

SECTION: SCHOOL REFORM
COMMISSION

TITLE: MEETINGS

ADOPTED: October 5, 2011

REVISED:

THE SCHOOL DISTRICT OF PHILADELPHIA

	<p style="text-align: center;">006. MEETINGS</p> <p>Section 1. <u>Purpose</u></p> <p>This policy governs the conduct and order of business for all School Reform Commission meetings. The SRC reaffirms the right of the public to be present at all regularly scheduled and special meetings of the SRC. The SRC also reaffirms the right of the public to comment on matters of concern, on formal actions of the SRC, or on deliberations regarding matters that are or may be before the SRC.</p> <p>The SRC encourages the public to attend SRC meetings and to participate in public comment opportunities, and believes that public involvement in education issues is critical to the academic success of the district’s students.</p> <p>Section 2. <u>Definitions</u></p> <p>Chairperson - Refers to the individual who presides over the work of the entire SRC.</p> <p>Commissioner - A member of the SRC appointed pursuant to state law.</p> <p>Emergency Meeting - A meeting of the SRC called to address an actual emergency involving a clear and present danger to life or property.</p> <p>Executive Session - A meeting of the SRC that is not open to the public because certain privileged or legally confidential information is being discussed.</p> <p>Planning Meeting - A public meeting of the SRC where no formal action is taken, but where individual Commissioners review and deliberate on resolutions submitted by the district in anticipation of taking a formal action at a later date.</p> <p>Public Comment - The opportunity for individuals to address the SRC at regular and special meetings on matters of concern, on formal actions of the SRC, or on deliberations regarding matters that are or may be before the SRC.</p>
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Pol. 903

SC 696

65 Pa. C.S.A.
Sec. 703

65 Pa. C.S.A.
Sec. 707, 708

Pol. 903

<p>65 Pa. C.S.A. Sec. 703</p> <p>SC 696</p>	<p>Regular Meeting - The routine voting and planning meetings of the SRC that are scheduled annually, pursuant to a resolution that is adopted before the end of each school year.</p> <p>Resolution - A formal written expression of a decision, policy, intention, or opinion of the SRC.</p> <p>Special Meeting - A meeting scheduled after the schedule of regular meetings has been adopted.</p> <p>Quorum - The minimum number of Commissioners that must be present at a voting meeting in order for the SRC to take formal action on district business.</p> <p>Voting Meeting - A meeting of the SRC where formal action is taken regarding district business by Commissioners voting on resolutions.</p> <p>Section 3. <u>Parliamentary Authority</u></p> <p>All SRC meetings shall be conducted in an orderly and business-like manner. Robert’s Rules of Order, Newly Revised shall govern the SRC in its deliberations in all cases where it is not inconsistent with law, state regulations or SRC policy.</p>
<p>SC 407 HRC 12-209 65 Pa. C.S.A. Sec. 701 et seq</p>	<p>Section 4. <u>Quorum</u></p> <p>A quorum of the SRC shall be a majority of the Commissioners appointed and currently holding office. No business shall be transacted at a meeting without a quorum of the SRC present, but the Commissioners present at such a meeting may adjourn to another time.</p>
<p>SC 696</p>	<p>Section 5. <u>Presiding Officer</u></p> <p>The Chairperson shall preside over all SRC meetings. In the absence, disability or disqualification of the Chairperson, the remaining Commissioner with the longest continuous service on the SRC shall preside over the meeting. The act of any person so designated shall be legal and binding.</p>
<p>65 Pa. C.S.A. Sec. 703, 709</p>	<p>Section 6. <u>Notice</u></p> <p>The SRC affirms the right of the public to be present at all regularly scheduled and special meetings of the SRC for the purpose of observing SRC deliberations and formal actions. Therefore, notice of all public SRC meetings, including committee meetings, shall be in accordance with law.</p>

SC 423	<p>Notice of all regular and special meetings shall be given to Commissioners prior to the time of the meeting.</p>
SC 421 65 Pa. C.S.A. Sec. 703, 709	<p>Section 7. <u>Regular Meetings</u></p> <p>Regular SRC meetings shall be public and shall be held at a specified location in accordance with the schedule established by the SRC for the fiscal year, which shall include at least one (1) SRC meeting every two (2) months. The Chairperson shall have the discretion to alter the meeting schedule with appropriate public notice.</p> <p>The order of business for all regular meetings shall be set out in an agenda that is made available to the public no later than twenty-four (24) hours and no sooner than seventy-two (72) hours before a regular meeting is convened. The agenda shall be developed by both the Chairperson and the Superintendent, or their designees, with final approval by the Chairperson. The agenda shall include:</p>
Pol. 903	<ul style="list-style-type: none"> a. A call to order by the Chairperson. b. A roll call by the Parliamentarian. c. Recognitions and award presentations to exemplary students. d. A report to the SRC from the Superintendent. e. Review and deliberation by Commissioners of resolutions submitted by the district.
Pol. 903	<ul style="list-style-type: none"> f. Public comment on submitted resolutions. g. At voting meetings, a roll call vote on submitted resolutions. h. Public comment on issues other than submitted resolutions. i. Other items deemed appropriate by the Chairperson. j. Adjournment. <p>The agenda, together with all relevant reports, shall be provided to each Commissioner before the meeting.</p>

