behalf of the School District by the facsimile or manual signature of a member of the Board, with the seal of the School District impressed, imprinted or otherwise reproduced thereon, attested by the facsimile or manual signature of the Secretary of the Board; and (ii) authenticated by the manual signature of an authorized officer of the Fiscal Agent.

**Section 10. Sinking Fund Depository and Fiscal Agent.** The Bank of New York Mellon Trust Company, N.A., having a corporate trust office in Philadelphia, Pennsylvania, is hereby appointed Sinking Fund Depository and Fiscal Agent ("Fiscal Agent") to act as registrar and transfer agent, sinking fund depository, fiscal and paying agent for the Notes. Any successor sinking fund depository and fiscal agent shall be a bank or national banking association with trust powers or a trust company. The Chief Financial Officer of the School District is hereby authorized and directed to contract with the Fiscal Agent for its services. The Fiscal Agent's Agreement between the Fiscal Agent and the School District ("Fiscal Agent's Agreement") substantially in the form presented to this meeting, a copy of which shall be filed with the minutes of this meeting, is hereby approved. Any of the Authorized Officials is hereby authorized and directed to execute and deliver the Fiscal Agent's Agreement in substantially such form, with such changes therein as counsel may advise and the Authorized Official executing the same shall approve, such execution being conclusive evidence of such Authorized Official's approval.

**Section 11. Sinking Fund.** There is hereby established a sinking fund for the Notes to be designated "The School District of Philadelphia, Pennsylvania, Tax and Revenue Anticipation Notes, Series of 2018-2019 Sinking Fund" ("Sinking Fund"), and, within the Sinking Fund, accounts as follows:

- (a) an account designated as the "Series A Account," to be held by the Fiscal Agent separate and apart from all other funds of the School District and the Fiscal Agent; and
- (b) an account designated as the "Series B Account," to be held by the Fiscal Agent separate and apart from all other funds of the School District and the Fiscal Agent;

The accounts established in the Sinking Fund pursuant to this Section shall be held by the Fiscal Agent in trust for the equal and ratable benefit of the holders of the Series A Notes and Series B Notes.

The School District hereby covenants, and the Chief Financial Officer of the School District is hereby authorized and directed, to pay to the Fiscal Agent for irrevocable deposit, on June 3, 2019 ("Deposit Date") (i) into the Series A Account, \$225,000,000, plus all interest due on the Series A Notes on June 28, 2019 ("Series A Debt Service Requirement"); and (ii) into the Series B Account, \$225,000,000, plus all interest due on the Series B Notes on June 28, 2019 ("Series B Debt Service Requirement"). The Series A Debt Service Requirement and the Series B Debt Service Requirement are each referred to herein as a "Debt Service Requirement" and are collectively referred to herein as the "Debt Service Requirements".

The Fiscal Agent shall, no later than Noon, Philadelphia time, on June 4, 2019, determine whether the amount on deposit in each Account within the Sinking Fund is equal to the applicable Debt Service Requirement. In the event that the Fiscal Agent determines that there is a deficiency in any Account, it shall immediately, and in no event later than 3:00 p.m. on June 4, 2019, notify the School District of the amount of such deficiency. The School District hereby covenants, and the Chief Financial Officer of the School District is hereby authorized and directed, to deposit an amount equal to such deficiency into such Account or Accounts within the Sinking Fund, on a pro-rata basis, no later than Noon, Philadelphia time, on June 7, 2019.

Failure of the School District to make payment in full when due on the final date specified for deposit in the preceding paragraph shall be cause for the immediate enforcement of the pledge, security interest, lien and charge granted in Section 8125 of the Act and in Section 6 hereof. The Fiscal Agent shall enforce such pledge, security interest, lien and charge as provided in Section 8125 of the Act, Section 6 hereof and in the Fiscal Agent's Agreement.

The School District shall have the right, as soon as the amount on deposit in each and every Account in the Sinking Fund is equal to the Debt Service Requirement for the applicable Series of Notes, to withdraw from such Account in the Sinking Fund at such intervals as the School District shall direct in writing to the Fiscal Agent any amounts in excess of the applicable Debt Service Requirement; provided

that every other Account in the Sinking Fund contains the Debt Service Requirement for the applicable Series of Notes.

**Section 12. Investment of Sinking Fund Moneys.** At the written direction of the School District, the Fiscal Agent shall, to the extent not required for immediate payment of the Notes, invest the moneys held in the Sinking Fund in: (i) direct obligations of the United States of America or obligations, the principal of and interest on which are unconditionally guaranteed by the full faith and credit of the United States of America, and senior debt obligations rated, at the time of investment, "Aaa" by Moody's Investors Service and "AAA" by Standard and Poor's Ratings Services, a division of The McGraw-Hill Companies, issued by Fannie Mae or the Federal Home Loan Mortgage Corporation, senior debt obligations of the Federal Home Loan Bank System, and obligations of the Resolution Funding Corporation, which obligations are not guaranteed by the United States of America (collectively, "Government Obligations"); (ii) shares of an investment company registered under the Investment Company Act of 1940, whose shares are registered under the Securities Act of 1933, including, without limitation, any such investment company for which the Fiscal Agent or an affiliate of the Fiscal Agent serves as investment manager, administrator, shareholder servicing agent, and/or custodian or subcustodian, notwithstanding that (a) the Fiscal Agent or an affiliate of the Fiscal Agent receives fees from such funds for services rendered, (b) the Fiscal Agent charges and collects fees for services rendered pursuant to this Resolution, which fees are separate from the fees received from such investment companies; and (c) services performed for such investment companies and pursuant to this Resolution may at times duplicate those provided to such funds by the Fiscal Agent or its affiliates; provided, that the following are met: (1) investments of that company are only in the authorized investments listed in clause (i) in this Section 12 and Repurchase Agreements (hereinafter defined); (2) the investment company is managed so as to maintain its shares at a constant net asset value in accordance with 17 CFR 270 2a-7 (relating to money market funds); and (3) the investment company is rated at the time of investment in the highest category by a nationally recognized rating agency, or (iii) interest bearing deposits in any bank or bank and trust company or national banking association having a combined net capital and surplus in excess of \$100,000,000 (including the Fiscal Agent or any of its affiliates); provided that all such deposits shall, to the extent not insured by a federal agency or instrumentality, be secured as to principal by a pledge of Government Obligations. The Fiscal Agent, in purchasing Government Obligations, may make any purchase subject to agreement with the seller for repurchase of such Government Obligations at a later date, and in such connection may accept the seller's agreement for the payment of interest in lieu of the right to receive the interest payable by the issue of the Government Obligations purchased; provided that: (A) the seller is a bank or bank and trust company or national banking association having a combined net capital and surplus in excess of \$100,000,000 or a government securities dealer approved by the School District; and (B) such Government Obligations shall be pledged as hereinafter provided (such agreements are hereinafter referred to as "Repurchase Agreements").

Proper officers of the School District may direct the Fiscal Agent in writing to enter into agreements with providers approved by the School District for the forward purchase and delivery of Government Obligations.

All Government Obligations and interest bearing deposits shall mature or be subject to redemption at the option of the holder at not less than par or the purchase price therefor on or prior to the date fixed for payment of principal of or interest on the Notes. All Repurchase Agreements shall have a term no greater than thirty (30) days.

Any Government Obligations pledged as security for Repurchase Agreements shall be subject to a perfected first security interest in favor of the Fiscal Agent, free and clear of all claims of third parties and shall be: (i) in the case of direct obligations of the United States which can be pledged by a book-entry notation under regulations of the United States Department of the Treasury, appropriately entered on the records of a Federal Reserve Bank; or (ii) in the case of other Government Obligations, either (A) deposited with the Fiscal Agent or with a Federal Reserve Bank for the account of the Fiscal Agent, or (B) if the Government Obligation is shown on the account of the pledgor on the books of a clearing corporation, as defined in Division 8, Section 102(a) of the Pennsylvania Uniform Commercial Code (13 Pa. C.S.A. §8102(a)), by making appropriate entries evidencing the acquisition of a securities entitlement on the books of the clearing corporation as provided in Division 8, Section 501(b) of the Pennsylvania Uniform Commercial Code (13 Pa. C.S.A. §8501(b)). All Repurchase Agreements entered into by the

Fiscal Agent, at the written direction of the School District, shall provide that the required ratio of the market value of the Government Obligations so purchased to the repurchase price thereof shall be 102% and shall further require the market value of all Government Obligations so purchased to be determined daily during the term of each Repurchase Agreement.

