

**SCHOOL REFORM COMMISSION
PUBLIC MEETING
RESOLUTION SUMMARY**

MAY 17, 2018

I. SCHOOL REFORM COMMISSION

SRC-1 (FOR REVIEW – NO ACTION)

Review of Proposed Policies: Policy 101 School Improvement; Policy 209.2 Diabetes Management; Policy 218 Student Conduct and Discipline; Policy 233 Suspension and Expulsion; Policy 707 Use of School; Policy 711 Use of School District Vehicles

RESOLVED, that the School Reform Commission hereby adopts the following SRC Policy, in the form attached, effective June 21, 2018:

Policy 101 School Improvement
Policy 209.2 Diabetes Management

FURTHER RESOLVED, that the School Reform Commission hereby adopts amendments to the following SRC Policies, in the forms attached, effective June 21, 2018:

Policy 218 Student Conduct and Discipline
Policy 233 Suspension and Expulsion
Policy 707 Use of School Facilities
Policy 711 Use of School District Vehicles

Description: The School Reform Commission establishes general parameters in which the daily operations of the School District are to be governed. As such, the policies (listed above and attached) have been revised and updated to align with current local, state and federal law.

These amendments to policies were developed with the support of the Pennsylvania School Boards Association (PSBA), pursuant to a contract entered into with PSBA pursuant to Resolution SRC-5, approved by the SRC on May 19, 2016. PSBA offers a comprehensive Policy Development Service that updates the SRC's Policy Manual.

Additionally, policies have been reviewed and recommended by the SRC Policy Committee, pursuant to Resolution SRC-4, approved by the SRC on March 16, 2017. The SRC Policy Committee reviews and makes recommendations to the SRC concerning all matters related to developing, updating, and recommending policies for the School District.

The policy development process consists of an in-depth analysis of the existing adopted policies maintained by the School District in relation to the requirements of federal and state laws and regulations; the impact of court and arbitration decisions and recommendations based on governance, liability and educational issues.

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

SRC-2

Administration’s Recommended Termination of Professional Employees

RESOLVED, that there exists sufficient evidence to support the recommendation of the Superintendent and/or his designee to terminate the employment from the School District of Philadelphia of the following professional employee:

- 1. J. G.

and be it

FURTHER RESOLVED, that the Secretary and the School Reform Commission Chair are directed to advise this professional employee of this resolution and of their right to a hearing.

SRC-3

Operating Budget: \$250,000 Amendment of Contract with Lawrence Kutys – Auditor

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform an amendment of Contract No. 0811A/F17, originally entered into with Lawrence Kutys pursuant to Resolution No. SRC-2, approved by the School Reform Commission on March 16, 2017, as amended pursuant to Resolution No. SRC-6, approved by the School Reform Commission on December 14, 2017, by increasing the dollar amount of the contract by an additional \$150,000 from the \$100,000 approved in Resolutions SRC-2 and SRC-6, to an amount not to exceed \$250,000, and by extending the term of the contract from its originally scheduled expiration date of June 30, 2018 through June 30, 2020, with an option to renew for one year, for an additional amount not to exceed \$75,000, for an aggregate amount, if exercised, not to exceed \$325,000 for the period, if exercised, commencing July 1, 2020 through June 30, 2021.

Description: The Office of Inspector General (OIG) requires the continued services of an auditor with experience in governmental agency administration and law enforcement background to conduct advanced level programmatic, compliance and forensic audits to promote accountability, ethics, integrity and efficiency in the School District; to act as a liaison with various federal, state and local law enforcement agencies; and to serve as a source of advice in all aspects of financial auditing techniques and forensic audits involving OIG investigations.

Mr. Kutys will continue to provide services to include but are not limited to conducting accurate and thorough programmatic, compliance and performance audits; interviewing employees, contractors and third parties to ascertain facts for carrying out audits within established timeframes and operate within the policies of the School District..

| | |
|---|--------------|
| ABC Code/Funding Source | \$250,000.00 |
| 1100-043-9970-236H-3311-FY19 Operating (\$75,000) | |
| 1100-043-9970-236H-3311-FY20 Operating (\$75,000) | |
| 1100-043-9970-236H-3311-FY21 Operating (\$75,000) | |

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

*Resolution A-24 will be considered a “walk-on”.

SRC-4**Operating Budget: \$200,000 Amendment of Contract with Thomas Sorrentino – Investigative and Audit Services**

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform an amendment of Contract No. 0335A/F17, originally entered into with Thomas Sorrentino pursuant to Resolution No. SRC-4, approved by the School Reform Commission on September 15, 2016, by increasing the dollar amount of the contract by an additional \$200,000 from the \$200,000 approved in Resolution SRC-4, to an amount not to exceed \$400,000, and by extending the term of the contract from its originally scheduled expiration date of June 30, 2018 through June 30, 2020 with an option to renew for one year, for an additional amount not to exceed \$100,000, for an aggregate amount, if exercised, not to exceed \$500,000 for the period, if exercised, commencing July 1, 2020 through June 30, 2021.

Description: The Office of Inspector General (OIG) requires the continued services of an investigative consultant with a law enforcement background to conduct advanced level administrative and criminal investigations and forensic audits to promote accountability, ethics, integrity and efficiency in the School District; to act as a liaison with various federal, state and local law enforcement agencies; and to serve as a source of advice in all aspects of financial investigative techniques.

Mr. Sorrentino will continue to provide services to include but are not limited to conducting accurate and thorough forensic financial investigations and audits; interviewing employees, contractors and third parties to ascertain facts regarding acts of theft, fraud, employee misconduct, waste and abuse; and carrying out audits within established timeframes and operate within the policies of the School District.

Mr. Sorrentino will also be required to prepare memoranda of interviews and investigative actions and summarize relevant findings through detailed objective reports of investigations and/or forensic audits setting forth allegations, findings, evidence and recommendations.

| | |
|--|--------------|
| ABC Code/Funding Source | \$200,000.00 |
| 1100-043-9970-236H-3311-FY19 Operating (\$100,000) | |
| 1100-043-9970-236H-3311-FY20 Operating (\$100,000) | |
| 1100-043-9970-236H-3311-FY21 Operating (\$100,000) | |

SRC-5

Withdrawn by Staff

SRC-6

Withdrawn by Staff 5.17.18

II. EDUCATION SUPPORT SERVICES***Talent*****A-1****General/Categorical Funds: Approves Personnel, Terminations**

RESOLVED, that the School Reform Commission hereby ratifies the appointment of the following persons to the positions, on the effective dates through **April 30, 2018** and at the salaries respectively noted, as recommended by the Superintendent, provided that: (a) continued employment of persons appointed to positions funded by categorical grants is contingent upon the availability of grant funds; and

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a “walk-on”.*

(b) persons appointed to positions funded by operating funds, shall report to either the Superintendent or his/her designees, and shall serve at the pleasure of the School Reform Commission.

A-2

Operating Budget: \$183,456 Contract Amendment with SearchSoft Solutions, Inc. – Applicant Tracking System

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform an amendment of Contract No. 871/F15, originally entered into with SearchSoft Solutions Inc., pursuant to Resolution A-22, approved by the School Reform Commission on June 18, 2015, and most recently amended pursuant to Resolution A-3, approved by the School Reform Commission on June 15, 2017, by increasing the amount of the contract by an additional \$183,456, from the \$183,456 initially approved, to an amount not to exceed \$366,912, and by extending the term of the contract from its scheduled expiration date of June 30, 2018, through December 31, 2020.

Description: The District proposes to continue partnering with SearchSoft Inc. to provide applicant tracking software and customer support through December 31, 2020. The District currently tracks applications for all paid positions across the District (teacher, principal, school based support staff, central office staff). Since instituting the applicant tracking system in 2015, the District has received more than 15,000 applications for its various positions. This technology has enabled us to track all positions to which an applicant applies, thus being able to coordinate multiple hiring processes with the same candidate; collect optional self-reported demographic information and information regarding how candidates learned about the position to better understand the impact and effectiveness of our hiring efforts; collect required onboarding documentation (like teaching certification and required federal and state criminal background checks) for initial verification; and track groups of candidates as they move through our recruitment and selection processes to improve how quickly individuals can move through the hiring process.

The District originally contracted with People Admin Inc (which has since merged to become SearchSoft Solutions Inc.) on June 18, 2015, and has extended the contract through the 2016-17 and 2017-18 school years. This applicant tracking system has replaced previous paper application systems and given our recruitment and selection team the ability to better communicate with hiring managers about applicants, improving the quantity and quality of applicants, and improve our ability to swiftly hire the right employees for the District. The District has received responsive customer support from SearchSoft that meets our needs for data tracking and provides a user-friendly experience for our applicants, and has provided an adequate platform for managing employee applications. The District is seeking to extend the contract for an additional two and a half years through December 31, 2020, at a cost of \$61,152 per year. SearchSoft Solutions has maintained consistent, transparent pricing for all years of the District's contract.

| | |
|-----------------------------------|--------------|
| ABC Code/Funding Source | \$183,456.00 |
| 1100-055-9400-283F-3291 Operating | |

A-3

Operating Budget: \$50,000 Amendment of Contract with Conner, Strong and Buckelew – Benefits Consulting Services

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform an amendment to Contract

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

No. 0406/F15, originally entered into with Conner, Strong and Buckelew, pursuant to Resolution No. A-21, approved by the School Reform Commission on October 16, 2014, as amended pursuant to Resolution No. A-2 approved by the School Reform Commission on September 17, 2015, and as amended pursuant to Resolution A-4 approved by the School Reform Commission on October, 13, 2016, and as amended pursuant to Resolution A-2 approved by the School Reform Commission on August, 17, 2017 increasing the amount of the contract by an additional \$50,000 from the \$ 1,000,000 authorized by Resolutions A-21, A-2,A-4 and A-3, to an amount not to exceed \$1,050,000.

Description: The School District of Philadelphia (SDP) is requesting that AIM Administrators, an affiliate of SDP's benefit consultant Conner, Strong and Buckelew, conduct a medical claims audit for a sample of SDP claims finalized between February 1, 2017 and January 31, 2018 (the audit period). AIM Administrators will assess whether claims are being adjudicated correctly in accordance with the provisions of the benefits plan and whether claims are paid on behalf of eligible participants as determined by the provisions of the summary plan document. The audit will provide an assessment of Independence Blue Cross' (IBC) overall claims accuracy performance versus industry standards (and/or any applicable contractual standards) during the audit period.

| | |
|-------------------------|-------------|
| ABC Code/Funding Source | \$50,000.00 |
| 9009-087-self-59m9-3311 | |

Finance

A-4

Operating Budget: \$1,970,481 Contract with Conner Strong & Buckelew Companies, Inc. – Casualty and Property Insurance

RESOLVED, that the School Reform Commission authorizes the School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform a contract with the School District's Insurance Broker of Record, Conner Strong & Buckelew (Conner Strong) to bind and purchase various casualty and property insurance policies, for an aggregate premium not to exceed \$1,970,481 for the period commencing July 1, 2018 through June 30, 2019.

Description: Although The School District of Philadelphia (School District) enjoys protection under the Commonwealth's governmental immunity laws, it still requires a suite of casualty and property insurance products to address many of the exposures presented by its activities.

Conner Strong is the School District's Insurance Broker of Record and consultant on insurance and related matters. Their current contract term is through July 1st, 2020 and was based on an RFP process and a management review.

The role of the insurance broker is to help the District design the best insurance coverage strategy, survey the marketplace for the best possible insurance terms and rates with carriers meeting the School District's qualifications. The School District pays the broker for the cost of the insurance plus a management/consultation fee in lieu of commission. The broker receives the insurance premiums from the District in escrow and thereafter pays the carriers for the assorted coverages.

The insurance program renews as of July 1, 2018. The suite of coverages includes:

***Excess Workers' Compensation coverage**

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

- *Crime (theft of funds by employees)
- *Social Engineering (added under the crime policy for theft of funds by outside parties through fraudulent communications)
- *Travel Insurance (coverage for the SRC)
- *Sports Accident coverage (for varsity and junior varsity athletes)
- *Student Participation
- *Foreign Travel Package (for approved trips outside the US)
- *Student Professional Liability (for programs in nursing homes, hospitals, etc.)
- *Property Insurance
- *Public Official Bonds (as required by law)
- *Cyber Security

Additionally, there are premium fees related to the reconciliation of the Excess Workers' Compensation coverage based on the audited payroll for FY 2017-18. The School District underestimates the payroll and pays the reconciled premium fee instead of risking an over estimation which will not allow for a credit.

| | |
|-----------------------------------|----------------|
| ABC Code/Funding Source | \$1,970,481.00 |
| 1100-061-9530-2698-5232 Operating | |

Information Technology

A-5

Operating Budget: \$1,900,000 Contract with T-Mobile – Cellular Telecommunications Services; Amendment of Contract with AT&T Mobility

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform a contract with T-Mobile USA, for cellular telecommunications services, for an amount not to exceed \$1,900,000, for the period commencing May 18, 2018 through June 30, 2024.