<p>65 Pa. C.S.A. Sec. 701 et seq</p>	<p>Section 8. <u>Special Meetings</u></p> <p>Special meetings may be called to address either general or specific issues and shall be public except when conducted as an executive session for purposes authorized by the Sunshine Act.</p> <p>The Chairperson may call for special meetings at his/her discretion and as necessary to conduct district business. The Chairperson shall call for a special meeting upon receiving written requests for a special meeting from three (3) Commissioners.</p> <p>The Chair 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 and no sooner than seventy-two (72) hours before the special meeting is convened.</p>
<p>65 Pa. C.S.A. Sec. 703, 709</p>	<p>Section 9. <u>Emergency Meetings</u></p> <p>The Chairperson may call for an emergency meeting when there is an actual emergency involving a clear and present danger to life or property. Although 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.</p>
<p>65 Pa. C.S.A. Sec. 701 et seq Pol. 903</p>	<p>Section 10. <u>Public Participation</u></p> <p>The SRC reaffirms the right of the public to deliver comments to the SRC on matters of general concern, on formal actions of the SRC, or on deliberations regarding matters that are or may be before the SRC. District residents present at a SRC meeting may address the SRC in accordance with law and SRC policy.</p>
<p>SC 696</p>	<p>Section 11. <u>Voting</u></p> <p>All motions shall require for adoption a majority vote of the SRC, except as provided by statute or SRC policy.</p> <p>All votes on motions and resolutions shall be by an oral roll call vote.</p> <p>The Chairperson or any Commissioner may make a motion for a vote on any combination of submitted resolutions at regularly scheduled or special voting meetings.</p>

<p>SC 518 65 Pa. C.S.A. Sec. 706</p>	<p>Section 12. <u>Minutes</u></p> <p>The SRC shall cause to be made, and shall retain as a permanent record of the district, minutes of all open SRC meetings. Said minutes shall be comprehensible and complete and shall show:</p> <ul style="list-style-type: none"> a. Date, place, and time of the meeting. b. Names of Commissioners present. c. Presiding officer. d. Substance of all official actions. e. Actions taken. f. Recorded votes and a record by individual Commissioners of all votes taken. g. Names of all residents who appeared officially and the subject of their testimony.
<p>65 Pa. C.S.A. Sec. 705</p>	<p>Each Commissioner shall be provided with a copy of the minutes of the last meeting prior to the next regular meeting.</p>
<p>SC 433</p>	<p>The minutes of SRC meetings shall be approved at the next succeeding meeting and signed by the Secretary.</p>
<p>Pol. 800, 801</p>	<p>Notations and any tape or audiovisual recordings shall not be the official record of a public SRC meeting but may be available for public access, upon request, in accordance with SRC policy. Any notations and/or audiovisual recordings of a SRC meeting shall be retained and disposed of in accordance with the district's records retention schedule.</p>
<p>65 Pa. C.S.A. Sec. 703, 709</p>	<p>Section 13. <u>Adjournment</u></p> <p>The SRC may at any time recess or adjourn to an adjourned meeting at a specified date and place, upon the majority vote of those present. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon. Notice of the rescheduled meeting shall be given in accordance with law.</p>

65 Pa. C.S.A. Sec. 707, 708	<p>Section 14. <u>Executive Session</u></p>
	<p>The SRC 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. The presiding officer shall announce the reason for holding the executive session; the announcement can be made at the public meeting prior to or after the executive session.</p>
	<p>The SRC may discuss the following matters in executive session:</p>
	<ul style="list-style-type: none">a. Employment issues.b. Labor relations.c. Purchase or lease of real estate.d. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation.e. Matters that must be conducted in private to protect a lawful privilege or confidentiality.
	<p>Official actions based on discussions held in executive session shall be taken at a public meeting.</p>
65 Pa. C.S.A. Sec. 703, 709	<p>Section 15. <u>Committee Meetings</u></p>
	<p>Committee meetings may be called at any time by a committee co-chairperson, with proper public notice.</p>
	<p>A majority of the total membership of a committee shall constitute a quorum.</p>
65 Pa. C.S.A. Sec. 701 et seq	<p>Unless held as an executive session, committee meetings shall be open to the public, other Commissioners, and the Superintendent.</p>
	<p>Section 16. <u>Delegation Of Responsibility</u></p>
	<p>The SRC directs the Superintendent to develop procedures necessary to implement this policy.</p>

References:

School Code – 24 P.S. Sec. 407, 421, 423, 433, 518, 609, 696, 1075

Home Rule Charter – 12-208, 12-209, 12-310

Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.

School Reform Commission Policy – 800, 801, 903