**Section 13. Application of Sinking Fund Moneys.** The Fiscal Agent shall apply the moneys, deposits and investments held in the Sinking Fund only to the payment of principal and interest due to the holders of the Notes, equally and ratably, when the same become due and payable on June 28, 2019, in accordance with the Act and the provisions hereof. Payments from the Sinking Fund shall be applied first to interest and then to principal. When payment in full of the principal and interest due to the holders of the Notes has been made from the Sinking Fund, any balance in the Sinking Fund shall be paid by the Fiscal Agent to the School District, at the written direction of the School District.

**Section 14. Acts of the Fiscal Agent.** The Fiscal Agent may execute any powers hereunder and perform any duties required of it through attorneys, agents, officers or employees, and shall be entitled to advice of counsel concerning all questions hereunder. The Fiscal Agent may rely and shall be protected in acting on any notice, telegram, request, consent, waiver, certificate, statement, affidavit or other document which it in good faith believes to be genuine and to have been passed or signed by the proper persons or to have been prepared and furnished pursuant to any of the provisions of this Resolution; the Fiscal Agent shall be under no duty to make any investigation as to any statement contained in any such instrument, but may accept the same as conclusive evidence of the accuracy of such statement. The Fiscal Agent shall not be answerable for the exercise of any discretion or power hereunder, except only its own willful misconduct or negligence.

**Section 15. Covenants in Respect of Federal Tax Laws.** The School District hereby covenants that it will not take any action, or fail to take any action, if any such action or failure to take action would adversely affect the exclusion from gross income of the holders of the Notes of the interest on the Notes under Section 103 of the Code and the regulations promulgated thereunder. The School District hereby further covenants that it will not directly or indirectly use or permit the use of any proceeds of the Notes or any other funds of the School District, or take or omit to take any action that would cause the Notes to be "arbitrage bonds" within the meaning of Section 148(a) of the Code and that it will comply with all requirements of Section 148 of the Code to the extent applicable to the Notes. In the event that at any time the School District is of the opinion that for purposes of this Section 15 it is necessary to restrict or limit the yield on the investment of any moneys held by the Fiscal Agent, the School District shall so instruct the Fiscal Agent in writing, and the Fiscal Agent shall take such action as may be necessary to comply with such instructions.

Without limiting the generality of the foregoing, the School District shall pay or cause to be paid from time to time all amounts required to be rebated to the United States of America pursuant to Section 148(f) of the Code and any temporary, proposed or final Treasury Regulations as may be applicable to the Notes from time to time. This rebate obligation shall survive payment in full or defeasance of the Notes.

**Section 16. Notes to be General Obligations of the School District.** The Notes shall be general obligations of the School District and, if the same shall not be paid within the fiscal year in which they are issued, shall be deemed to be non-electoral debt of the School District enforceable in the manner of a general obligation which, unless funded pursuant to the Act, shall be included in the budget of the School District for the ensuing fiscal year and shall be payable from the taxes and revenues of such ensuing fiscal year, as required by the Act.

**Section 17. Continuing Disclosure Agreements.** The School District hereby covenants that it shall continue to comply with its continuing disclosure agreements in effect relating to the debt of the School District incurred under the Act so long as the Notes remain outstanding under the Act.

**Section 18. Ratification of Prior Action.** All actions heretofore taken and all documents heretofore prepared by all officers of the School District in connection with the Notes and other matters contemplated hereby are hereby ratified, confirmed and adopted.

**Section 19. Resolution and Act a Contract; Amendment.** This Resolution and the Act as in force on the date hereof shall constitute a contract between the School District and the registered owners from time to time of the Notes. Said contract may be modified without the consent of said

registered owners insofar as any such modification does not adversely affect their rights as such, and in other respects it may be modified with the consent of the registered owners of not less than fifty-one percent (51%) in principal amount of the Notes then outstanding; provided, however, that no such modification may be made which would reduce such percentage required for consent, or affect the rights of the owners of less than all of the outstanding Notes, or affect the terms of payment of the principal of, or interest on, or the security interest in the pledged taxes and revenues securing the Notes without the consent of the registered owners of all of the affected Notes. If and for so long as a securities depository is the sole registered owner of the Notes, any amendment that would otherwise require the consent of registered owners shall require the consent of the beneficial owners of not less than fifty-one percent (51%) or one hundred percent (100%), as applicable, in principal amount of the Notes then outstanding.

**Section 20. Appointment of Bond Counsel and Financial Advisor.**

(a) The law firm of Eckert Seamans Cherin & Mellott, LLC of Philadelphia, Pennsylvania is hereby appointed Bond Counsel in connection with the Notes.

(b) The financial advisory firm of Phoenix Capital Partners LLP of Philadelphia, Pennsylvania, is hereby appointed Financial Advisor with respect to the Notes.

**Section 21. Further Action.** The Authorized Officials are hereby jointly and severally authorized and directed to take or cause to be taken such further action and to prepare, execute and file such documents and instruments as they may consider necessary or appropriate to implement the purposes of this Resolution, the Series A Note Purchase Agreement, the Series B Note Purchase Agreement and the Fiscal Agent's Agreement.

**Section 22. Filing with the Pennsylvania Department of Community and Economic Development.** Any of the Authorized Officials are hereby authorized and directed to cause the filing of a certified copy of this Resolution, the certificate as to the taxes and revenues remaining to be collected and true copies of the Series A Note Purchase Agreement and the Series B Note Purchase Agreement with the Pennsylvania Department of Community and Economic Development, as required by Section 8128 of the Act.

**Section 23. Headings.** Headings used in this Resolution are for the ease of reference only and do not form a part hereof.

**Section 24. Repeals.** All resolutions and parts of resolutions, to the extent the same are inconsistent herewith, are hereby rescinded and repealed.

**Section 25. Effective Date.** This Resolution shall be effective immediately, this 9<sup>th</sup> day of July, 2018.

**BOE-3 (FOR REVIEW – NO ACTION TAKEN)**

**Review of Proposed Board Policies: Policy 000 Foundations & Basic Commitments; Policy 001 Name and Classifications; Policy 002 Functions; Policy 002.1 Policy Manual; Policy 002.2 Employment of Superintendent; Policy 003 Membership; Policy 003.1 Non-Voting Student Representative; Policy 004 Board Norms and Organization; Policy 004.1 School Board Committees; Policy 005 Meetings; Policy 005.1 Attendance at Meetings via Electronic Communications; Policy 006 Public Engagement**

RESOLVED, that the Board of Education hereby adopts the following Board Policies, in the form attached, effective August 16, 2018:

Policy 000 Foundations & Basic Commitments  
 Policy 001 Name and Classification  
 Policy 002 Functions  
 Policy 002.1 Policy Manual  
 Policy 002.2 Employment of Superintendent  
 Policy 003 Membership  
 Policy 003.1 Non-Voting Student Representative  
 Policy 004 Board Norms and Organization  
 Policy 004.1 School Board Committees

Policy 005. Meetings  
Policy 005.1 Attendance at Meetings via Electronic Communications  
Policy 006 Public Engagement

*Description:* The Board of Education proposes this set of policies as bylaws and procedures to govern themselves. These policies are intended to provide clear statements on the purpose and beliefs of each policy, authorize a framework within which the Board shall operate, and set the tone to outline its beliefs. These policies are aligned with current local, state, and federal laws and regulations.