FURTHER RESOLVED, that the School Reform Commission authorizes the School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform an amendment of a contract, originally entered into with AT&T Mobility, to allow for the orderly transition of cellular telecommunication services to a new provider, pursuant to Resolution A-15, approved by the School Reform Commission on December 20, 2012, by extending the term of the contract from its scheduled expiration date of June 30, 2018 through October 31, 2018, at no additional cost.

Description: The School District provides cellular-based telephone and smartphone devices and accompanying services, to approximately 800 school-based administrators, operational and support staff, and security/safety personnel. Approximately 70% of the District's cellular fleet is assigned to operational staff, most of which utilize WiFi-based Android smartphones to interface with the District's Archibus work-order and operations management system. The devices permit facilities, maintenance and school safety staff to retrieve work orders, enter updates on conditions of facilities and equipment in real time, and coordinate the safety and security of school facilities.

The School District's Office of Information Technology solicited proposals through a formal Request for Proposal (RFP) for the acquisition of cellular voice and data telecommunications services. Proposals for RFP-587 were received from four (4) cellular carriers: AT&T Mobility, Sprint Wireless, T-Mobile USA, and Verizon Wireless.

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

Upon analysis of all proposal responses and hands-on testing of each vendor's service, the RFP evaluation committee concluded that the proposal from T-Mobile USA, Inc., of Bellevue, WA, represented the most cost effective and favorable response for the provisioning of cellular telephone services.

In order to transition all of the District's existing cellular telephones and smartphones from the current incumbent cellular provider to T-Mobile, in a manner that will minimize disruption to school operations and allow for the installation and configuration of customized software on cellular equipment, this resolution will further authorize a four-month no-cost extension of the District's existing contract with AT&T Mobility.

| | |
|---|----------------|
| ABC Code/Funding Source | \$1,900,000.00 |
| 1100-033-9HF0-2694-5331 FY24 Operating (\$300,000.00) | |
| 1100-033-9HF0-2694-5331 FY23 Operating (\$300,000.00) | |
| 1100-033-9HF0-2694-5331 FY22 Operating (\$300,000.00) | |
| 1100-033-9HF0-2694-5331 FY21 Operating (\$300,000.00) | |
| 1100-033-9HF0-2694-5331 FY20 Operating (\$300,000.00) | |
| 1100-033-9HF0-2694-5331 FY19 Operating (\$400,000.00) | |

A-6

Operating Budget: \$225,000 Contract with Verizon – Telecommunications Services

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform a contract with Verizon Business, for the provisioning of telecommunications services, for an amount not to exceed \$225,000, for the period commencing July 1, 2018 through June 30, 2020.

Description: This contract award will utilize the Commonwealth of Pennsylvania's COSTARS cooperative purchasing agreement to provide telecommunications services required for the operation of fire and intrusion alarm systems located in all District schools and facilities.

The School District has recently completed a major transition of telephone services in all schools from analog to digital (VoIP) utilizing the District's metropolitan fiber-optic network. There are however, approximately 600 remaining analog telephone circuits that are supporting fire and intrusion alarm systems across the District. The District's Operations Office is currently undergoing a project to upgrade all alarm systems in District buildings to utilize cellular-based wireless communications, eliminating the need for the use of older analog telephone service. Those upgrades are projected to be completed by June 2020. This contract award will permit the necessary time to complete the transition of those systems.

| | |
|---|--------------|
| ABC Code/Funding Source | \$225,000.00 |
| 1100-033-9HF0-2694-5321 FY19 Operating (\$150,000.00) | |
| 1100-033-9HF0-2694-5321 FY20 Operating (\$75,000.00) | |

A-7

Various Funds: \$900,000 Contract with Various Vendors – IT Professional and Application Services

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to purchase Professional and Application Services from various vendors through blanket purchase agreements pursuant to the PA Commonwealth Invitation to

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

Qualify (ITQ) master contract, for an aggregate amount not to exceed \$900,000, subject to available funding, for the period commencing May 18, 2018 through June 30, 2020.

Description: This contract establishes a source for professional, maintenance, and software application services needed for District-wide implementations. Such projects include Enterprise Resource & Planning (ERP) System, Website and Web-based Applications, mandatory content delivery through the District's LMS, online or school-based training in support of these or other District-wide initiatives. The award will facilitate the efficient acquisition of professional IT or business services for highly specialized project management, application development, maintenance, design, training delivery, and engineering skills.

| | |
|-------------------------|--------------|
| ABC Code/Funding Source | \$900,000.00 |
| Various | |

Executive

A-8

Categorical/Grant Fund: \$160,000 Acceptance of Grant from the Philadelphia School Partnership RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to accept a grant from the Philadelphia School Partnership, if awarded, of up to \$160,000, to fund two full-time teaching positions at Science Leadership Academy Middle School, for the period commencing July 1, 2018 through June 30, 2019.

Description: The School District of Philadelphia has been working with the Philadelphia School Partnership to support the opening of Science Leadership Academy Middle School (SLAMS), an inquiry-based School District middle school.

The Philadelphia School Partnership is providing a grant from its Great Schools Fund to support the unique inquiry-driven, project-based, technology-enabled academic program at SLAMS. This grant will help support salary and benefits for certain staff positions and allow for slightly reduced class loads for teachers tasked with building curriculum for the academic program at SLAMS. The funding is allocated at the conclusion of each academic year and is contingent upon the completion of successful achievement of projected outcomes as listed in the grant agreement.

This project aligns with the School District's Action Plan 3.0 by providing an active partnership among the School District, foundations, community organizations, local universities and colleges, community groups and others to create educationally and socially vibrant programs and interior and outdoor spaces at schools throughout the School District.

| | |
|-------------------------|--------------|
| ABC Code/Funding Source | \$160,000.00 |
|-------------------------|--------------|

A-9

Operating Budget: \$200,000 Amendment of Contract with The Fund for The School District of Philadelphia

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform an amendment of Contract 0071/F16, originally entered into with Fund for the School District of Philadelphia, pursuant to Resolution No. A-21, approved by the School Reform Commission on March 19, 2015, and previously amended pursuant to Resolution No. A-74, approved by the School Reform Commission on June 16,

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

2016, by increasing the amount of the contract by an additional \$200,000 from the \$640,000 authorized by previous Resolutions, to an amount not to exceed \$840,000, to fund the executive director position, which directs The Fund's strategic fundraising activities with the philanthropic community and private donors.

Description: The Fund for the School District of Philadelphia is part of a national initiative to build public-private partnerships that strengthen public education in our country's major urban areas through private sector support. Founded in 2003 as Philadelphia Children's First Fund, the mission is to serve as a vehicle for generating, directing, and managing private philanthropic resources to respond to the needs and goals of the School District of Philadelphia and to create innovative opportunities for promoting student achievement. The Fund for the School District of Philadelphia as it is currently known since it reorganized in 2015, is the official not-for profit entity for the School District of Philadelphia. The partners are private foundations, corporations and businesses, and individual donors.

| | |
|-----------------------------------|--------------|
| ABC Code/Funding Source | \$200,000.00 |
| 1100-051-9930-239E-3000 Operating | |

A-10

Categorical/Grant Fund: \$435,000,000 Application for and Acceptance of Funds from Various Entitlement and Recurring Non-Competitive Grants

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to apply for and accept funds, if awarded, from various entitlement and recurring noncompetitive grants administered by the Pennsylvania Departments of Education and Public Welfare, by the City of Philadelphia, and by the United States Departments of Education, Agriculture, Labor, and Health and Human Services, to support a broad array of ancillary programming, for an aggregate amount not to exceed \$435,000,000, during the period commencing July 1, 2018 through June 30, 2019.

Description: On an annual and/or recurring basis, the U.S. Departments of Education, Health and Human Services, and Agriculture, and the Pennsylvania Departments of Education and Welfare, and the City of Philadelphia provide the School District of Philadelphia with a substantial amount of entitlement and non-competitive funding designed to support various supplemental programs/services.

Anticipated entitlement and non-competitive grants covered by this resolution include but are not limited to:

- * Title I A Improving the Academic Achievement of the Disadvantaged. To ensure all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach at a minimum, proficiency on challenging State academic achievement standards and state academic assessments.
- * Title I D Delinquent Children and Youth To support school district programs that ensure that students returning from facilities for delinquent students successfully transition into district programs.
- * Title I E School Intervention Funds ("1003(a)") To improve student achievement by supporting implementation of research-based strategies and practices.
- * Title II A Teacher Quality Funds are used for professional development in the areas of math, science and technology to improve teaching and learning, and to support class-size reduction/elimination of split classes.
- * Title III Immigrant and LEP Language Instruction To provide high quality professional development

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

to classroom teachers, upgrade curricula, materials and assessment procedures, community participation, and parent outreach for limited English proficient and immigrant students.

- * PreKindergarten Head Start (Federal) To provide high quality preKindergarten programming for eligible, low-income families.
- * Head Start Supplemental Assistance (State) To expand and enhance the high quality preKindergarten programming provided through the federal Head Start Program.
- * PreK Counts (State) To provide high quality preKindergarten programming for eligible families, including Bright Futures programs.
- * Impact Aid/Refugee Children School Impact Aid/Refugee & Entrant Assistance Discretionary Grants To improve resettlement services for refugees, enhancing services to disadvantaged refugee groups, and for a wide array of other objectives.
- * Math and Science Partnership Program To fund university-led professional development for teachers of math and science.
- * School Improvement Grants To fund datadriven school improvement efforts in schools designated as "low-performing" under ESEA.
- * Education for Children and Youth Experiencing Homelessness Program To support activities and services to ensure educational continuity for school age children temporarily living in shelters.
- * Project ARREST (AIDS Risk Reduction Education and Staff Training) To support schoolbased HIV/STD prevention and health promotion programming, as well as surveying students about high risk behaviors.
- * Perkins (Carl D.) Vocational and Applied Technology Education To provide secondary vocational/technical education services in public schools. Support for high schools in developing/improving approved Career and Technical Education (CTE) programs (i.e. 10-12th-grade academies).
- * CTE Supplemental Equipment Grant To purchase equipment necessary for the implementation of high quality Career and Technical Education programs.
- * Gaining Early Awareness and Readiness for Undergraduate Programs (GEARUP) To provide targeted supports and academic programs designed to increase the likelihood of success in attending post-secondary educational programs.
- * Education Leading to Employment and Career Training (ELECT) To provide supports to pregnant and parenting students, including fathers, to help ensure educational success for them and their children.
- * Junior Reserve Officers Training Course (JROTC) To provide an instructional program for students that promotes patriotism, develops informed and responsible citizens, develops respect for constituted authority, and develops a high degree of personal honor, self reliance, individual discipline and leadership. To provide an educational program that enhances instruction for students by building higher level citizenship and leadership skills, developing increased personal and social responsibility and helping them perform better academically in less time and with greater retention.
- * Nutrition Education Outreach Program To provide supplemental nutrition education services District-wide.
- * Pennsylvania Accountability Block Grant (ABG)/Ready To Learn (RTL) Block Grant To subsidize the cost of Kindergarten programs and improve early literacy education District-wide.
- * The Philadelphia PreKindergarten Initiative (PHLPreK) To expand the number of high quality pre-kindergarten slots available for 3 and 4-year-old Philadelphians.
- * Applied Behavior Analysis Services grant To build capacity in district schools to provide Applied Behavior Analysis services, as a component of special educational services.
- * National School Lunch Program (NSLP) To provide partial reimbursement for the cost of breakfast and lunch meal services provided to eligible District and participating charter school students.

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

*Resolution A-24 will be considered a "walk-on".

- * Child and Adult Care Food Program (CACFP) Twilight Meals To provide partial reimbursement for the cost of twilight dinner meal services provided to eligible District and participating charter school students.
- * Child and Adult Care Food Program (CACFP) PreK Program Meals To provide partial reimbursement for the cost of meal services provided to eligible students in the District's PreKindergarten program.
- * Fresh Fruit and Vegetable Program (FFVP) A pilot program to increase scope and availability of fresh fruit and vegetables in selected District schools.

| | |
|-------------------------|------------------|
| ABC Code/Funding Source | \$435,000,000.00 |
| Various | |

Operations

A-11

Capital Fund: \$30,000 Amendment of Contract with R. F. Design – Security Cameras

RESOLVED, that the School Reform Commission authorizes the School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform an amendment to a contract, originally entered into with R.F. Designs, pursuant to Resolution A-30, approved by the School Reform Commission on April 27, 2017, for the installation of conduit and wiring for the installation of CCTV security equipment, and amended, pursuant to Resolution A-13, approved by the School Reform Commission on March 15, 2018, by increasing the amount of the contract by an additional \$30,000, from the \$307,400 approved by Resolutions A-30 and A-13, to an amount not to exceed \$337,400, subject to funding.