**II. EDUCATION SUPPORT SERVICES**

*None Submitted*

**III. EDUCATION SERVICES**

*None Submitted*

**IV. INTERMEDIATE UNIT**

*None Submitted*



# THE SCHOOL DISTRICT OF PHILADELPHIA

No. 000

SECTION: Board  
Procedures/Bylaws  
TITLE: Foundations & Basic  
Commitments  
ADOPTED:  
REVISED:

## 000. FOUNDATIONS & BASIC COMMITMENTS

### **Purpose**

A school board is a legal entity for providing a system of public education within each school district in the Commonwealth of Pennsylvania. [1][2][3]

The Board of Education (“The Board”) is the governing body responsible for overseeing all policies and budgetary decisions of the School District of Philadelphia (“The District”). Additionally, the Board serves as the authorizer for all charter schools in Philadelphia. The Board is made up of nine Board Members who serve collectively in the best interest of every student in Philadelphia. [1][2][3][4][6]

### **Definitions**

**Administrative Procedures** - written documents based on policy that outline and describe the means by which a policy should be implemented, specific responsibilities or action steps, consequences for violations, and could include sample forms or guides.

**Board Policies** - general written statement by the Board defining its expectations or position on a particular matter and authorizing or delegating responsibilities to implement appropriate actions to govern those expectations. Board policies authorize a framework within which the Superintendent and staff can implement assigned duties with positive direction. Policies are broad principles adopted by the Board to chart a course of action. Policies are guides for action by the administration, who then sets the rules and regulations to provide specific directions to school district personnel through administrative procedures.

### **Authority**

The Board shall have all of the powers and duties granted to it by the Public School Code of 1949 as amended, Article III of the Pennsylvania Constitution, Article XII of the Philadelphia Home Rule Charter and applicable federal and state laws and regulations. [1][2][3][4][5]

The Board, in accordance with its statutory mandate, shall adopt policies for its own operation and the guidance of the Superintendent in the operation of the school district in a Policy Manual. 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 a thorough and efficient system of public education in this district.[1][3][4][5]

The Board shall establish and approve such schools, District and charter, as are required for the education of every student residing in Philadelphia between the ages of six (6) and twenty-one (21) years who may attend school. [1][4][5]

Collective authority is granted to The Board to represent the residents of Philadelphia in matters of public education. It shall establish educational goals and academic standards for District schools and govern an educational program designed to meet those goals and standards to support student achievement. The Board shall provide direction for establishing, maintaining and evaluating educational programs in public schools, and for enforcing mandatory laws and regulations through the maintenance of a Policy Manual.[1][3][4][5]

The powers of the Board are not vested in the individual Member or Officer(s). 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.[1]

The Board shall adopt policies to manage its own operations and set a clear, positive direction for the Superintendent in operation of the school district. Policies shall be periodically amended by the Board, pursuant to statutory mandates, in keeping with applicable laws. 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 a thorough and efficient system of public education in this district.[1]

As applicable, all members of the 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 administrative procedures shall not invalidate any lawful action taken.[1][5]

### **Delegation of Responsibility**

The composition, organization, duties, and powers of the Board are prescribed by the Public School Code of 1949, Home Rule Charter, and other applicable law. The Board shall exercise its collective authority in public meetings through a majority vote. [1][2][3][4][5]

As a collective body, the Board shall set clear, aligned goals that drive decision-making and policy-making to foster strategic planning and investments in support of student achievement.

In carrying out their duties as the governing body, the Board shall:

1. Adopt operating and capital budgets;
2. Approve investments that align with the Board's priorities;
3. Appoint and evaluate the Superintendent of Schools;
4. Consider the values and voice of all stakeholders;
5. Evaluate progress towards the District's goals;
6. Communicate to the public the Board's priorities, goals, policies, and accomplishments;  
and
7. Establish and communicate a process by which to seek public input.

As individual members and public officials, it is the duty of Board Members to build public confidence in their management of the School District and operate under the highest ethical standards.

In carrying out their duties as a member of the Board, a Board Member shall:

1. Participate in Board meetings and follow parliamentary procedures;
2. Govern by adopting Board policies; and
3. Act in a reasonable manner in the best interest of the Philadelphia's public school students.

The Board may include language within each policy to delegate responsibilities to the Superintendent or designee to create, implement, and review administrative procedures. Administrative procedures are not part of Board policy and may be altered by the administration without formal action by the Board. Administrative procedures shall not conflict with Board policy or with applicable law.

### Limitations

Board policies and administrative procedures are not intended and shall not be construed to supersede or preempt any applicable law. All Board policies and administrative procedures shall be interpreted and administered consistent with applicable law. The Board shall make the final interpretation of its policies, and the administration shall make the final interpretation of its procedures, subject to any review as determined by the Board.

Board policies and administrative procedures are not intended to create a cause of action not independently established in law.

Board policies and administrative procedures shall not preempt, create, supplant, expand or restrict the rights or liabilities of students, employees, residents or others within the school community beyond those established by law.

### *Rules Of Construction*

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

- a. That neither the Board nor the administration intends a result that is absurd, impossible to execute, or unreasonable.
- b. That neither the Board nor the administration intends to violate federal or state Constitutions, Home Rule Charter or any other applicable law.
- c. That the Board and the administration intend that the language used be interpreted using its ordinary meaning unless the policy or procedure explicitly defines the language otherwise.

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 References:**

1. [Public School Code](#) – 24 P.S. Secs. 211, 407, 501, 502, 502.1, 503, 510, 511, 693, 696, 801, 803, 1301, 1717-A, 1844
2. [Pennsylvania Constitution](#) – PA Const. Art. III Sec. 14
3. [Home Rule Charter](#) – Secs. 12-209, 12-300, 12-308, 12-200, 12-209, 12-300, 12-305, 12-308, 12-500
4. [First Class City Public Education Home Rule Act](#) – 53 P.S. Sec. 13201 et seq.
5. [State Board of Education Regulations](#) – 22 PA Code Sec. 4.13
6. Board Policy – 000, 001, 002

**Related Information:**

1. Pa Sunshine Act
2. Public Official and Employee Ethics Act

# THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: Board  
Procedures/Bylaws  
TITLE: Name and  
Classification  
ADOPTED:  
REVISED:

## 001. NAME AND CLASSIFICATION

### **Purpose**

The governing body of The School District of Philadelphia shall be known officially as the Board of Public Education, hereinafter, sometimes referred to as “The Board.” [2][3]

Members of the Board may sometimes be referred to as “Board Member” or “Officers of the Board of Public Education.”

### **Authority**

The School District of Philadelphia is comprised of all lands that lie within the municipal boundaries of the City of Philadelphia and Philadelphia County. The School District of Philadelphia is organized for the purpose of providing a program of public education to serve the needs of the students of the Commonwealth. The Board is the governing body responsible for overseeing all major policy and budgetary decisions for the School District of Philadelphia. [1][2][3]

### *Intermediate Unit*

The School District of Philadelphia is assigned to Philadelphia Intermediate Unit No. 26. [2]

### *Classification*

The School District of Philadelphia is classified as a school district of the first class. [2]

### *Address*

The official address of the Board of Education of the School District of Philadelphia shall be 440 North Broad Street, Suite 101, Philadelphia, PA 19130.

### **Legal References:**

1. [Pennsylvania Constitution](#) – PA Const. Art. III Sec. 14
2. [Public School Code](#) – 24 P.S. Sec. 201, 202, 501, 502, 503, 901-A, 902-A
3. [Home Rule Charter](#) – Sec. 12-100, 12-200

# THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: Board  
Procedures/Bylaws  
TITLE: Functions  
ADOPTED:  
REVISED:

## 002. FUNCTIONS

### **Purpose**

The Board of Education shall govern The School District of Philadelphia and its duties as Philadelphia's charter authorizer by performing its legislative and executive responsibilities as outlined within this policy. [1][2][3][4][5]

### **Definitions**

**Administrative Procedures** - written documents based on policy that outline and describe the means by which a policy should be implemented, specific responsibilities or action steps, consequences for violations, and could include sample forms or guides.

**Board Policies** - general written statement by the Board defining its expectations or position on a particular matter and authorizing or delegating responsibilities to implement appropriate actions to govern those expectations. Board policies authorize a framework within which the Superintendent and staff can implement assigned duties with positive direction. Policies are broad principles adopted by the Board to chart a course of action. Policies are guides for action by the administration, who then sets the rules and regulations to provide specific directions to school district personnel through administrative procedures.

**Policy Manual** - a governance tool that contains all policies adopted by the Board of Education.[5]

### **Authority**

The Board of Education shall execute its duties and responsibility as the governing body and charter authorizer in Philadelphia by exercising its policy making and executive power. The Board shall establish policies and evaluation criteria to manage its legislative and executive duties. [1][2][3][4][5]

### **Legislative Responsibility**

The Board is the policy making body for the School District of Philadelphia. The Board shall establish, review, and adopt policies for the organization and operation of the District. Board policies must be maintained in a Policy Manual which is accessible to the public, employees, students, family members, community members, and Philadelphia residents. [1][2][5]

Board policies must guide Board actions and be used as a tool to communicate the Board's standards and expectations to the public. All Board policies shall be adopted, amended, or

repealed by a majority vote of the Board. The adoption, modification, repeal or suspension of a Board policy shall be recorded in the minutes of the Board meeting. Proposed policies shall be submitted for consideration to the Board by the Superintendent or the Board's Policy Committee. [1][2][5]

### Executive Responsibility

The Board shall exercise its governance responsibility by the appointment of a District Superintendent, who shall enforce the statutes of the Commonwealth, Board policies, and all applicable laws and regulations. The Superintendent shall be appointed and annually evaluated by the Board in accordance with established Board procedures and evaluation criteria. [1][2][5]

The Superintendent shall be responsible for implementing Board policies and establishing administrative procedures for the operation of the school district. Administrative procedures shall be consistent with state and federal statutes or regulations and Board Policies.

The Board delegates authority to the Superintendent to take necessary action in circumstances not provided for in Board policy. The Superintendent shall promptly inform the Board of such actions and the Superintendent's decision may be subject to review by the Board.

Whenever responsibility is delegated to the Superintendent, the Superintendent may designate a representative to act on his/her behalf.

### Review

The Board may have jurisdiction over controversies or disputes arising within this school district. The Board's jurisdiction may be conveyed by statute or reserved by the Board through contract or Board policy. [1][2][3]

Pursuant to its jurisdiction, the Board may hold hearings which shall offer the parties to a dispute, on notice duly given, a fair and impartial forum for the resolution of the matter.

The Board shall comply with and adhere to the necessary requirements of due process. Hearings may vary in form and content. To the extent permitted by law, the Board may delegate the responsibility of conducting hearings to a hearing officer, while still retaining legal obligations for final adjudication of the dispute.

### Legal References:

1. [Public School Code](#) – 24 P.S. Secs. 407, 508, 510, 511, 514, 696, 1001, 1081, 1106, 1715-A, 1717-A, 1729-A
2. [Home Rule Charter](#) – 12-209, 12-300, 12-301, 12-400
3. [Local Agency Law](#) – 2 Pa. C.S.A. Sec. 551 et seq.
4. [Public Officials and Employee Ethics Act](#) – 65 Pa. C.S.A. Sec. 1101 et seq.
5. Board Policy 000, 002.1, 002.2

# THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: Board  
Procedures/Bylaws  
TITLE: Policy Manual  
ADOPTED:  
REVISED:

## 002.1 POLICY MANUAL

### **Purpose**

The Board of Education adopts policies that will be contained in the Policy Manual as a governance tool for the Board of Education and as a resource for district administrators and employees, students, parents/guardians, residents and community members.[1][2]

### **Definitions**

**Administrative Procedures** - written documents that outline and describe the means by which a policy should be implemented. Examples include documents that outline specific responsibilities or action steps, consequences for violations, or sample forms and guides.

**Board Policies** - general written statement by the Board defining its expectations or position on a particular matter and authorizing or delegating responsibilities to implement appropriate actions to govern those expectations. Board policies authorize a framework within which the Superintendent and staff can implement assigned duties with positive direction. Policies are broad principles adopted by the Board to chart a course of action. Policies are guides for action by the administration, who then sets the rules and regulations to provide specific directions to school district personnel through administrative procedures.

**First Reading** - Policy item is on the agenda of a Board or Policy Committee meeting for review and public comment. No formal action can be taken on these items.

**Emergency** - any situation or set of circumstances which the Board has reason to believe will close the schools, jeopardize the safety or welfare of district students or employees, or result in the school district's noncompliance with state or federal laws.

**Second Reading** - Policy item is on the agenda of a meeting of the full Board for consideration and adoption by the Board. Items may only be considered for their second reading once they have been considered for a first reading. Formal action shall be taken on these items.

**Policy Manual** - a governance tool that contains all policies adopted by the Board of Education.

### **Authority**

The Board shall establish a Policy Committee to maintain a manual for all policies adopted by



the Board. The Policy Committee shall review existing policy and recommend revisions or new policy when necessary and ensure compliance with applicable municipal, county, state and federal statutes and regulations. The Policy Committee shall make recommendations to the Board of Education on the changes necessary to maintain a current Policy Manual. [1][2]

All recommendations for policy creation or revision sent by other board committees will receive priority consideration and review by the policy committee in order to expedite recommendations for the consideration of the board.

The Policy Manual shall be considered a public record and shall be available for inspection and access by citizens on the Board of Education website and in the Board of Education offices during regular office hours. [3]

Those policies which are not dictated by state or federal law, regulations of the State Board of Education, or ordered by a court of competent authority may be adopted, amended, or repealed at any meeting of the Board, provided the proposed policy has been presented for a first reading and is on the agenda for its second reading.

Changes to a proposed Board policy, except for minor editorial revisions, at the second reading shall cause that reading to constitute a first reading.

The Board may, upon a majority vote, cause to suspend at any time the operation of a Board policy, provided the suspension does not conflict with legal requirements. Such suspension shall be effective until the next meeting of the Board, unless an earlier time is specified in the motion to suspend. Board policies may be adopted or amended at a single meeting of the Board, by waiving the first reading.

All Board policies shall be adopted, amended, or repealed by a majority vote of the Board. The adoption, modification, repeal or suspension of a Board policy shall be recorded in the minutes of the Board meeting. All current policies shall be maintained in the Board of Education Policy Manual and disseminated appropriately. [4][5]

### **Delegation of Responsibility**

The Superintendent shall be responsible for implementing Board policies and establishing administrative procedures for the operation of the school district. Administrative procedures shall be consistent with state and federal statutes or regulations and Board Policies.

The Board reserves the right to review and to direct revisions of administrative procedures when it considers the procedures to be inconsistent with Board policy, District practice, or when adopting a new policy. The Board reserves the right to alter or rescind any administrative procedures that do not adhere to Board policies.

Board policies and administrative procedures must be disseminated each time updates are made to students, family members/guardians, and staff who are affected by them by updating the Policy Manual on the Board website. [1][2][3][4][5]

### **Legal References:**

1. [Public School Code](#) – 24 P.S. Secs. 407, 510
2. [Home Rule Charter](#) – 12-209
3. [Right-to-Know Law](#) – 65 P.S. Secs. 67.101 et seq.
4. [Pa Sunshine Act](#) – 65 Pa.C.S. Secs. 701-716
5. Board of Education Policy – 000, 002, 801

# THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: Board  
Procedures/Bylaws  
TITLE: Employment of  
Superintendent  
ADOPTED: June 27, 1994  
REVISED:

## 002.2 EMPLOYMENT OF SUPERINTENDENT

### **Purpose**

The Board of Education places the primary responsibility and authority for the administration of the district in the Superintendent. Therefore, selection of a Superintendent is critical to the effective leadership and management of the district.[1]

The Superintendent shall be the chief administrative and instructional officer of the district and shall be responsible for the implementation of all actions of the Board, the administration and operation of the schools subject to the policies of the Board, and the supervision of all matters pertaining to instruction in all programs under the direction of the Board.[18]

### **Authority**

During the last year of the Superintendent's term or any other time the position of Superintendent becomes vacant, the Board shall meet to appoint, by a majority vote of all members of the Board, a properly qualified district Superintendent.[2][3][24]

The Board shall set the compensation and term of office for the Superintendent. The term shall be three to five years from the first day of July next following the appointment, renewable at the discretion of the Board.[3][24]

Whenever the Board finds it impossible or impractical to immediately fill a vacancy in the office of Superintendent, the Board may appoint an acting Superintendent to serve not longer than one (1) year from the time of appointment.[4]

In the event the Board appoints an acting Superintendent, the Board shall approve and document the recruitment and assessment procedures to be used to permanently fill such vacancy in accordance with Board policy.