Description: This amendment increases the authorization amount for the District's contract with R.F. Designs, to install conduit and wiring necessary for CCTV security equipment at Bodine High School and Greenfield Elementary. The Office of School Safety had previously intended to perform these installation services in-house, but on-staff technicians have been needed to repair failing camera and burglary equipment at other locations as well as provided support to the conversion of District fire alarms amidst the District's switch from telephone to voice-over IP.

| | |
|--------------------------------------|-------------|
| ABC Code/Funding Source | \$30,000.00 |
| 8D16-065-9GH0-2660-7000 Capital Fund | |

A-12

Operating Budget: \$245,000 Contract with Degler-Whiting, Inc. – Purchase and Installation of Gym Curtains for Various High Schools

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, pursuant to Costars Contract # 014-147, to execute, deliver and perform a contract with Degler-Whiting, Inc., for the purchase and installation of gym divider curtains, for an amount not to exceed \$245,000, for the period commencing May 18, 2018 through June 30, 2018.

Description: This contract establishes a source for the purchase and installation of gym divider curtains for nine high schools throughout the School District of Philadelphia. The vendor was selected from the CoStars cooperative purchasing program from the Pennsylvania Department of General Services.

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

The schools to receive the gym divider curtains are: Benjamin Franklin High, Benjamin Rush High, Frankford High, Girls High, Northeast High, Roxborough High, Saul High, South Philadelphia High, and Washington High.

| | |
|-----------------------------------|--------------|
| ABC Code/Funding Source | \$245,000.00 |
| 1100-031-9270-2623-6000 Operating | |

A-13

Operating Budget: \$600,000 Contract with Motorola Solutions – Encrypted Radios

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, pursuant to City of Philadelphia contract 99-0844 to purchase encrypted radios and related equipment from Motorola Solutions, for an amount not to exceed \$600,000, subject to available funding, for the period commencing May 18, 2018 through June 30, 2019.

Description: This contract establishes a source for the purchase of encrypted radios needed to replace existing units scheduled to sunset in December, 2018. The Office of School Safety uses an 800MHz radio system as its primary voice communications system to ensure the security and safety of District staff, students, and properties.

| | |
|---|--------------|
| ABC Code/Funding Source | \$600,000.00 |
| 1100-034-9560-2661-7591 FY18(\$92,307.00) | |
| 1100-034-9560-2661-7591 FY19 (\$507,693.00) | |

A-14

Operating Budget: \$500,000 Contracts with Carolina Plumbing, Five Star, General Asphalt, and Herman Goldner – Plumbing Services

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform contracts separately with Carolina Plumbing, Inc., Five Star, Inc., General Asphalt Paving, Co. and Herman Goldner, Inc., to perform on-call plumbing services at various School District locations, for an aggregate amount not to exceed \$500,000, for the period commencing May 18, 2018 through June 30, 2019.

Description: This contract establishes a source for on-call plumbing services throughout various locations within the School District of Philadelphia. This contract will be managed and utilized by the Office of Maintenance Management.

The proposed award represents the completion of public solicitation GSC-008: Plumbing Services, issued by Procurement on March 20, 2018. The solicitation was sent to over 40 vendors as well as our host of area agencies. Nineteen (19) companies downloaded the solicitation and of those, four (4) responded.

| | |
|---|--------------|
| ABC Code/Funding Source | \$500,000.00 |
| 1100-031-9270-2621-4551 FY18 (\$40,000.00) | |
| 1100-031-9270-2621-4551 FY19 (\$460,000.00) | |

A-15

Operating Budget: \$1,000,000 Contract with Blick Art Materials – Art Supplies

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, pursuant to the ARIN Intermediate Unit 28 contract

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a “walk-on”.*

to purchase art supplies from Blick Art Materials, for an amount not to exceed \$1,000,000, subject to available funding, for the period commencing May 18, 2018 through June 30, 2019.

Description: This contract establishes a source for the purchase of art supplies for various classrooms across the District. There is a need art materials to meet curricular content goals (Anchor Goals 1 and 2) and support 21st century programs for students to be college and career ready (Anchor Goal 2). This contract will be managed and overseen by the Office of Curriculum & Assessment.

| | |
|---|----------------|
| ABC Code/Funding Source | \$1,000,000.00 |
| 1100-002-9EP0-1101-6000 FY18 (\$428,829.00) | |
| 1100-003-9EP0-1103-6000 FY18 (\$81,081.00) | |
| 1100-004-9EP0-1103-6000 FY18 (\$468,468.00) | |
| 1200-006-9EP0-1103-6000 FY18 (\$21,622.00) | |

A-16 (Updated 5.11.18)

Operating Budget: \$110,000 Contract with Smith Flooring, Inc. – Carpeting at Penn Alexander School

RESOLVED, that the School Reform Commission authorizes the School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform a contract with Smith Flooring, Inc., for the purchase and installation of carpeting at Penn Alexander School for an amount not to exceed \$110,000, subject to funding, for the period commencing May 18, 2018 through June 30, 2018.

Description: The library, amphitheater space, hallways and other areas of the Penn Alexander School will be re-carpeted because the existing carpet is aging and in need of replacement.

A competitive bid was issued for the purpose of acquiring a vendor to provide the purchase and installation of carpeting at Penn Alexander School utilizing one-time surplus funds. The notification was sent to twelve (12) companies. Twenty-five (25) companies downloaded the bid. One (1) company submitted a bid in response.

| | |
|-----------------------------------|--------------|
| ABC Code/Funding Source | \$110,000.00 |
| 1100-031-9270-2623-6132 Operating | |

A-17

General Fund: \$254,760 Amendment of Contract with Applied Data Systems, Inc. – Use of Facilities

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver, and perform an amendment of a contract originally entered into with Applied Data Systems, Inc., pursuant to Resolution no. A-8 approved by the School Reform Commission on September 23, 2013, as amended by Resolution no. A-43 approved by the School Reform Commission on June 18, 2015, as further amended by Resolution no. A-27 approved by the School Reform Commission on November 15, 2016, and Resolution no. A-34 approved by the School Reform Commission on August 17, 2017, to include Use of Facilities' module modifications, hosting and licensing fees to the Computerized Maintenance Management System, by increasing the amount of the contract by an additional \$254,760 from the \$2,350,000 approved by Resolutions A-34, A-27 and A-34, to an amount not to exceed \$2,604,760, and by extending the termination date of the contract from its

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a “walk-on”.*

original scheduled expiration date of June 30, 2018 through June 30, 2020.

Description: On September 23, 2013, the School District of Philadelphia entered into a contract with Applied Data Systems, Inc. (ADSI) to implement a Computerized Maintenance Management System (CMMS) and related components for Facilities Management & Operations. It is a five-year project ending June 30, 2018. The CMMS software, "Archibus", is being configured to house all relevant data and will replace a number of outdated applications.

Facilities Management, in conjunction with District's Finance Department, has identified a number of upgrades necessary to the Use of Facilities functionality currently in development within the Archibus software. These modifications will be used to ensure compliance with all guidelines for the handling of invoices and payment.

Changes include a number of additional communication enhancements, allowing for better dispersal of information to the schools, customers, and administration. The District will also have the ability to have the system generate emails to customers on demand. Two new security roles will be created and the workflow adjusted to ensure division of labor. The staff member generating the invoices is separate from the administrator that approves any adjustment and release of the invoice, and different from the individual that receives and processes the payments. Lastly, the payments receivable portion of the application will be expanded to allow for more capabilities, including scans of all payments and the direct association of payments and individual reservations.

The estimated cost to implement the above-identified work to the Use of Facilities module is \$100,000.

ADSI also hosts the Archibus software for which Facilities Management currently pays a monthly fee of \$8,125. This award includes twelve months of hosting fees for the period July 1, 2018 to June 30, 2019 in the amount of \$97,500. The original contract covers the licensing fees up to January 2019 and since Archibus does not do month to month subscription for licensing, the licensing cost included in this award is for seventeen months for the period February 2019 to June 2020 in the amount of \$57,260.

| | |
|--|--------------|
| ABC Code/Funding Source | \$254,760.00 |
| 1100-037-9270-2618-3412 FY18 General Fund (\$100,000.00) | |
| 1100-037-9270-2618-3412 FY19 General Fund (\$154,760.00) | |

A-18 (Updated 5.8.18)

Capital Fund: \$2,263,297 Capital Awards I – General and Electrical Contracts for Asbestos Abatement, Roof Replacement and Emergency Generator Replacement Projects

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform contracts separately with the lowest responsible bidders: Delta/BJDS for Asbestos Abatement, United States Roofing Corporation for Roof Replacement and Carr & Duff, Inc. for Emergency Generator Replacement, for an aggregate amount not to exceed \$2,263,297, for the period commencing May 18, 2018 through completion of the projects.

Description:

Spec: B-022 C General Contract - Asbestos Abatement of 2017/18

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

Motivation High School (Read) - 2555 South 78th St.

*Delta/BJDS (W) - \$348,000.00

1342 Industrial Blvd.

South Hampton, PA 18966

This contract covers the labor, material, and equipment necessary for the the removal of asbestos containing textured ceiling paint and repainting of ceilings in stairwells, pod classrooms and hallways outside of the classroom pods on the 2nd and 3rd floors in the Motivation High School/KIPP West Philadelphia school building. Asbestos containing material (ACM) removal and associated decontamination cleaning procedures shall be accomplished under asbestos-abatement conditions. The Facilities Condition Index (FCI) at this location is 35.67%. The School Progress Report (SPR) at this location is 61.

The bids for this project were publicly advertised on 2/22/2018, 2/27/2018, and 3/1/2018 in several local newspapers and posted on the School District's Capital Programs Website. The award is recommended to the responsive and responsible bidder who met the technical and construction specifications. Bids were publicly opened on 3/13/2018. After review of the bids and a de-scoping meeting it was determined that Delta/BJDS was the lowest responsible bidder with a bid of \$348,000.00.

Spec: B-056 C General Contract - Roof Replacement
of 2016/17

Watson T. Comly Elementary School - 1001 Byberry Road

*United States Roofing Corporation - \$1,827,800.00

1000 E. Main Street

Norristown, Pennsylvania 19401

This contract covers the labor, material, and equipment necessary for the removal and replacement of the built-up roofing system. The work includes removal and replacement of the shingles on the gable roof, R-27 insulation and modified roofing system for the main roof, refurbishing and repainting all roof ferrous metal such as vents and ladders, bird screens at all mechanical vents, replacement and repointing of damaged parapet walls, smoke stacks and other masonry walls, and reconditioning the lightning protection system. The Facilities Condition Index (FCI) at this location is 44.57%. The School Progress Report (SPR) at this location is 73.

The bids for this project were publicly advertised on 1/30/2018, 2/4/2018, and 2/6/2018 in several local newspapers and posted on the School District's Capital Programs Website. The award is recommended to the responsive and responsible bidder who met the technical and construction specifications. Bids were publicly opened on 2/27/2018. After review of the bids and a de-scoping meeting it was determined that United States Roofing Corporation was the lowest responsible bidder with a bid of \$1,827,800.00.

Spec: B-104 C Electrical Contract - Emergency
Generator Replacement of 2016/17

Lewis Elkin Elementary School - 3199 D Street

*Carr & Duff, Inc. - \$87,497.00

2100 Byberry Road

Huntingdon Valley, Pennsylvania 19006

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

*Resolution A-24 will be considered a "walk-on".

This contract covers the labor, material, and equipment necessary to replace the emergency generator.

The work includes: new concrete base, electrical feeders, panels, generator enclosure, testing and training. The Facilities Condition Index (FCI) at this location is 53.41%. The School Progress Report (SPR) at this location is 40.

The bids for this project were publicly advertised on 2/14/2018, 2/19/2018, and 2/21/2018 in several local newspapers and posted on the School District's Capital Programs Website. The award is recommended to the responsive and responsible bidder who met the technical and construction specifications. Bids were publicly opened on 3/13/2018. After review of the bids and a de-scoping meeting it was determined that Carr & Duff, Inc. was the lowest responsible bidder with a bid of \$87,497.00.

| | |
|--|----------------|
| ABC Code/Funding Source | \$2,263,297.00 |
| 8D16-065-1190-4693-4915 Capital (\$348,000.00) | |
| 8D16-065-8370-4637-4541 Capital (\$1,827,800.00) | |
| 8D16-065-5260-4627-4561 Capital (\$87,497.00) | |

A-19

Capital Fund: \$23,445,288 Capital Awards II – General, Mechanical, Plumbing and Electrical Contracts - Retaining Wall Repair and Major Renovations

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform contracts separately with the lowest responsible bidders: Murphy Quigley Company for Retaining Wall Repairs at the Robert Blair Pollock Elementary School, Smith Construction; Allstates Mechanical, Ltd.; Dolan Mechanical, Inc.; Hyde Electric Corporation; Delta/BSI Construction, LLC.; PT Mechanical Group, LLC; Carolina Plumbing & Heating, Inc. and Mulhern Electric Company for Major Renovations at Motivation High School and the Roosevelt Middle School, for an aggregate amount not to exceed \$23,445,288, for the period commencing May 18, 2018 through completion of the projects.