### **Mandatory Regulatory Procedures:**

#### Recruitment and Assessment of Candidates

The Board shall actively seek candidates who meet the qualifications and requirements for the position of Superintendent. It may be aided in this task by a committee of Board members and/or the services of professional consultants.

When undertaking a search to fill the position of Superintendent, recruitment procedures shall be prepared and may include the following:

1. Preparation of a job description for the position, written in accordance with the requirements of federal and state laws and regulations.[5]
2. Preparation of written qualifications, in addition to applicable state requirements, for all applicants.[6][7][8][9][10]
3. Preparation of informative materials describing the school district, the Superintendent position, and the district's educational goals.
4. Opportunity for selected applicants to visit the district schools, meet with internal staff and external stakeholders at the Board's invitation.

Recruitment, screening and evaluation of candidates shall be conducted in accordance with Board policy, Board established leadership criteria and state and federal law.[5]

The Board shall determine prior to interviewing finalists which expenses associated with such interviews will be reimbursed by the school district.

A candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.

#### Pre-Employment Requirements

The district shall conduct an employment history review in compliance with state law prior to issuing an offer of employment to a candidate. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The district may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment and may report the information as permitted by law.[11]

A candidate shall not be employed until the individual has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.[12][13]

Each candidate shall report, on the designated form, all arrests and convictions as specified on the form. Candidates shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.[13]

Before entering the duties of the office, the Superintendent shall take and subscribe to the oath of office prescribed by law.[14]

After receiving a conditional offer of employment but prior to beginning employment, the candidate shall undergo medical examinations, as required by law and as the Board may require.[15]

### Employment Contracts

An individual shall not be employed as Superintendent unless s/he has signed an employment contract expressly stating the terms and conditions of employment. The written contract shall:[3]

1. Contain the mutual and complete agreement between the Superintendent and the Board with respect to the terms and conditions of employment.
2. Consistent with state certification requirements, specify the duties, responsibilities, job description and performance expectations, including performance standards and assessments as required by law.[16][17][18]
3. Incorporate all provisions relating to compensation and benefits to be paid to or on behalf of the Superintendent.[19]
4. Specify the term of employment and state that the contract shall terminate immediately, except as otherwise provided by law, upon the expiration of the term unless the contract is allowed to renew automatically as required by law.[3]
5. Specify the termination, buyout and severance provisions, including all post employment compensation and the period of time in which the compensation shall be provided. Termination, buyout and severance provisions may not be modified during the course of the contract or in the event a contract is terminated prematurely.
6. Contain provisions relating to outside work that may be performed, if any.[20][21]
7. State that any modification to the contract must be in writing.
8. State that the contract shall be governed by the laws of the Commonwealth.
9. Specify postretirement benefits and the period of time in which the benefits shall be provided.

### Renewal

In order to renew the contract of a Superintendent, the Board shall notify the Superintendent of its intent to retain him/her for a further term through a majority vote of the Board at a regular meeting of the Board occurring at least ninety (90) days prior to the expiration date of the Superintendent's term of office. In the event that the Board fails to take such action, the Superintendent shall continue in office for a further term of one (1) year. Upon the conclusion of

this year, the Superintendent's term of office shall terminate unless the Board has taken action, in accordance with this policy, to retain the Superintendent. [3]

### Removal/Severance

A Superintendent may be removed from office and have his/her contract terminated, after a hearing, by a majority vote of all members of the Board and in accordance with law. The Board shall publicly disclose at the next regularly scheduled meeting the removal from office of a Superintendent. [22][23]

Any negotiated severance of employment prior to the end of the term of the Superintendent's specified contract term shall be limited to either: [3]

1. The equivalent of one (1) year's compensation and benefits due under the contract, if the severance agreement takes effect two (2) or more years prior to the end of the contract term; or
2. The equivalent of one-half (1/2) of the total compensation and benefits due under the contract for the remainder of the term, if the severance agreement takes effect less than two (2) years prior to the end of the contract term.

### **Legal References:**

1. 24 P.S. 1001
2. 24 P.S. 1071
3. 24 P.S. 1073
4. 24 P.S. 1079
5. Pol. 104 - Nondiscrimination in Employment Practices
6. 24 P.S. 1002
7. 24 P.S. 1003
8. 24 P.S. 1078
9. 22 PA Code 49.41
10. 22 PA Code 49.42
11. 11. 24 P.S. 111.1
12. 23 Pa. C.S.A. 6344
13. 24 P.S. 111
14. 24 P.S. 1004
15. Pol. 314 - Physical Examinations
16. 24 P.S. 1073.1
17. 24 P.S. 1081
18. Pol. 002 - Functions

- 19. 20. 24 P.S. 1075
- 20. 24 P.S. 1007
- 21. 24 P.S. 1008
- 22. 2 Pa. C.S.A. 551 et seq
- 23. 24 P.S. 1080
- 24. Philadelphia Home Rule Charter - 12-301

**Related Information:**

- 24 P.S. 108
- 24 P.S. 696
- 24 P.S. 1418
- 22 PA Code 8.1 et seq
- 22 PA Code 49.171
- 22 PA Code 49.172
- 28 PA Code 23.43
- 28 PA Code 23.44
- 28 PA Code 23.45
- 18 Pa. C.S.A. 9125
- 23 Pa. C.S.A. 6301 et seq
- 42 U.S.C. 12101 et seq
- Philadelphia Home Rule Charter - 12-400

# THE SCHOOL DISTRICT OF PHILADELPHIA

No. 003

SECTION: Board  
Procedures/Bylaws  
TITLE: Membership  
ADOPTED:  
REVISED:

## 003. MEMBERSHIP

### **Authority**

Membership of the Board of Education (“the Board”) is prescribed by the Philadelphia Home Rule Charter. [1]

### *Number*

The Board shall consist of nine members. There shall also be a non-voting student advisory member of the Board of Education and an alternate appointed by the Board from among the students enrolled in the Philadelphia public schools. [1][4]

### *Qualifications*

Members of the Board shall be registered voters of the City of Philadelphia. No person shall be eligible to be appointed for more than three full terms.

Each Board Member shall:

1. Take and subscribe to the oath or affirmation prescribed by statute before entering the duties of the office.[1],[2]
2. Not be engaged in a business transaction with the school district, be employed by the school district, or receive pay for services from the school district, except as provided by law.[3]
3. File a statement of financial interests with the State Ethics Commission before taking the oath of office or entering upon his/her duties and annually by May 1.
4. Adhere to the District’s Employee Code of Ethics. [4]
5. Complete all mandatory clearances required of volunteers by Child Protective Services Law.[2]

### *Board Member Appointments*

Board Members shall be appointed by the Mayor from lists of names submitted to him/her by the Education Nominating Panel, and approved by resolution by members of City Council, and in accordance with law.[1]

### *Non-voting Student Representative*



Appointment of the non-voting student representative and alternate student representative shall be made by a majority vote of Board Members during the Spring, for a one-year term beginning July 1 of that same year.

The Board shall adopt a policy to establish the selection process and clarify duties and responsibilities of the student representatives. [4]

#### *Vacancies*

A vacancy shall be filled for the balance of the unexpired term in the same manner by which each member of the Board is appointed in accordance with law.

#### *Term*

The term of office of each Board Member shall be four years, commencing on May 1 of the year a Mayor's term of office begins<sup>1</sup>. [1]

A Board Member's term shall remain coterminous with the appointing Mayor's term.

A Board Member may serve up to three successive terms, if re appointed by the Mayor .

#### *Removal*

Members of the Board shall serve at the pleasure of the Mayor.

#### **Legal References:**

1. [Home Rule Charter](#) – 12-200, 12-201, 12-202, 12-203, 12-204, 12-205,12-206,12- 207, 12-208, 12-209, 12-300
2. [Public School Code](#) – 24 P.S. Secs.301, 302, 401, 403
3. [Public Officials and Employee Ethics Act](#) – 65 Pa. C.S.A. Sec. 1101 et seq.
4. Board Policy 003.1, 300

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<sup>1</sup> The School Reform Commission will dissolve on June 30, 2018. Governance will shift to The Board of Education commencing July 1, 2018. Board Member terms will remain coterminous with the appointing Mayor's term.

# THE SCHOOL DISTRICT OF PHILADELPHIA

No. 003.1

SECTION: Board

Procedures/Bylaws

TITLE: Non-voting Student  
Representative

ADOPTED:

REVISED:

## 003.1 NON-VOTING STUDENT REPRESENTATIVE

### **Purpose**

To establish the position of the non-voting student representative member of the Board of Education. The non-voting student representative serves on the Board in an advisory capacity to represent the interests of all students in Philadelphia. [1]

### **Authority**

Members of the Board of Education shall appoint, by a majority vote, a student representative and an alternate student representative to be a non-voting member of the Board of Education. Board Members must appoint both student representatives during the Spring, for a term commencing on July 1 of that same year. [1][2]

The Board of Education will designate a Board Member to serve as a mentor to the appointed student representatives, with assistance from the Board of Education staff.

Appointments of student representatives shall be made in accordance with procedures outlined by this policy.

### *Roles and Responsibilities*

The non-voting student representative shall:

- Advise the Board of Education on matters in the best interest of all students in Philadelphia.
- Serves on the Superintendent's Student Advisory Council and the Board of Education.
- Serve as a leader that represents student voice for all Philadelphia public schools (District and Charter).
- Make every effort to attend and participate in all public meetings of the Board of Education held outside of their school day.
- Receive orientation, training, and support from the Office of the Board of Education, in relation to fulfilling their role on the Board.
- Advise on the impact of Board Policies on the students of Philadelphia.
- Advise on the development or amendment of Board Policies.

The non-voting student representative shall not:

- Participate in confidential Board executive session.
- Publically represent the intent of the Board.
- Contract on behalf of the Board or the School District.

### *Qualifications*

Student representatives must attend a District or charter high school in Philadelphia and be a current resident of the City of Philadelphia. Student representatives must be enrolled in their eleven (11th) or twelve (12th) grade year while serving as the Board student representative or alternate student representative.

### **Delegation of Responsibility**

The Superintendent or designee shall develop and disseminate administrative procedures for the application and selection process of the student representative position. An annual notification must be sent to students, parents/guardians, and staff with information on the application process and related procedures.

### *Vacancies*

A vacancy shall be filled by the appointment of the alternate student representative as the successor for the remainder of the term, if the student is unable to complete their term.

### *Term*

Appointed student representatives shall serve not more than a single one-year term beginning July 1, ending June 30th.

### *Orientation and Training*

The Board of Education is committed to ensuring appointed student representatives are well informed and prepared to perform the respective duties and responsibilities outlined in their role. The District's Office of Student Support Services will serve as a mentor to appointed student representatives to encourage understanding of the function of the Board and acquire knowledge of matters related to the operation of the schools.

### **Legal References:**

1. [Home Rule Charter](#) – 12-201
2. Board Policy 003 Membership

# THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: Board  
Procedures/Bylaws  
TITLE: Board Norms and  
Organization  
ADOPTED:  
REVISED:

## 004. BOARD NORMS AND ORGANIZATION

### **Purpose**

The Board of Education believes that its collective authority in school governance is strengthened by the diversity of knowledge and skills demonstrated by each Board Member. This policy outlines the general norms and beliefs held by the Board in conducting its business and interacting with one another.

### **Authority**

As public officials and members of the Board of Education, each Board member shall commit to following the norms and beliefs outlined in this policy in conducting Board business and leading the School District of Philadelphia.

In general, Board members shall commit to arriving prepared and promptly to all official business of the Board. Board meetings shall begin promptly at their advertised start time, with the exception of exigent circumstances.

### *Organization*

The Board must hold an annual organization meeting on the first Monday of December<sup>1</sup> and shall by majority vote of all its members elect a President and a Vice-President from among its members. [1][2]

The Board must hold public meetings each month during the school year. All meetings of the Board must be public except when meeting in Executive Session, in accordance with applicable law. [1]

The Board, Mayor, and City Council shall also meet publicly at least twice during the school year in City Council chambers to review and discuss the administration, management, operations, and finances of the School District in order to develop and adopt plans to coordinate their activities for the improvement and benefit of public education in Philadelphia. [1]

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<sup>1</sup> With the exception of its first year of operation, at which time the Board must hold the Organization meeting prior to any other Board business and may identify a pro-tempore officer of the Board to facilitate the Organization meeting.

## *Officers*

President - Shall be elected from among members of the Board of Education by majority vote. As the executive officer of the Board, shall preside at all meetings of the Board. S/He shall execute any and all deeds, contracts, reports, and other documents pertaining to the business of the Board which require the signature of the President. In addition, s/he shall perform any duties as assigned by the Board and those responsibilities specifically delineated in the relevant portions of statutory law. [1]

Vice President - Shall be elected from among members of the Board of Education by majority vote. The Vice President shall act in the absence of the President and as directed by the Board. In the absence of the chairman or vice-chairman of a standing committee, the Vice President shall serve as the chairman. [1]

Secretary and Treasurer - The Superintendent of Schools shall serve as Secretary and Treasurer of the Board. The Superintendent of Schools shall attend all meetings of the Board, and may attend all meetings of any Board committees, except those concerned with his/her own salary, benefits, or tenure. The Superintendent shall have the right to advise on any question or matter under consideration but shall have no right to vote. As Secretary and Treasurer of the Board, the Superintendent shall perform such duties pertaining to the business of the district as are required by law or as the Board may direct. [1]

## **Delegation of Responsibility**

### *School Board Committees*

Board Committees are an opportunity for Board Members to engage in public dialogue and establish, review, analyze, and discuss policy recommendations prior to consideration by the full Board.

The Board may establish Committees (standing or ad hoc) through a majority vote of the Board to assist in its governance of the School District and its charter authorizing business, in accordance with its own policy. [4]

### *Expenses*

While Board Members serve without compensation, district funds may be used to reimburse them for reasonable and necessary expenses incurred in the performance of their official duties.

The Board President must authorize the Board business before a Board Member incurs any expenses. Reimbursements shall be approved for necessary expenses incurred for Board business.

Travel expenses of spouses or other persons who have no responsibilities or duties to perform of the Board when they accompany Board Members during their Board-related activities shall not be reimbursed.

The District may issue to Board Members resources, including but not limited to transportation,

necessary to review their documents and perform their duties.

The Board President shall execute this policy in adherence to Board Operating Guidelines adopted by the Board.

### *Communications*

It is the intent of the Board to engage in effective communication and public engagement by establishing a timely and organized system for delivery of information about new initiatives, emergency communications, changes to Board policies, and statements on behalf of the Board. The Board shall adopt a policy that delegates responsibility to the Office of the Board of Education to manage and support effective communication between the Board and constituents.

### *School Visits*

Board members recognize school visits are a fundamental component of their work. Board members commit to prioritizing regular school visits organized to a diverse range of schools. Board members shall conduct school visits to inform official business of the Board and shall follow protocols adopted by the Board to respect the day-to-day operations of schools.

### *Orientation*

The Board believes that the preparation of each Board Member for the performance of duties is essential to the effectiveness of the Board's functioning. In order to contribute to productive and thoughtful governing, Board Members are expected to:

1. Understand state and federal mandates that guide policymaking;
2. Familiarize themselves with the language and implications of the district's collective bargaining agreements;
3. Familiarize themselves with Board policies;
4. Understand revenue streams, current budget allocations, and key District-wide investments; and
5. Understand the Board's role as authorizer of charter schools in Philadelphia.

The Office of the Board of Education shall establish and implement a program to execute and manage necessary trainings and orientations for Board members.