Description:

Spec: B-002 C General Contract - Retaining Wall Repairs of 2017/18
 Robert Blair Pollock Elementary School - 2875 Welsh Road
 *Murphy Quigley Company, Inc. - \$747,610.00
 GSB Building, One Belmont Avenue
 Bala Cynwyd, Pennsylvania 19004

This contract covers the labor, material, and equipment necessary to repair the retaining wall at this location. The work includes: removal and replacement of unsuitable fill behind the wall, the addition of a new reinforced concrete key to the toe of the wall, concrete crack and spall repairs, removal and replacement of approximately 85 LF of failed wall with a cantilever reinforced concrete retaining wall, replacement of chain link fence at top of wall to match existing, removal and replacement of failed storm water sewer and inlets that extend behind the existing retaining wall, removal of playground equipment, trees, play surfaces, utilities, fencing and surfaces. The Facilities Condition Index (FCI) at this location is 34.90%. The School Progress Report (SPR) at this location is 54.

The bids for this project were publicly advertised on 3/1/2018, 3/6/2018, and 3/8/2018 in several local newspapers and posted on the School District's Capital Programs Website. The award is

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

recommended to the responsive and responsible bidder who met the technical and construction specifications. Bids were publicly opened on 4/3/2018. After review of the bids and a de-scoping meeting it was determined that Murphy Quigley Company, Inc. was the lowest responsible bidder with a bid of \$747,610.00.

Spec: B-014 C General Contract - Major Renovation of 2017/18

Motivation High School – 5900 Baltimore Avenue

*Smith Construction (W) - \$8,342,000.00

2708 Commerce Way, Suite 203

Philadelphia, Pennsylvania 19154

This contract covers the general construction labor, material, and equipment necessary for the major renovation at this location. The work includes: environmental remediation, site demolition and new site work, new main entry structure consisting of perforated metal fence and gate, concrete portico and signage, masonry restoration, selective repair of existing roof, replacement of exterior window systems, refurbished elevator, new inclined platform lifts and new wheelchair lifts, selective removal and replacement of wood doors in existing hollow metal frames, refinishing of existing hollow metal doors and frames, new door hardware, interior masonry work, removal and replacement of ACT ceilings, new suspended cloud ceilings in auditorium, toilet partitions and toilet accessories, selective refurbishment and or replacement of existing lockers, millwork and casework, auditorium equipment including new stage curtain rigging, projector and refurbishment of chairs, operable partition in Gym, replacement of visual display boards, new fume hood, interior finishes, new window shades and room signage. The Facilities Condition Index (FCI) at this location is 35.67%. The School Progress Report (SPR) at this location is 61.

The bids for this project were publicly advertised on 2/26/2018, 3/3/2018, and 3/5/2018 in several local newspapers and posted on the School District's Capital Programs Website. The award is recommended to the responsive and responsible bidder who met the technical and construction specifications. Bids were publicly opened on 4/3/2018. After review of the bids and a de-scoping meeting it was determined that Smith Construction was the lowest responsible bidder with a bid of \$8,342,000.00.

Spec: B-015 C Mechanical Contract - Major Renovation of 2017/18

Motivation High School - 2555 South 78th Street

*Allstates Mechanical, Ltd. - \$3,869,000.00

1602 Conchester Highway

Boothwyn, Pennsylvania 19061

This contract covers the mechanical labor, material, and equipment necessary for the major renovation at this location. The work includes: removal and replacement of boilers, boiler breeching, pumps, air handing units and associated duct work, unit ventilators, cabinet unit heaters, fin-tube radiators, electric duct heaters, DX split system heat pumps, exhaust fans, relief air fans, supply diffusers, valves, controls, testing and balancing. The Facilities Condition Index (FCI) at this location is 35.67%. The School Progress Report (SPR) at this location is 61.

The bids for this project were publicly advertised on 2/26/2018, 3/3/2018, and 3/5/2018 in several local newspapers and posted on the School District's Capital Programs Website. The award is recommended to the responsive and responsible bidder who met the technical and construction specifications. Bids were

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

publicly opened on 4/3/2018. After review of the bids and a de-scoping meeting it was determined that Allstates Mechanical, Ltd. was the lowest responsible bidder with a bid of \$3,869,000.00.

Spec: B-016 C Plumbing Contract - Major Renovation of 2017/18

Motivation High School – 5900 Baltimore Avenue

*Dolan Mechanical, Inc. - \$267,000.00

638 Johnson Road

Sicklerville, New Jersey 08081

This contract covers the plumbing labor, material, equipment necessary for the major renovation at this location. The work includes: selective plumbing fixture demolition, selective new plumbing fixtures including toilets, urinals, drinking fountains, lavatories, sinks, shower heads and eyewash. New acid neutralization tanks at science lab sinks, new domestic water heaters, new circulating pump and new exterior hose bibs. The Facilities Condition Index (FCI) at this location is 35.67%. The School Progress Report (SPR) at this location is 61.

The bids for this project were publicly advertised on 2/26/2018, 3/3/2018, and 3/5/2018 in several local newspapers and posted on the School District's Capital Programs Website. The award is recommended to the responsive and responsible bidder who met the technical and construction specifications. Bids were publicly opened on 3/29/2018. After review of the bids and a de-scoping meeting it was determined that Dolan Mechanical, Inc. was the lowest responsible bidder with a bid of \$267,000.00.

Spec: B-017 C Electrical Contract - Major Renovation of 2017/18

Motivation High School – 5900 Baltimore Avenue

*Hyde Electric Corporation - \$2,810,000.00

3441 Bowman Street

Philadelphia, Pennsylvania 19129

This contract covers the electrical labor, material, and equipment necessary for the major renovation at this location. The work includes: demolition of electrical equipment including lighting, lighting controls, mechanical equipment disconnects and electrical connections, new 100A panel boards, interior and exterior lighting fixtures and controls, electrical and data outlets, new telecom bonding and grounding equipment, new data cables, connectors and horizontal cabling components, new master clock system, and new security cameras integrated with the existing CCTV system. The Facilities Condition Index (FCI) at this location is 35.67%. The School Progress Report (SPR) at this location is 61.

The bids for this project were publicly advertised on 2/26/2018, 3/3/2018, and 3/5/2018 in several local newspapers and posted on the School District's Capital Programs Website. The award is recommended to the responsive and responsible bidder who met the technical and construction specifications. Bids were publicly opened on 3/29/2018. After review of the bids and a de-scoping meeting it was determined that Hyde Electric Corporation was the lowest responsible bidder with a bid of \$2,810,000.00.

Spec: B-800 C General Contract - Major Renovation of 2016/17

Theodore Roosevelt Middle School - 430 East Washington Lane

*BSI Construction, LLC - \$5,969,000.00

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

*Resolution A-24 will be considered a "walk-on".

735 Birch Avenue
Bensalem, Pennsylvania 19020

This contract covers the general construction labor, material, and equipment for the major renovation at this location. The work includes: asbestos abatement, masonry repair and restoration, steel lintels, miscellaneous metal work, ladders and rails, etc., interior and exterior finishes, thermal and moisture protection systems, roofing, gutters, flashing, and scuppers, wood and steel doors, door frames, door hardware, steel stud and drywall construction, casework and laboratory casework, painting, building signage, building specialties, window treatments, modernization of one 2500 lb. capacity geared traction elevator, concrete sidewalks, grading adjustments, exterior stair repairs, aluminum railings, ADA parking will be relocated, decorative steel fence and gates. The Facilities Condition Index (FCI) at this location is 58.08%. The School Progress Report (SPR) at this location is 20

The bids for this project were publicly advertised on 2/20/2018, 2/25/2018, and 2/27/2018 in several local newspapers and posted on the School District's Capital Programs Website. The award is recommended to the responsive and responsible bidder who met the technical and construction specifications. Bids were publicly opened on 4/5/2018. After review of the bids and a de-scoping meeting it was determined that BSI Construction, LLC was the lowest responsible bidder with a bid of \$5,969,000.00.

Spec: B-801 C Mechanical Contract - Major Renovation of 2016/17
Theodore Roosevelt Middle School - 430 East Washington Lane
*PT Mechanical Group, LLC - \$219,752.00
215 Executive Drive
Moorestown, NJ 08057

This contract covers the mechanical labor, material, and equipment necessary for the major renovation at this location. The work includes: new split systems and all appurtenances for elevator machine room, new exhaust fans and ductwork in existing and new toilet rooms, window units in administrative offices and computer classroom, new curbs on existing units, rescuer relief hoods on gym roof, condensing unit mounted on the roof, and 44x24 louver with smoke damper to serve the elevator shaft. The Facilities Condition Index (FCI) at this location is 58.08%. The School Progress Report (SPR) at this location is 20.

The bids for this project were publicly advertised on 2/20/2018, 2/25/2018, and 2/27/2018 in several local newspapers and posted on the School District's Capital Programs Website. The award is recommended to the responsive and responsible bidder who met the technical and construction specifications. Bids were publicly opened on 4/5/2018. After review of the bids and a de-scoping meeting it was determined that PT Mechanical Group, LLC was the lowest responsible bidder with a bid of \$219,752.00.

Spec: B-802 C Plumbing Contract - Major Renovation
of 2016/17
Theodore Roosevelt Middle School - 430 East Washington Lane
*Carolina Plumbing & Heating, Inc. (M) - \$90,000.00
4014 Balwynne Park Rd
Philadelphia, Pennsylvania 19131

This contract covers the plumbing labor, material and equipment for the major renovation at this location. The work includes: selective removal and replacement of existing fixtures, copper cold water piping,

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

insulation of domestic water piping, trench and backfill for new sanitary pipe, shut off valves, stainless steel laboratory sinks, replacement of all PVC roof drain leaders with cast iron, roof drains, and elevator sump pump with plastic liner and spoil cover. The Facilities Condition Index (FCI) at this location is 58.08%. The School Progress Report (SPR) at this location is 20.

The bids for this project were publicly advertised on 2/20/2018, 2/25/2018, and 2/27/2018 in several local newspapers and posted on the School District's Capital Programs Website. The award is recommended to the responsive and responsible bidder who met the technical and construction specifications. Bids were publicly opened on 4/5/2018. After review of the bids and a de-scoping meeting it was determined that Carolina Plumbing & Heating, Inc. was the lowest responsible bidder with a bid of \$90,000.00.

Spec: B-803 C Electrical Contract - Major Renovation of 2016/17

Theodore Roosevelt Middle School - 430 East Washington Lane

*Mulhern Electric Company, Inc. - \$1,130,926.00

1828 Eckard Avenue

P. O. Box #256

Abington, Pennsylvania 19001

This contract covers the electrical labor, material, and equipment for the major renovation at this location. The work includes: three-pole disconnect switch and connection to interior split system of the elevator, Type 3R safety switch and final connection to condensing unit, enclosed circuit breaker for elevator controller, new feeder conduit and conductors from new disconnecting means in main distribution panel to new ECB, circuit breaker for elevator cab lights, new branch circuit wiring as indicated, (2) new light fixtures in the elevator machine room, and new pit lighting and outlet devices. The Facilities Condition Index (FCI) at this location is 58.08%. The School Progress Report (SPR) at this location is 20.

The bids for this project were publicly advertised on 2/20/2018, 2/25/2018, and 2/27/2018 in several local newspapers and posted on the School District's Capital Programs Website. The award is recommended to the responsive and responsible bidder who met the technical and construction specifications. Bids were publicly opened on 4/5/2018. After review of the bids and a de-scoping meeting it was determined that Mulhern Electric Company, Inc. was the lowest responsible bidder with a bid of \$1,130,926.00.

| | |
|--|-----------------|
| ABC Code/Funding Source | \$23,445,288.00 |
| 8A18-065-8410-4600-4541 Capital (\$747,610.00) | |
| 8A18-065-1190-4658-4541 Capital (\$8,342,000.00) | |
| 8A18-065-1190-4658-4591 Capital (\$3,869,000.00) | |
| 8A18-065-1190-4658-4551 Capital (\$267,000.00) | |
| 8A18-065-1190-4658-4561 Capital (\$2,810,000.00) | |
| 8A18-065-6110-4658-4541 Capital (\$5,969,000.00) | |
| 8A18-065-6110-4658-4591 Capital (\$219,752.00) | |
| 8A18-065-6110-4658-4551 Capital (-\$90,000.00) | |
| 8A18-065-6110-4658-4561 Capital (\$1,130,926.00) | |

A-20

Capital Fund: \$256,951 Authorization of Net Cost Change Orders

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia through the Superintendent or his designee, to execute, deliver and perform amendments of the attached contracts

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

for an aggregate amount not to exceed \$256,951.00.

Description: This resolution seeks approval for various revisions to the on-going construction project as detailed on the attached Modification of Contract document. Changes include items designated as errors or omissions, differing site conditions, unforeseen conditions and revisions requested by School District representatives. Change orders approved to rectify errors or omissions will be further reviewed by the Offices of Capital Program and General Counsel for possible recovery of costs through the professional liability insurance policies of the design professionals, negotiations, and filing of claims or lawsuits against the design professionals.

| | |
|-------------------------|--------------|
| ABC Code/Funding Source | \$256,951.00 |
| Various | |

General Counsel

A-21 (Updated 5.15.18)

Settlement of Federal Civil Actions – L.R., Parent of N.R.

RESOLVED, that the School Reform Commission authorizes the School District of Philadelphia, through the General Counsel, to execute, deliver and perform a settlement agreement with L.R., parent and guardian of N.R., contingent on court approval, in the amount of \$5,000,000, payable as follows: \$2,500,000 on or before June 30, 2018, and the balance of \$2,500,000 payable on or before September 30, 2018, in exchange for a general release of claims for damages and any and all other potential relief, for federal civil rights claims, attorney's fees, and costs, and dismissal with prejudice of the actions against the School District, the School Reform Commission, and all current or former employees.

Description: In January 2013, an adult woman who failed to identify herself entered the kindergarten classroom at Bryant Elementary School. A substitute teacher at the school allegedly failed to inquire about the identity of the individual and whether she was permitted to remove a kindergarten student (N.R.) from the classroom. The adult, and perhaps one or more other unidentified individuals, sexually assaulted the child later that day at a private home in the neighborhood. The abductor was criminally tried and convicted. She is serving a 40-year prison sentence.

On March 26, 2014, L.R., the child's parent, sued the School District and the substitute teacher under federal civil rights laws, alleging that the teacher, contrary to School District policy, failed to ensure that the abductor was authorized to take N.R. from the school. On December 7, 2017, parent filed a related suit against another School District employee, an aide assigned to the visitor's desk at the school, claiming that the aide violated N.R.'s constitutional rights by allowing N.R. to leave with the perpetrator. L.R. alleged that the release of her daughter to an unidentified adult deprived N.R. of her Fourteenth Amendment rights and ultimately resulted in harm to N.R. Parent claims damages for: (1) past, current, and future pain and suffering; (2) past, current, and future medical costs; and (3) mental anguish (part of pain and suffering). Fact discovery is complete. Both sides have engaged experts who will testify at trial, which will be scheduled after August 2018, if the case is not settled.

| | |
|-----------------------------------|----------------|
| ABC Code/Funding Source | \$5,000,000.00 |
| 1100-061-9370-2392-8211 Operating | |

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

Student Support Services**A-22****Operating Budget: \$32,500 Ratification of Contract with Public Health Management Corporation – Academic Instruction in Acute Partial Care Program**

RESOLVED, that the School Reform Commission hereby ratifies the execution, delivery and performance by The School District of Philadelphia, through the Superintendent, of a contract with Public Health Management Corporation, to pay the partial salary and benefits of a full-time, highly qualified teacher certified by the Commonwealth of Pennsylvania, in both elementary and special education, to provide a minimum of two hours a day of academic instruction for students in licensed Philadelphia-based acute partial care treatment programs, for an amount not to exceed \$32,500, for the period commencing February 1, 2018 through June 30, 2018.

Description: Community Behavioral Health (CBH) is a not-for-profit 501c (3) corporation contracted by the City of Philadelphia to provide mental health and substance abuse services for Philadelphia County Medicaid recipients. CBH contracted with Public Health Management Corporation (PHMC) to provide acute behavioral and mental health services in response to the need to serve children closer to their homes in Philadelphia, rather than send children outside the city for care. The agency will provide care for children, ages 5-13, at a given time from 9 am - 3 pm, Monday through Friday, for up to 20 days. CCTC will provide care for up to 50 students.

PHMC is located at 801 N. 48th Street, Suite 3, Philadelphia, PA 19139-18542.

To ensure that the District students served by these agencies receive the academic instruction that the District is legally mandated to provide, the District is contracting with this agency to employ a full-time, highly qualified teacher who meets all of the following criteria:

- Bachelor's Degree, at minimum
- Commonwealth of Pennsylvania Instructional Certificate in Elementary Education or Commonwealth of Pennsylvania Intern Certificate in Elementary Education
- Commonwealth of Pennsylvania Certificate in Special Education
- Minimum of one-year experience teaching children grades K-8

The teacher will fulfill the following duties:

- Instruction. Provide not less than two hours of daily instruction per child in classroom, small group, or individual settings, according to each child's medical condition and educational needs. Instruction shall focus on, at minimum, English/Language Arts, Math, and Science
- Individual Education Plans. Provide special education students with instructional content that matches assignments from the student's home school or as identified in a student's Individualized Education Program (IEP)
- Curriculum. Use curriculum and instructional materials aligned with Pennsylvania Department of Education standards
- Academic Plans. Prepare an academic plan, individualized for each student, based upon the teacher's assessment upon entry into the program and academic records provided by the student's home school; maintain a record of the academic instruction the student received while in care, and results data from any assessments administered to the student while in care
- Transition Support-Entry. Within five (5) business days of a student's entry into the program, collect academic achievement records from the school and develop lesson plans that will support the student in staying on target academically while in care
- Transition Support-Exit. Within five (5) business days of a student's discharge from the program,

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

prepare and deliver to the student's home school a record of academic instruction the student received while in care; results data from any assessments administered to that student while in care; and, specific recommendations describing the supports and educational environment that will best meet the needs of the student upon return to the home school

- Professional Development. Participate in District professional development focused on instructional practice; participate in training sessions required for continued certification in elementary education and special education; and, if serving as a PSSA test administrator, complete required training.

Deliverables include the following:

- Completed census form submitted to the District weekly, using the District census form, that tracks the following for each student enrolled in the program: name, date of birth, address, home school, date of admission, anticipated and actual discharge dates, disability (IDEA or 504), date of discharge interagency meeting, interagency meeting participants; receipt of academic records from home school; and administration of the PSSA during state-mandated testing windows

- Academic plan, prepared and delivered to the student's home school within five (5) business days of discharge from the program, as a component of the program's full discharge plan which includes recommendations for behavioral supports and services; the academic plan includes a record of academic instruction the student received while in care; results data from any assessments administered to that student while in care; and, specific recommendations describing the academic supports that will best meet the needs of the student upon return to the home school.

A ratification is needed because negotiations were ongoing after the work was scheduled to begin regarding the number of instructors needed and total contract value.

| | |
|-----------------------------------|-------------|
| ABC Code/Funding Source | \$32,500.00 |
| 1100-007-9KR0-1432-3291 Operating | |

Operations

A-23 (Updated 5.15.18)

Capital Fund: \$2,802,926 Capital Awards III – General, Electrical and Mechanical Contracts for ATC System Replacement at the John B. Kelly School

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform contracts separately with the lowest responsible bidders: Pannulla Construction Company, Edward J. Meloney, Inc., and Mulhern Electric Company for ATC System Replacement at the John B. Kelly Elementary School, for an aggregate amount not to exceed \$2,802,926.00, for the period commencing May 18, 2018 through completion of the projects.

Description:

Spec: B-003 C General Contract ATC System Replacement of 2017/18

John B. Kelly Elementary School - 5116 Pulaski Avenue

* Pannulla Construction Co., Inc. - \$264,000.00

454-456 Conarro St., Ste. 1

Philadelphia, Pennsylvania 19128

This contract covers the general construction labor, material, and equipment necessary to support the HVAC major renovations. The work includes the opening and repair of walls and ceilings to

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

accommodate piping, removal and repair of existing ceilings, removal and reinstall of doors and frames, and new floor tile at unit ventilators. The Facilities Condition Index (FCI) at this location is 42.00%. The School Progress Report (SPR) at this location is 42.

The bids for this project were publicly advertised on 4/13/2018, and 4/18/2018 in several local newspapers and posted on the School District's Capital Programs Website. The award is recommended to the responsive and responsible bidder who met the technical and construction specifications. Bids were publicly opened on 5/8/2018. After review of the bids and a de-scoping meeting it was determined that Pannulla Construction Co., Inc. was the lowest responsible bidder with a bid of \$264,000.00.

Spec: B-004 C Mechanical Contract - ATC System Replacement of 2017/18
John B. Kelly Elementary School - 5116 Pulaski Avenue
* Edward J. Meloney, Inc. - \$2,169,000.00
22 Madison Avenue
Lansdowne, Pennsylvania 19050

This contract covers the mechanical construction labor, materials, and equipment for the HVAC renovations. The work includes removing and replacing all dual temperature piping, pumps and accessories; removing and replacing all air handling units and unit ventilators and all associated accessories; replacing all manual control valves at each piece of HVAC equipment with motorized 2-way valves; removing and replacing dual temp constant volume pumps with VFD driven pumps; providing all mechanical controls, low voltage wiring, and conduit to achieve mechanical sequences of operation; cleaning existing duct work to remain; and providing new louvers, duct work, dampers, fans, and accessories. The Facilities Condition Index (FCI) at this location is 42.00%. The School Progress Report (SPR) at this location is 42.

The bids for this project were publicly advertised on 4/13/2018, and 4/18/2018 in several local newspapers and posted on the School District's Capital Programs Website. The award is recommended to the responsive and responsible bidder who met the technical and construction specifications. Bids were publicly opened on 5/8/2018. After review of the bids and a de-scoping meeting it was determined that Edward J. Meloney, Inc. was the lowest responsible bidder with a bid of \$2,169,000.00.

Spec: B-024 C Electrical Contract - ATC System Replacement of 2017/18
John Kelly Elementary School - 5116 Pulaski Avenue
* Mulhern Electric Company, Inc. - \$369,926.00
1828 Eckard Avenue
P. O. Box #256
Abington, Pennsylvania 19001

This contract covers the electrical construction labor, material, and equipment necessary to support the HVAC major renovations. The work includes removing existing and providing new electrical wiring, conduit, panels, and accessories to support HVAC upgrades. The Facilities Condition Index (FCI) at this location is 42.00%. The School Progress Report (SPR) at this location is 42.

The bids for this project were publicly advertised on 4/13/2018, and 4/18/2018 in several local newspapers and posted on the School District's Capital Programs Website. The award is recommended to the responsive and responsible bidder who met the technical and construction specifications. Bids were

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

publicly opened on 5/8/2018. After review of the bids and a de-scoping meeting it was determined that Mulhern Electric Company, Inc. was the lowest responsible bidder with a bid of \$369,926.00.

| | |
|--|----------------|
| ABC Code/Funding Source | \$2,802,926.00 |
| 8PB2-065-6470-4695-4541 Capital (\$264,000.00) | |
| 8PB2-065-6470-4695-4591 Capital (\$2,169,000.00) | |
| 8PB2-065-6470-4695-4541 Capital (\$369,926.00) | |

A-24* (Updated 5.17.18)

Capital Fund: \$12,913,700 Capital Awards IV – Classroom Modernization – Early Literacy Initiative

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform contracts separately with the lowest responsible bidders: TE Construction, Smith Construction, Inc., and Murphy Quigley for general contracts and Mulhern Electric Company, Inc. for electrical contracts for classroom modernization in 137 classrooms in 11 schools, for an aggregate amount not to exceed \$12,913,700, for the period commencing May 18, 2018 through completion of the projects.

Description:

Spec: B-029 C General Contract - Classroom Modernization of 2017/18
Louis H. Farrell Elementary School - 8300 Castor Avenue
*TE Construction Services, LLC - \$343,000.00
1520-B Campus Drive
Warminster, Pennsylvania 18974

This work covers the General Construction labor, material, and equipment necessary for the modernization of classrooms 100, 101, 103, A2, and A6. The work includes: coordination activities as required to perform duties of lead contractor, asbestos abatement and removal as determined by the Asbestos Investigation Report and Specifications, selective demolition of interior construction, floor prep and installation of new VCT flooring, ceramic floor tile and wall tile in the bathroom, new toilet partitions, new wall-mounted tack boards and marker boards, new student cubbies and coat hooks in select rooms, painting including but not limited to classroom walls and ceilings, closet walls and ceilings, closet wood shelving, door trim, wood and metal wall trim, conduit, exposed piping (with or without insulation), and radiator covers and chases, new doors and hardware, new roller window shades, pipe insulation where necessary, new sink, plumbing fixtures and casework, and new acoustical ceiling panels and track. The Facilities Condition Index (FCI) at this location is 49.03%. The School Progress Report (SPR) at this location is 47.

The bids for this project were publicly advertised on 4/20/2018, 4/25/2018, and 4/27/2018 in several local newspapers and posted on the School District's Capital Programs Website. The award is recommended to the responsive and responsible bidder who met the technical and construction specifications. Bids were publicly opened on 5/14/2018. After review of the bids and a de-scoping meeting it was determined that TE Construction Services, LLC was the lowest responsible bidder with a bid of \$343,000.00.

Spec: B-031 C Electrical Contract - Classroom Modernization of 2017/18
Louis H. Farrell Elementary School - 8300 Castor Avenue
*Mulhern Electric Company-\$295,000.00
1828 Eckard Avenue

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

P. O. Box #256
Abington, Pennsylvania 19001

This work covers the Electrical Construction labor, material, and equipment necessary for the modernization of classrooms 100, 101, 103, A2, and A6. The work includes: new electric panels, new LED light fixtures, switches and occupancy sensors where indicated, new receptacles, wiring, raceways and cover plates, new data receptacles, wiring, patch panels and racks, and new wireless clock in each classroom with new master clock system. The Facilities Condition Index (FCI) at this location is 49.03%. The School Progress Report (SPR) at this location is 47.