### **Legal References:**

1. [Home Rule Charter](#) – 12-1208, 12-1209
2. [Public School Code](#) – 24 P.S. Secs. 401, 403, 421, 422, 423
3. [Pa Sunshine Act](#) – 65 Pa.C.S. Secs. 701-716
4. Board Policy 004.1

# THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: Board  
Procedures/Bylaws  
TITLE: School Board  
Committees  
ADOPTED:  
REVISED:

## 004.1 SCHOOL BOARD COMMITTEES

### **Purpose**

The objective of School Board Committees is to improve governance practices by increasing the number of public access points to the Board and aligning the work of the Board to key District initiatives. Board Committees are an opportunity for Board Members to establish, review, analyze, and discuss recommendations prior to consideration by the full Board.

### **Authority**

The Board may establish committees (standing or ad hoc) through a majority vote of the Board to assist in its governance of the School District and its charter authorizing business. Board committees shall operate in accordance with the provisions of the Sunshine Act.[1][2]

All committee meetings shall be open to the public unless the committee meets in Executive Session or in conference, as provided by the Pennsylvania Sunshine Act. Minutes shall be kept for each standing committee meeting. [2]

Standing committees shall meet periodically throughout the school year. Meeting dates, times, and agendas shall be posted publicly at the start of each school year, with the understanding that they might be subject to change.

The Board may authorize the creation of ad hoc committees to meet on an as needed basis to complete specific Board business and keep the Board informed of community opinion and provide representation of stakeholders on specific issues. Reports or recommendations from an ad hoc committee must be formally received by the Board at a regular or special meeting of the Board. Recommendations or reports of ad hoc committees shall not reduce the responsibility of the Board, which shall be free to accept or reject such recommendations. Ad hoc committees shall be created, given a specific charge, and assigned a fixed termination at the completion of their duties, which may be extended by the Board President.

Opportunities for public participation shall be included as part of the agenda of each committee meeting.

The Board shall review its Committee structure during its annual organization meeting on the first Monday of December<sup>1</sup>. **While appointing members to each committee, the Board President must ensure at least one current committee member is re-appointed to that committee.**

The members of each Board Committee shall consist of no more than four (4) Board members, appointed by the Board President, and shall serve until the next organization meeting of the Board. Board members who are not appointed to a committee may attend any meeting of the committee but must not participate in the decision-making of recommendations to the full Board.

Each Board standing committee shall be convened by a chairperson, who shall report for the committee, and be appointed by the Board President. Board members may express their interest in acting as a chairperson or member of a standing committee to the Board President.

Board standing committees shall be assigned a staff liaison, who is appointed by the Superintendent or designee.

Board Standing Committees responsibilities include, but are not limited to, the following

I. Finance and Facilities Committee

- Meets monthly during the school year;
- Receives quarterly briefings on District finances;
- Receives the annual presentation of the Lump Sum Budget;
- Reviews and recommends budget priorities and District spending; and
- Reviews and recommends items for approval related to the District's Capital Improvement Plan.

II. Student Achievement and Support Committee

- Meets monthly during the school year;
- Receives updates on outcomes data as related to the District's progress on its Anchor Goals and District-wide student achievement data;
- Discusses and recommends investments that support schools and classrooms;
- Reviews changes to state and federal legislation as they impact the District's educational programming (ESSA, Perkins, Title I, etc.); and

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<sup>1</sup> The School Reform Commission will dissolve on June 30, 2018. Governance will shift to The Board of Education commencing July 1, 2018. Board Member terms will remain coterminous with the appointing Mayor's term.



- Provides a forum for informing the Board and community (through staff presentations and discussion) about District programs and practices and charter school authorizing.
- III. Policy Committee
- Meets quarterly during the school year;
  - Discusses and recommends the development and review of all Board policies; and
  - Oversees the implementation of all policies adopted by the Board.
- IV. District Partnerships and Community Engagement Committee
- Meets quarterly during the school year;
  - Establishes the Parent and Community Advisory Council, as outlined in the Philadelphia Home Rule Charter;
  - Meets with community partners in various neighborhoods across the school district to discuss new and established partnerships that benefit students and schools; and
  - Holds a regular meeting with the District-wide School Advisory Council to learn about family and community engagement in schools and recognize their efforts.

**Legal References:**

1. [Home Rule Charter](#) – 12-1209
2. [Pa Sunshine Act](#) – 65 Pa. C.S.A. Sec. 701-716

# THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: Board  
Procedures/Bylaws  
TITLE: Meetings  
ADOPTED:  
REVISED:

## 005. MEETINGS

### **Purpose**

This policy governs the conduct and order of business for all Board of Education (“Board”) meetings. The Board reaffirms the right of the public to be present at all public regularly scheduled and special meetings of the Board. The Board also reaffirms the right of the public to have a reasonable opportunity to comment on matters of concern, matters being considered for official action of the Board, and matters that are or may come before the Board.[1][2]

The Board encourages the public to attend Board meetings and to participate in public comment opportunities, and believes the public’s involvement in education issues is critical to academic success of the District’s students.

### **Authority**

#### *Parliamentary Authority*

All Board meetings shall be conducted in an orderly and business-like manner. Robert’s Rules of Order Newly Revised shall govern the Board in its deliberations in all cases where it is not inconsistent with *applicable* law or Board policy. The Board’s General Counsel shall function as the parliamentarian for the Board.

#### *Quorum*

A quorum of the Board shall be a majority of the Board members appointed. No business shall be transacted at a meeting without a quorum of the Board present, but the Board members present at such a meeting may adjourn to another time.[1]

#### *Presiding Officer*

The Board President shall preside over all Board meetings. In the absence, disability or disqualification of the Board President, the Vice-President shall act instead. If neither person is present, a Board member shall be elected President pro tempore by a majority of those present to preside at that meeting only. The acts of any person so designated shall be legal and binding.[1][2]

#### *Notice*

Notice of all open public Board meetings, including committee meetings, shall be given by publication of the date, place, and time of such meetings in the newspaper of general circulation designated by the Board and the posting of such notice at the administrative offices of the Board.

1. Notice of regular meetings shall be given by publication and posting of a schedule showing the date, place and time of all regular meetings for the calendar year at least three (3) days prior to the time of the first regular meeting.
2. Notice of all special meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or property.
3. Notice of all rescheduled meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting.
4. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date and time of meeting
5. Notice of all public meetings shall be given to any newspaper circulating in Philadelphia County and a radio or television station which so requests.
6. Notice of all public meetings shall be given to any individual who so requests and provides a stamped, addressed envelope for such notification.

Written notice of all regular and special Board meetings shall be given to Board members not later than twenty-four (24) hours prior to the time of the meeting.

Notice of executive sessions, if not previously announced, shall be provided in writing to Board members at least twenty-four (24) hours prior to the executive session.[3]

### *Action Meetings*

Action meetings are meetings of the full Board which shall be public and shall be held at specific locations in accordance with the schedule established by the Board for the calendar year, which shall include at least one (1) Board meeting every month.

The order of business for all regular meetings shall be set out in an agenda that is made available to the public in advance of the meeting. The order of business for regular meetings shall be as follows, unless altered by the President:

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Committee Reports
5. Superintendent Update
6. Staff presentations
7. Registered Speakers
8. Discussion of Agenda Items & Votes
9. Adjournment

The agenda, together with all relevant reports, shall be provided to each Board member before the meeting.

### *Special Meetings*

Special meetings may be called after the Board's regular schedule of meeting has been established to address either general or specific issues and shall be open to the public.

The Board President may call for special meetings at his/her discretion and as necessary to conduct District business. The Board President shall call for a special meeting upon receiving written requests for a special meeting from three (3) Board members. Upon the Board President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the Board members.

The Board President shall determine the agenda for all special meetings. The agenda for a special meeting shall be made available to the public no later than twenty-four (24) hours before the special meeting is convened.

No business may be conducted at a special meeting except for that named in the call sent to Board members for such special meeting, provided that meetings may be called for general purposes.