The bids for this project were publicly advertised on 4/20/2018, 4/25/2018, and 4/27/2018 in several local newspapers and posted on the School District's Capital Programs Website. The award is recommended to the responsive and responsible bidder who met the technical and construction specifications. Bids were publicly opened on 5/14/2018. After review of the bids and a de-scoping meeting it was determined that Mulhern Electric Company, Inc. was the lowest responsible bidder with a bid of \$295,000.00.

Spec: B-033 C General Contract - Classroom Modernization of 2017/18
James Rhoads Elementary School - 4901 Parrish Street
*TE Construction Services, LLC - \$549,000.00
1520-B Campus Drive
Warminster, Pennsylvania 18974

This work covers the General Construction labor, material, and equipment necessary for the modernization of 13 classrooms. The work includes: coordination activities as required to perform duties of lead contractor, asbestos abatement and removal as determined by the Asbestos Investigation Report and Specifications, selective demolition of interior construction, floor prep and installation of new VCT flooring, installation of ceramic floor tile and wall tile in the bathroom, new toilet partitions, new wall-mounted tack boards and marker boards, new student cubbies and coat hooks in select rooms, painting including but not limited to classroom walls and ceilings, closet walls and ceilings, closet wood shelving, door trim, wood and metal wall trim, conduit, exposed piping (with or without insulation), and radiator covers and chases, new doors and hardware, new roller window shades, pipe insulation where necessary, new sink, plumbing fixtures and casework, and new acoustical ceiling panels and track. The Facilities Condition Index (FCI) at this location is 45.83%. The School Progress Report (SPR) at this location is 10.

The bids for this project were publicly advertised on 4/20/2018, 4/25/2018, and 4/27/2018 in several local newspapers and posted on the School District's Capital Programs Website. The award is recommended to the responsive and responsible bidder who met the technical and construction specifications. Bids were publicly opened on 5/14/2018. After review of the bids and a de-scoping meeting it was determined that TE Construction Services, LLC was the lowest responsible bidder with a bid of \$549,000.00.

Spec: B-035 C Electrical Contract - Classroom Modernization of 2017/18
James Rhoads Elementary School - 4901 Parrish Street
*Mulhern Electric Company, Inc. - \$733,000.00
1828 Eckard Avenue
P. O. Box #256
Abington, Pennsylvania 19001

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

This work covers the Electrical Construction labor, material, and equipment necessary for the modernization of 13 classrooms. The work includes new electric panels, new LED light fixtures, switches and occupancy sensors where indicated, new receptacles, wiring, raceways and cover plates, new data receptacles, wiring, patch panels and racks, and new wireless clock in each classroom with new master clock system. The Facilities Condition Index (FCI) at this location is 45.83%. The School Progress Report (SPR) at this location is 10.

The bids for this project were publicly advertised on 4/20/2018, 4/25/2018, and 4/27/2018 in several local newspapers and posted on the School District's Capital Programs Website. The award is recommended to the responsive and responsible bidder who met the technical and construction specifications. Bids were publicly opened on 5/14/2018. After review of the bids and a de-scoping meeting it was determined that Mulhern Electric Company, Inc. was the lowest responsible bidder with a bid of \$733,000.00.

Spec: B-037 C General Contract - Classroom Modernization of 2017/18
Joseph H. Brown Elementary School - 3600 Stanwood Street

* TE Construction Services, LLC - \$590,000.00
1520-B Campus Drive
Warminster, Pennsylvania 18974

This work covers the General Construction labor, material, and equipment necessary for the modernization of 13 classrooms. The work includes :asbestos abatement and removal as determined by the Asbestos Investigation Report and Specifications, selective demolition, floor prep and installation of new VCT flooring, floor prep and installation of ceramic floor tile and wall tile in the bathroom, new toilet partitions, refurbishing existing wood flooring, baseboards, window sills and door trim, new wall-mounted tack boards and marker boards, new tack boards and marker boards in existing refurbished wood frames, new student cubbies and coat hooks in select rooms, painting including but not limited to classroom walls and ceilings, closet walls and ceilings, closet wood shelving, new doors and hardware, new roller window shades and new ceiling tile and track. The Facilities Condition Index (FCI) at this location is 50.92%. The School Progress Report (SPR) at this location is 48.

The bids for this project were publicly advertised on 4/20/2018, 4/25/2018, and 4/27/2018 in several local newspapers and posted on the School District's Capital Programs Website. The award is recommended to the responsive and responsible bidder who met the technical and construction specifications. Bids were publicly opened on 5/14/2018. After review of the bids and a de-scoping meeting it was determined that TE Construction Services, LLC was the lowest responsible bidder with a bid of \$590,000.00.

Spec: B-039 C Electrical Contract - Classroom Modernization of 2017/18
Joseph H. Brown Elementary School - 3600 Stanwood Street

*Mulhern Electric Company, Inc. - \$599,000.00
1828 Eckard Avenue
P. O. Box #256
Abington, Pennsylvania 19001

This work covers the Electrical Construction labor, material, and equipment necessary for

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

the modernization of 13 classrooms. The work includes: new LED light fixtures, switches and occupancy sensors, new receptacles, wiring, raceways and cover plates, new data receptacles, wiring, patch panels and racks, new wireless clock in each classroom with new master clock system. The Facilities Condition Index (FCI) at this location is 50.92%. The School Progress Report (SPR) at this location is 48. The bids for this project were publicly advertised on 4/20/2018, 4/25/2018, and 4/27/2018 in several local newspapers and posted on the School District's Capital Programs Website. The award is recommended to the responsive and responsible bidder who met the technical and construction specifications. Bids were publicly opened on 5/14/2018. After review of the bids and a de-scoping meeting it was determined that Mulhern Electric Company, Inc. was the lowest responsible bidder with a bid of \$599,000.00.

Spec: B-041 C General Contract - Classroom Modernization of 2017/18
Morton McMichael Elementary School - 3543 Fairmount Avenue
* TE Construction Services, LLC - \$584,000.00
1520-B Campus Drive
Warminster, Pennsylvania 18974

This work covers the General Construction labor, material, and equipment necessary for the modernization of 13 classrooms. The work includes: coordination activities as required to perform duties of lead contractor, asbestos abatement and removal as determined by the Asbestos Investigation Report and Specifications, selective demolition of interior construction, floor prep and installation of new VCT flooring and vinyl base, floor prep and installation of ceramic floor tile and wall tile in the bathroom, new toilet partitions, new wall-mounted tack boards and marker boards, new student cubbies and coat hooks in select rooms, painting including but not limited to classroom walls and ceilings, closet walls and ceilings, closet wood shelving, door trim, wood and metal trim wall trim, conduit, exposed piping (with or without insulation), and radiator covers and chases, new doors and hardware, new roller window shades, pipe insulation where necessary, installation of new sink, plumbing fixtures and casework and installation of new partition wall. The Facilities Condition Index (FCI) at this location is 39.53%. The School Progress Report (SPR) at this location is 32.

The bids for this project were publicly advertised on 4/20/2018, 4/25/2018, and 4/27/2018 in several local newspapers and posted on the School District's Capital Programs Website. The award is recommended to the responsive and responsible bidder who met the technical and construction specifications. Bids were publicly opened on 5/14/2018. After review of the bids and a de-scoping meeting it was determined that TE Construction Services, LLC was the lowest responsible bidder with a bid of \$584,000.00.

Spec: B-043 C Electrical Contract - Classroom Modernization
of 2017/18 Morton McMichael Elementary School - 3543 Fairmount Avenue
*Mulhern Electric Company, Inc. - \$560,000.00
1828 Eckard Avenue
P. O. Box #256
Abington, Pennsylvania 19001

This work covers the Electrical Construction labor, material, and equipment necessary for the modernization of 13 classrooms. The work includes: removal of existing light fixtures and switches, non-operational speakers and associated conduit and jacks, and non-operational speakers and associated conduit, new electric panels, new LED light fixtures, switches and occupancy sensors where indicated, new receptacles, wiring, raceways and cover plates, new data receptacles, wiring, patch panels

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

and racks, cable terminations to terminate in existing or new patch panels on existing or new racks, new wireless clock in each classroom with new master clock system. The Facilities Condition Index (FCI) at this location is 39.53%. The School Progress Report (SPR) at this location is 32.

The bids for this project were publicly advertised on 4/20/2018, 4/25/2018, and 4/27/2018 in several local newspapers and posted on the School District's Capital Programs Website. The award is recommended to the responsive and responsible bidder who met the technical and construction specifications. Bids were publicly opened on 5/14/2018. After review of the bids and a de-scoping meeting it was determined that Mulhern Electric Company, Inc. was the lowest responsible bidder with a bid of \$560,000.00.

Spec: B-047 C General Contract - Classroom Modernization of 2017/18

John H. Taggart Elementary School - 400 West Porter Street

* TE Construction Services, LLC - \$557,000.00

1520-B Campus Drive

Warminster, Pennsylvania 18974

This work covers the General Construction labor, material, and equipment necessary for the modernization to 12 classrooms. The work includes: coordination activities as required to perform duties of lead contractor, abatement of building components impacted by the project scope, removal of existing and installation of new resilient flooring, removal of existing and installation of new ceramic tile floor and base, refinishing of wood flooring and base, refinishing of wood trim and cabinetry, removal of folding partition and construction of new partition, installation of new wall-mounted tack boards and whiteboards, removal and disposal of miscellaneous obsolete wall- and ceiling-mounted equipment, removal and reinstallation of miscellaneous wall-mounted equipment, painting including but not limited to walls, ceilings, hollow metal frames, and mechanical equipment, installation of new coat hooks and cubbies, removal of casework and installation of new casework including solid surface material tops, installation of new roller window shades, installation of new doors and door hardware, new suspended ceilings and grids, installation of new toilet partitions, new radiator covers, ceiling diffusers, and installation of new sinks and valves. The Facilities Condition Index (FCI) at this location is 31.03%. The School Progress Report (SPR) at this location is 49.

The bids for this project were publicly advertised on 4/20/2018, 4/25/2018, and 4/27/2018 in several local newspapers and posted on the School District's Capital Programs Website. The award is recommended to the responsive and responsible bidder who met the technical and construction specifications. Bids were publicly opened on 5/14/2018. After review of the bids and a de-scoping meeting it was determined that TE Construction Services, LLC was the lowest responsible bidder with a bid of \$557,000.00.

Spec: B-050 C Electrical Contract - Classroom Modernization of 2017/18

John H. Taggart Elementary School - 400 West Porter Street

* Mulhern Electric Company, Inc. - \$484,000.00

1828 Eckard Avenue

P. O. Box #256

Abington, Pennsylvania 19001

This work covers the Electrical Construction labor, material, and equipment necessary for

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

the modernization to 12 classrooms. The work includes: removal and reinstallation of existing ceiling-mounted speakers, removal of non-functioning communication devices including but not limited to phones, clocks and A/V cables, installation of new wireless clocks and head end equipment, installation of new light fixtures, switches, and sensors, installation of new receptacles, switches, wiring, raceways and cover plates, installation of new data receptacles, wiring, and cable terminations in existing or new patch panels on existing or new racks. The Facilities Condition Index (FCI) at this location is 31.03%. The School Progress Report (SPR) at this location is 49.

The bids for this project were publicly advertised on 4/20/2018, 4/25/2018, and 4/27/2018 in several local newspapers and posted on the School District's Capital Programs Website. The award is recommended to the responsive and responsible bidder who met the technical and construction specifications. Bids were publicly opened on 5/14/2018. After review of the bids and a de-scoping meeting it was determined that Mulhern Electric Company, Inc. was the lowest responsible bidder with a bid of \$484,000.00.

Spec: B-051 C General Contract - Classroom Modernization of 2017/18

John H. Webster Elementary Little School House - Frankford Avenue and

* Murphy Quigley Company, Inc. - \$1,023,000.00

GSB Building

One Belmont Avenue

Bala Cynwyd, Pennsylvania 19004

This work covers the General Construction labor, material, and equipment necessary for the modernization to 16 classrooms in the Main School House and 11 Classrooms in the Little School House and associated storage and toilet rooms. The work includes: coordination activities as required to perform duties of lead contractor, abatement of building components impacted by the project scope, removal of existing and installation of new resilient flooring and ceramic tile, removal of folding partition and construction of new partition, replacement of wall-mounted tack boards and whiteboards, repair and patching of all surfaces as required to receive new finishes, painting including but not limited to walls, ceilings, hollow metal frames, and mechanical equipment, installation of new coat hooks and cubbies, refinishing of wood open front cubbies, installation of new casework including solid surface material tops, installation of new roller window shades, door hardware and glass-lights, new suspended ceilings and grids, new ceiling diffusers, and installation of new sinks and valves. The Facilities Condition Index (FCI) at this location is 36.22%. The School Progress Report (SPR) at this location is 27.