### *Emergency Meetings*

The Board President may call for an emergency meeting when there is a real or potential emergency involving a clear and present danger to life or property. Although public notice of emergency meetings is not required by law, reasonable efforts shall be made to inform the public in a timely fashion when an emergency meeting is called.

### *Committee Meetings*

All committee meetings shall be open to the public unless the committee meets in Executive Session or in conference as provided by the Pennsylvania Sunshine Act. [2][3][4]

Standing Committees shall meet periodically throughout the school year as outlined by Board policy. Meeting dates and times shall be posted publicly at the start of each calendar year, with the understanding that they are subject to change.

### *Public Participation*

The Board reaffirms the right of the public to deliver comments to the Board on matters of general concern, on formal actions of the Board, or on deliberations regarding matters that are or may be before the Board. Speakers present at a Board meeting may address the Board in accordance with law and Board policy.[3][4]

If a motion from the floor is made to amend, revise or edit a resolution on the list of proposed resolutions, or to propose a substitute for it, and the public has had a reasonable opportunity to comment on the original resolution, then the Board may proceed to vote on the amended or substituted resolution without further public comment, if the amendment, revision, edit, or substitute resolution pertains to the same subject which is addressed in the original resolution.

If a motion from the floor is used to propose a resolution which does not pertain to a subject that is already addressed in a resolution that has been posted in advance of that meeting, the Board may vote on the proposed resolution made from the floor at the next or later Board action meeting after the public has been notified of the proposed resolution and has had an opportunity to comment on the proposed resolution.[3][4]

When a Board member proposes a new resolution by a motion from the floor and the President calls for a vote at that meeting, the Board will provide for public comment before the Board takes action. If no speakers request to be heard, then the Board may proceed to vote.

### *Voting*

All motions shall require for adoption a majority vote of the Board, except as provided by statute or Board policy. [1][2]

All votes on motions and resolutions shall be by an oral roll call vote.

The Board President or any Board member may make a motion for a vote on any combination of submitted resolutions at regular meetings or special meetings.

### *Minutes*

The Board shall cause to be made, and shall retain as a permanent record of the District, minutes of all open Board meetings. Said minutes shall be comprehensible and complete and shall include:

- Date, place, and time of the meeting
- Names of Board members present
- Presiding officer
- Substance of all official actions taken
- Record by individual Board member of the roll call votes taken
- Names of all residents who appeared officially and the subject of their testimony

Each Board member shall be provided with a copy of the minutes of the last meeting prior to the next regular meeting. The minutes of Board meetings shall be approved at the next succeeding meeting and signed by the Secretary.

Notations and any audio or video recordings shall not be the official record of a public Board meeting but may be available for public access, upon request, in accordance with Board policy. Any notations and/or audiovisual recordings of a Board meeting shall be retained and disposed of in accordance with the law. [3]

### *Recess/Reconvene*

The Board may at any time recess or reconvene to a reconvened meeting at a specified date and place, upon the majority vote of those present. The reconvened meeting shall immediately take up its business at the point in the agenda where the motion to recess was acted upon. Notice of the reconvened meeting shall be given in accordance with law and Board policy.[3]

### *Executive Session*

The Board may hold an executive session, which is not an open meeting, before; during; at the conclusion of a public meeting; or at some other time. [3]

The Board may discuss the following matters in executive session:

1. Employment issues.
2. Labor relations.
3. Purchase or lease of real estate.
4. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaint expected to be filed.
5. Matters that must be conducted in private to protect a lawful privilege or confidentiality.

The General Counsel shall announce the reason for holding the executive session; the announcement can be made at the public meeting prior to or subsequent to the executive session.

Beginning with the public meeting or the first public meeting after amendments to this Policy are approved, and continuing thereafter, when the Board holds an executive session regarding litigation or issues on which identifiable complaints in litigation are expected to be filed:

1. As regards litigation matters not yet formally commenced, the General Counsel or his/her designee will announce the nature of any such complaint (but not the identity of the complainant) discussed at the executive session;
2. As regards litigation matters that have been filed, the General Counsel or his/her designee shall disclose the names of the parties, the docket numbers and the court in which the litigation has been filed. The General Counsel or his/her designee will make available a written list of the name(s) of the parties, the court and the docket numbers of the litigation at the beginning of the public meeting at which the executive session was announced or shortly after the beginning of the public meeting.

Official action on discussions held in executive session shall be taken at a public meeting. [3]

**Legal References:**

1. [Public School Code](#) – 24 P.S. Secs. 407, 421, 423, 433, 508, 518, 609, 696, 1075
2. [Home Rule Charter](#) – 12-208, 12-209, 12-310
3. [Pa Sunshine Act](#) – 65 Pa. C.S.A. Sec. 701 et seq.
4. Board Policy – 004.1, 800, 801

# THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: Board  
Procedures/Bylaws  
TITLE: Attendance at  
Meetings via Electronic  
Communications  
ADOPTED:  
REVISED:

## 005.1 ATTENDANCE AT MEETINGS VIA ELECTRONIC COMMUNICATIONS

### **Purpose**

Members of the Board are expected to attend each meeting in person. However, the Board recognizes that factors such as illness, travel, schedule conflicts and weather conditions can make impossible the physical presence of a Board Member at a Board meeting, and that electronic communications can enable a Board Member to participate in a meeting from a remote location.

A Board Member shall be able to attend a meeting, and participate in Board deliberations and voting, through electronic communications, but only under limited circumstances.

The Board authorizes the administration to provide the equipment and facilities required to implement this policy.

### **Authority**

A Board Member who attends a meeting through electronic communications shall be considered present only if the member can hear everything said at the meeting and all those attending the meeting can hear everything said by that member.

If the President of the Board of Education determines either condition is not occurring, s/he shall terminate the Board Member's attendance through electronic communications.

To attend a Board meeting through electronic communications, a Board member shall comply with the following:

1. Where practical, submit a request to the Board President or designee at least three (3) days prior to the meeting. The Board President or designee may excuse this requirement in the event of exigent circumstances.
2. Ensure that the remote location is quiet and free from background noise and interruptions.
3. Participate in the entire Board of Education meeting.

**Legal References:**

1. [Public School Code](#) – 24 P.S. Sec. 407
2. [Home Rule Charter](#) – 12-209



# THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: Board  
Procedures/Bylaws  
TITLE: Public Engagement  
ADOPTED:  
REVISED:

## 006 PUBLIC ENGAGEMENT

### **Purpose**

Board Members recognize the importance of engaging in meaningful, two-way communication about the issues impacting education in the School District of Philadelphia. Board Members shall engage in effective internal and external communications with key stakeholder groups, constituents, and members of the larger school community.

As public officials acting on behalf of the residents of Philadelphia, Board Members have an obligation to provide constituent services but, in doing so, should not involve themselves in problem resolution or management.

Effective school governance requires Board Members to listen, ask questions, and engage in public dialogue. Board members shall seek the advice of experts with diverse viewpoints to support and strengthen their decision making.

### **Authority**

#### *Communications*

It is the intent of the Board to engage in effective communication and public engagement by establishing a timely and organized system for delivery of information about new initiatives, emergency communications, changes to Board policies, and statements on behalf of the Board. Matters not yet ripe for discussion will not be released publicly.

#### *Constituent Services*

It is the intent of the Board that constituent services are provided through well-defined protocols that facilitate the ability of the Board to resolve problems effectively and identify opportunities for systems improvement. The Board recognizes that in order to guarantee fairness and equity, Board Members should not confer special advantage on any employee, parent/guardian, student, vendor, or any other person or entity that is outside of the regular decision-making processes established by Board policy or by the District. Rather, it is the intent of the Board to ensure that the Board and the District have well-defined points of access for constituents, creates a culture of customer service, and responds to constituent requests.

### **Delegation of Responsibility**

The Office of the Board of Education shall create Board Operating Guidelines that describe the procedures to manage the Board's engagement with the public.

Primary contact information on how to submit comments from constituents shall be shared on the Board's website. Board staff shall be available to collect and manage constituent services at the Board Office at 440 N. Broad Street, Philadelphia, PA 19130.

**Legal References:**

1. [Home Rule Charter](#) – Secs. 12-1209, 12-310