The bids for this project were publicly advertised on 4/20/2018, 4/25/2018, and 4/27/2018 in several local newspapers and posted on the School District's Capital Programs Website. The award is recommended to the responsive and responsible bidder who met the technical and construction specifications. Bids were publicly opened on 5/14/2018. After review of the bids and a de-scoping meeting it was determined that Murphy Quigley Company was the lowest responsible bidder with a bid of \$1,023,000.00.

Spec: B-054 C Electrical Contract - Classroom Modernization of 2017/18

John H. Webster Elementary Little School House - Frankford Avenue and

* Mulhern Electric Company, Inc. - \$1,233,000.00

1828 Eckard Avenue

P. O. Box #256

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

*Resolution A-24 will be considered a "walk-on".

Abington, Pennsylvania 19001

This work covers the Electrical Construction labor, material, and equipment necessary for the modernization to 16 classrooms in the Main School House and 11 Classrooms in the Little School House and associated storage and toilet rooms. The work includes the removal and reinstallation of existing ceiling-mounted speakers, non-functioning communication devices including but not limited to phones, clocks and A/V cables, installation of new wireless clocks and head end equipment, installation of new light fixtures, switches, and sensors, installation of new receptacles, wiring, raceways and cover plates, installation of new data receptacles, wiring, and cable terminations in existing or new patch panels on existing or new racks, cleaning and re-lamping of existing light fixtures, and installation of new ballasts and new lenses for a portion of existing fixtures. The Facilities Condition Index (FCI) at this location is 36.22%. The School Progress Report (SPR) at this location is 27.

The bids for this project were publicly advertised on 4/20/2018, 4/25/2018, and 4/27/2018 in several local newspapers and posted on the School District's Capital Programs Website. The award is recommended to the responsive and responsible bidder who met the technical and construction specifications. Bids were publicly opened on 5/14/2018. After review of the bids and a de-scoping meeting it was determined that Mulhern Electric Company, Inc. was the lowest responsible bidder with a bid of \$1,233,000.00.

Spec: B-055 C General Contract - Classroom Modernization of 2017/18
William H. Hunter Elementary School - 144 West Dauphin Street
*Smith Construction (W) - \$342,000.00
2708 Commerce Way, Suite 203
Philadelphia, Pennsylvania 19154

This work covers the General Construction labor, material, and equipment necessary for the modernization to 14 classrooms. The work includes: coordination activities as required to perform duties of lead contractor, strip and reseal existing resilient flooring, installation of new vinyl wall base, installation of new wall-mounted tack boards, and whiteboards, removal and disposal of miscellaneous obsolete wall- or ceiling-mounted equipment, painting including but not limited to walls, ceilings, hollow metal frames, and mechanical equipment, installation of new cubbies, installation of new countertops and backsplashes, reinstallation of existing sink, installation of new coat hooks, installation of new roller window shades, and installation of new door hardware. The Facilities Condition Index (FCI) at this location is 52.08%. The School Progress Report (SPR) at this location is 18.

The bids for this project were publicly advertised on 4/20/2018, 4/25/2018, and 4/27/2018 in several local newspapers and posted on the School District's Capital Programs Website. The award is recommended to the responsive and responsible bidder who met the technical and construction specifications. Bids were publicly opened on 5/14/2018. After review of the bids and a de-scoping meeting it was determined that Smith Construction was the lowest responsible bidder with a bid of \$342,000.00.

Spec: B-058 C Electrical Contract - Classroom Modernization of 2017/18
William H. Hunter Elementary School - 144 West Dauphin Street
*Mulhern Electric Company, Inc. - \$395,000.00
1828 Eckard Avenue

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

P. O. Box #256, Abington, Pennsylvania 19001

This work covers the Electrical Construction labor, material, and equipment necessary for the modernization to 14 classrooms. The work includes: cleaning and re-lamping of existing light fixtures, installation of new ballasts for a portion of existing fixtures, cleaning of existing lenses for a portion of existing light fixtures. Removal and installation of new lenses for a portion of existing light fixtures, installation of new receptacles, wiring, raceways and cover plates, installation of new data receptacles, wiring, and cable. The Facilities Condition Index (FCI) at this location is 52.08%. The School Progress Report (SPR) at this location is 18.

The bids for this project were publicly advertised on 4/20/2018, 4/25/2018, and 4/27/2018 in several local newspapers and posted on the School District's Capital Programs Website. The award is recommended to the responsive and responsible bidder who met the technical and construction specifications. Bids were publicly opened on 5/14/2018. After review of the bids and a de-scoping meeting it was determined that Mulhern Electric Company, Inc. was the lowest responsible bidder with a bid of \$395,000.00.

Spec: B-059 C General Contract - Classroom Modernization of 2017/18
Anna Blakiston Day Elementary Little School House - 1201 East Johnson
*TE Construction Services, LLC - \$284,700.00
1520-B Campus Drive
Warminster, Pennsylvania 18974

This work covers the General Construction labor, material, and equipment necessary for the modernization to 12 classrooms. The work includes: coordination activities as required to perform duties of lead contractor, selective demolition of interior construction including removal of existing VCT flooring, storage room suspended ceiling tile, select instructional boards, window treatment and select doors, new VCT flooring, new wall-mounted tack boards and whiteboards, painting including but not limited to walls, hollow metal frames, and mechanical equipment, repair of existing cubbies, replacement of select storage room doors, existing built-in casework repairs and backsplash replacement, new roller window shades, replacement of suspended ceiling tile at storage room and replacement of one sink. The Facilities Condition Index (FCI) at this location is 46.02%. The School Progress Report (SPR) at this location is 11.

The bids for this project were publicly advertised on 4/20/2018, 4/25/2018, and 4/27/2018 in several local newspapers and posted on the School District's Capital Programs Website. The award is recommended to the responsive and responsible bidder who met the technical and construction specifications. Bids were publicly opened on 5/14/2018. After review of the bids and a de-scoping meeting it was determined that TE Construction Services, LLC was the lowest responsible bidder with a bid of \$284,700.00.

Spec: B-062 C Electrical Contract - Classroom Modernization of 2017/18
Anna Blakiston Day Elementary Little School House - 1201 East Johnson
* Mulhern Electric Company, Inc. - \$619,000.00
1828 Eckard Avenue
P. O. Box #256
Abington, Pennsylvania 19001

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

This work covers the Electrical Construction labor, material, and equipment necessary for the modernization to 12 classrooms. The work includes: cleaning and re-lamping of existing light fixtures, new ballasts for a portion of existing fixtures, cleaning of existing lenses for a portion of existing light fixtures, installation of new lenses for a portion of existing light fixtures, new receptacles, wiring, raceways and cover plates, new data receptacles, wiring, and cable terminations in existing or new patch panels on existing or new racks. The Facilities Condition Index (FCI) at this location is 46.02%. The School Progress Report (SPR) at this location is 11.

The bids for this project were publicly advertised on 4/20/2018, 4/25/2018, and 4/27/2018 in several local newspapers and posted on the School District's Capital Programs Website. The award is recommended to the responsive and responsible bidder who met the technical and construction specifications. Bids were publicly opened on 5/14/2018. After review of the bids and a de-scoping meeting it was determined that Mulhern Electric Company, Inc. was the lowest responsible bidder with a bid of \$619,000.00.

Spec: B-063 C General Contract - Classroom Modernization of 2017/18
William Rowen Elementary School - 6841 North 19th Street
*TE Construction Services, LLC - \$609,000.00
1520-B Campus Drive
Warminster, Pennsylvania 18974

This work covers the General Construction labor, material, and equipment necessary for the modernization to 13 classrooms. The work includes: coordination activities as required to perform duties of lead contractor, selective demolition of interior construction including select instructional boards, window treatments, select cabinetry, and select door hardware, refurbish existing wood flooring, refurbish existing wood trim, doors, and frames, new wall-mounted tack boards and whiteboards, new tack boards and marker boards in existing refurbished wood frames, new student cubbies and coat hooks in select rooms, painting including but not limited to walls, ceilings, and mechanical equipment accessories, repair of existing classroom doors, new roller window shades, and refurbish Unit Ventilators and Radiators. The Facilities Condition Index (FCI) at this location is 37.30%. The School Progress Report (SPR) at this location is 23.

The bids for this project were publicly advertised on 4/20/2018, 4/25/2018, and 4/27/2018 in several local newspapers and posted on the School District's Capital Programs Website. The award is recommended to the responsive and responsible bidder who met the technical and construction specifications. Bids were publicly opened on 5/14/2018. After review of the bids and a de-scoping meeting it was determined that TE Construction Services, LLC was the lowest responsible bidder with a bid of \$609,000.00.

Spec: B-066 C Electrical Contract - Classroom Modernization of 2017/18
William Rowen Elementary School - 6841 North 19th Street
*Mulhern Electric Company, Inc. - \$387,000.00
1828 Eckard Avenue
P. O. Box #256
Abington, Pennsylvania 19001

This work covers the Electrical Construction labor, material, and equipment necessary for the

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

modernization to 13 classrooms. The work includes: removal of existing light fixtures and installation of new LED light fixtures in classrooms and storage rooms, new receptacles, wiring, raceways and cover plates, data receptacles, wiring, and cable terminations in existing or new patch panels on existing or new racks, and new wireless clock in each classroom with head end equipment located in MDF/IDF or Principles office. The Facilities Condition Index (FCI) at this location is 37.30%. The School Progress Report (SPR) at this location is 23.

The bids for this project were publicly advertised on 4/20/2018, 4/25/2018, and 4/27/2018 in several local newspapers and posted on the School District's Capital Programs Website. The award is recommended to the responsive and responsible bidder who met the technical and construction specifications. Bids were publicly opened on 5/14/2018. After review of the bids and a de-scoping meeting it was determined that Mulhern Electric Company, Inc. was the lowest responsible bidder with a bid of \$387,000.00.

Spec: B-067 C General Contract - Classroom Modernization
of 2017/18 Edward T. Steel Elementary School - 4301 Wayne Avenue
*TE Construction Services, LLC - \$643,000.00
1520-B Campus Drive
Warminster, Pennsylvania 18974

This work covers the General Construction labor, material, and equipment necessary for the modernization to 14 classrooms. The work includes: coordination activities as required to perform duties of lead contractor, selective demolition of interior construction including removal of existing VCT flooring, select instructional boards, window treatments, and select casework, installation of new VCT flooring, new wall-mounted tack boards and white boards, new plastic laminate casework, new acoustical panel ceilings, new door hardware, new student cubbies, shelving and coat hooks in select rooms, painting including but not limited to walls and hollow metal door frames, new roller window shades, refurbish Radiators and Unit Heaters, replace air devices, and provide 14 new sinks. The Facilities Condition Index (FCI) at this location is 29.81%. The School Progress Report (SPR) at this location is 6.

The bids for this project were publicly advertised on 4/20/2018, 4/25/2018, and 4/27/2018 in several local newspapers and posted on the School District's Capital Programs Website. The award is recommended to the responsive and responsible bidder who met the technical and construction specifications. Bids were publicly opened on 5/14/2018. After review of the bids and a de-scoping meeting it was determined that TE Construction Services, LLC was the lowest responsible bidder with a bid of \$643,000.00.

Spec: B-070 C Electrical Contract - Classroom Modernization of 2017/18
Edward T. Steel Elementary School - 4301 Wayne Avenue
*Mulhern Electric Company, Inc. - \$890,000.00
1828 Eckard Avenue
P. O. Box #256
Abington, Pennsylvania 19001

This work covers the Electrical Construction labor, material, and equipment necessary for the modernization to 14 classrooms. The work includes: removal of existing light fixtures and installation of

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

new LED light fixtures in classrooms and storage rooms, new receptacles, wiring, raceways and cover plates, new data receptacles, wiring, and cable terminations in existing or new patch panels on existing or new racks, and new wireless clock in each classroom with head end equipment located in MDF/IDF or Principles office. The Facilities Condition Index (FCI) at this location is 29.81%. The School Progress Report (SPR) at this location is 6.

The bids for this project were publicly advertised on 4/20/2018, 4/25/2018, and 4/27/2018 in several local newspapers and posted on the School District's Capital Programs Website. The award is recommended to the responsive and responsible bidder who met the technical and construction specifications. Bids were publicly opened on 5/14/2018. After review of the bids and a de-scoping meeting it was determined that Mulhern Electric Company, Inc. was the lowest responsible bidder with a bid of \$890,000.00.

Spec: B-071 C General Contract - Classroom Modernization of 2017/18
George W. Childs Elementary School - 1541 South Tasker Street
*TE Construction Services, LLC - \$599,000.00
1520-B Campus Drive
Warminster, Pennsylvania 18974

This work covers the General Construction labor, material, and equipment necessary for the modernization to 12 classrooms. The work includes: coordination activities as required to perform duties of lead contractor, selective demolition of interior construction including removal of existing VCT flooring, select instructional boards, window treatment and select doors, new VCT flooring, refurbishing existing wood flooring, new wall-mounted tack boards and whiteboards, new tack boards and marker boards in existing refurbished wood frames, new student cubbies and coat hooks in select rooms, painting including but not limited to walls and wood trim/frame painting, repair of existing classroom doors, new roller window shades, refurbish Radiators and Unit Heaters and replace air devices. The Facilities Condition Index (FCI) at this location is 22.98%. The School Progress Report (SPR) at this location is 41.

The bids for this project were publicly advertised on 4/20/2018, 4/25/2018, and 4/27/2018 in several local newspapers and posted on the School District's Capital Programs Website. The award is recommended to the responsive and responsible bidder who met the technical and construction specifications. Bids were publicly opened on 5/14/2018. After review of the bids and a de-scoping meeting it was determined that TE Construction Services, LLC was the lowest responsible bidder with a bid of \$599,000.00.

Spec: B-074 C Electrical Contract - Classroom Modernization of 2017/18
George W. Childs Elementary School - 1541 South Tasker Street
*Mulhern Electric Company, Inc. - \$595,000.00
1828 Eckard Avenue
P. O. Box #256
Abington, Pennsylvania 19001

This work covers the Electrical Construction labor, material, and equipment necessary for the modernization to 12 classrooms. The work includes: removal of existing light fixtures and installation of new LED light fixtures in classrooms and storage rooms, new receptacles, wiring, raceways and cover

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

plates, new data receptacles, wiring, and cable terminations in existing or new patch panels on existing or new racks, and providing new wireless clock in each classroom with head end equipment located in MDF/IDF or Principles office. The Facilities Condition Index (FCI) at this location is 22.98 %. The School Progress Report (SPR) at this location is 41.

The bids for this project were publicly advertised on 4/20/2018, 4/25/2018, and 4/27/2018 in several local newspapers and posted on the School District's Capital Programs Website. The award is recommended to the responsive and responsible bidder who met the technical and construction specifications. Bids were publicly opened on 5/14/2018. After review of the bids and a de-scoping meeting it was determined that Mulhern Electric Company, Inc. was the lowest responsible bidder with a bid of \$595,000.00.

| | |
|--|-----------------|
| ABC Code/Funding Source | \$12,913,700.00 |
| 8A18-065-8380-4642-4541 Capital (\$343,000.00) | |
| 8A18-065-8380-4642-4561 Capital (\$295,000.00) | |
| 8A18-065-1410-4642-4541 Capital (\$549,000.00) | |
| 8A18-065-1410-4642-4561 Capital (\$733,000.00) | |
| 8A18-065-8210-4642-4541 Capital (\$590,000.00) | |
| 8A18-065-8210-4642-4561 Capital (\$599,000.00) | |
| 8A18-065-1360-4642-4541 Capital (\$584,000.00) | |
| 8A18-065-1360-4642-4561 Capital (\$560,000.00) | |
| 8A18-065-2690-4642-4541 Capital (\$557,000.00) | |
| 8A18-065-2690-4642-4561 Capital (\$484,000.00) | |
| 8A18-065-5590-4642-4541 Capital (\$1,023,000.00) | |
| 8A19-065-5590-4642-4561 Capital (\$1,233,000.00) | |
| 8A18-065-5330-4642-4541 Capital (\$342,000.00) | |
| 8A18-065-5330-4642-4561 Capital (\$395,000.00) | |
| 8A18-065-6200-4642-4541 Capital (\$284,700.00) | |
| 8A18-065-6200-4642-4561 Capital (\$619,000.00) | |
| 8A18-065-7530-4642-4541 Capital (\$609,000.00) | |
| 8A18-065-7530-4642-4561 Capital (\$387,000.00) | |
| 8A18-065-6390-4642-4541 Capital (\$643,000.00) | |
| 8A18-065-6390-4642-4561 Capital (\$890,000.00) | |
| 8A18-065-2260-4642-4541 Capital (\$599,000.00) | |
| 8A18-065-2260-4642-4561 Capital (\$595,000.00) | |

III. EDUCATION SERVICES

Academic – Acceptance/Donation

B-1

Categorical/Grant Fund: \$118,000 Acceptance of Grant from Philadelphia Academies, Inc. – Additional Early Childhood Education Teacher at Parkway West High School

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to accept with appreciation, if awarded, a grant from the Philadelphia Academies, Inc., for an amount not to exceed \$118,000, to pay for an additional Early Childhood Education teacher at Parkway West High School for the period commencing July 1, 2018 through June 30, 2019.

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a “walk-on”.*

Description: This resolution seeks authorization to accept, if awarded, a grant from Philadelphia Academies, Inc. valued up to \$118, 000 to provide an additional Early Childhood Education teacher at Parkway West High School. The Early Childhood Education program at Parkway West High School officially launched in the fall of 2017 and consists of a three-year course of study (10th -- 12th grades) that follows an initial Freshman Seminar experience and incorporates summer internship opportunities.

To support Early Childhood Education career pathways, The School District of Philadelphia has been partnering with Philadelphia Academies, Inc. to provide the following program services and supports:

- Technical assistance and support for school leadership and teachers in program planning, curriculum development, and strategic direction
 - Leadership and management of Experience in Education Summer Internship Program, including recruiting students, securing and maintaining relationships with worksite partners, and leading professional development sessions
 - Organizing work-based learning extension activities throughout the school year with program partners and outside industry partners, post-secondary institutions, and community organizations
 - Supporting development and oversight of School Year Internship program, including finding and maintaining relationships with worksite partners
 - Curriculum development and support for the thematic Freshman Seminar course, including integrating Freshman Seminar course topics, supporting implementation, and evaluating course progress and results
 - Working with graduating students to help them access opportunities for further study, including Dual Enrollment and post-secondary educational options programs more closely with the Parkway West program
 - Securing funding through grant support to cover costs associated with instructional personnel for the 2018-2019 school year, textbooks, work-based learning activities, and summer internship program
- Through an agreement with the Office of Career and Technical Education (CTE), this grant includes funding for a second CTE teacher position in the Early Childhood Education Program for year two of the programs roll-out (SY 2018-2019).

ABC Code/Funding Source

\$118,000.00

B-2

Categorical/Grant Fund: \$19,404,000 Acceptance of Grant from the Pennsylvania Department of Education; \$960,000 Contracts with Various Vendors – Preschool Programs

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to accept, if awarded, Head Start Supplemental Assistance (HSSA) grant funding, in an amount not to exceed \$19,404,000, from the Pennsylvania Department of Education (PDE), to provide comprehensive early learning services to age- and income-eligible children and their families throughout the City of Philadelphia, for the period commencing July 1, 2018 to June 30, 2019; and be it

FURTHER RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, contingent upon receipt of the above-referenced grant funding, to execute, deliver, and perform contracts separately with each of the following three (3) community-based early learning organizations, for the provision of comprehensive preschool services to age- and income-eligible children and their families throughout the City of Philadelphia, for the number of student program slots not to exceed those values individually listed below, at a compensatory amount

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a “walk-on”.*

not to exceed \$8,000 per child/slot, for a cumulative number of pre-k program slots not to exceed 120, and for an aggregate contractual amount not to exceed \$960,000, for the period commencing July 1, 2018 through June 30, 2019:

- Amazing Kidz Academy, 40 pre-k service slots;
- CORA Services, 40 pre-k service slots; and
- Sweetland Childcare Center, 40 pre-k service slots.

Description: This resolution seeks authorization for the establishment in 2018-19 of new District-funded pre-Kindergarten programming in currently under-served communities through the use of state Head Start Supplemental Assistance (HSSA) grant award proceeds. The District is the single largest provider of pre-k program services for three- and four-year-olds in the City of Philadelphia, currently serving over 10,000 children from low-income families through internally-operated programs in school buildings and partner-operated programs in high-quality, community-based centers.

Though supported by state-appropriated funding, any expansion Head Start programming that would result from the proposed SRC action would be governed by federal regulations and policies, including the Head Start Act of 2007 and the Head Start Performance Standards, in which all required programs and services are delineated, including the creation of a formal Policy Council through which parents can participate in decisions about the program. Like all of the District's pre-k programs, the proposed expansion slots would go to participants free of charge; would serve three- and four-year-olds; would operate during the school year and during school hours; and would provide breakfast, lunch, and afternoon snack for all participating children. To qualify for Head Start, families must be living at or below 130% of the federal poverty level, which in 2018 equates to a maximum annual income of \$25,100 for a family of four.

With well over 10,000 three- and four-year-old children from low-income families in Philadelphia still lacking access to high-quality pre-k programming, the District is endeavoring to add a few hundred program slots to its citywide service network by requesting a portion of the competitive, state Head Start expansion funding proposed by Governor Wolf in the FY19 Commonwealth budget. Consistent with past successful expansions of this magnitude, the current proposal relies significantly upon the District's network of high-quality community-based early learning partners, whose delivery of comprehensive preschool services has improved steadily through successive formal agency qualification processes as well as sustained and intensive monitoring activities conducted by specially-trained District personnel. The District's pre-k partnership network currently contains four dozen high quality providers operating a total of more than 7,300 pre-k slots at about 100 different implementation sites across Philadelphia, and this resolution represents an effort to augment this key operation component even further.

| | |
|-------------------------|-----------------|
| ABC Code/Funding Source | \$19,404,000.00 |
| 4A0X-G01-9390-1807-8990 | |

Academic – Contracts/Payments

B-3 (Updated 5.3.18)

Operating Budget: \$20,000,000 Contract with Chester County Intermediate Unit – Philadelphia Virtual Academy

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform a contract with Chester

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a “walk-on”.*

County Intermediate Unit, to provide online educational services and supports for students enrolling in Philadelphia Virtual Academy, for a total amount not to exceed \$20,000,000 for the period commencing July 1, 2018 through June 30, 2021, with options to extend the contracts for two additional years through June 30, 2023, with those extensions shall be based on satisfactory terms and conditions and subject to approval by the School Reform Commission.

Description: The purpose of this resolution is to authorize the School District of Philadelphia to enter into a contract for FY 2018 with external providers to perform the necessary services to provide online schooling for fiscal years 2019 through 2022 based on selection from the competitive bid process Request for Proposals 579.

In SY 2013-14, the School District of Philadelphia (SDP) established its own online school, the Philadelphia Virtual Academy (PVA), serving students in grades sixth through twelfth to participate as fully-matriculated public Middle and High School students in courses aligned with Pennsylvania Department of Education standards and School District of Philadelphia's required curriculum. These online courses are considered equivalent to and credited in the same manner as classroom instruction offered in the District's traditional schools. PVA ensures that courses remain available online and at the facilities for student instruction at least 180 days per academic year. Courses are enrolled on a first-come-first-served basis regardless of students' race, disability status, gender, national origin, religion, or sexual orientation.

Services are include, but are not limited to:

- Online Teachers - Highly Qualified Teacher (HQT) and Pennsylvania Certified Teachers
- Best in Breed online curriculum
- Course offerings that meet The School District of Philadelphia and Pennsylvania Department of Education requirements for graduation
- Face-to-face interaction
- On-site staff to manage Academic Support Centers

PVA has established a rigorous orientation process in order to fully prepare newly enrolled students in navigating the unique systems and supports involved in our online education program. The in-person, three-day orientation allows students to better understand how online education works and incorporates a series of checkpoints and tests that allow for appropriate course level registration. The students then move on from physical orientation through a tiered process of online orientation that allows those who demonstrate success to earn more control over their academic decisions like daily scheduling and course choices, while at the same time providing any necessary academic or time management supports for students who are struggling with the online model.

After a student successfully completes orientation, they are transitioned to their grade-level Advisor and every morning they are required to attend an regularly scheduled online homeroom. This daily engagement piece provides time for daily troubleshooting, keeping the students on track through progress monitoring and also allows for the dissemination of key updates and deadlines. Advisors use this homeroom to develop trust with the students and as a vehicle to set up additional meetings with specific students in order provide them with any necessary supports based on their individual needs.

Students who fail to check in during homeroom and/or are identified as struggling or falling behind are enrolled in a Synchronous Scheduling Program, that puts the students in a more synchronous time-managed environment from 9AM to 3PM on a daily basis. This program can last for weeks or months

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

depending on the student and can be combined in conjunction with online or face to face tutoring opportunities to support their academic needs. PVA has established many avenues of academic support to fit the needs of our student population whether they are "as needed" online 1 to 1 sessions with their teacher available everyday from 8AM to 8PM in our Virtual Office or daily small group face to face tutoring sessions held in our Academic Support rooms. We also have a multi-tiered level of supplemental programming in both Math and Reading.

If a student still fails to keep up with regular attendance and/or falls further behind in their academic progress, they can be recommended for our Re-Engagement Program. This program is run by the Orientation/Re-Engagement Advisor and is an in-person, week long re-orientation program designed to identify and support their specific educational barriers and get them back on track. After the conclusion of the re-orientation period the student continues with more intensive online supports and check-ins over the course of the next few weeks, before being returned to working with their regular Grade-level Advisor.

In addition to a system of programming supports, PVA has cultivated a wide level of socialization programs in order to afford students the opportunity to interact with their peers. Besides the many student driven activities (I.E. Year Book Committee, Prom Committee, Class Officers, Student Ambassadors, Chess Club, Writing Club) PVA has established many community Partnerships that have led to wealth of programming opportunities for our students; Student Docent Program (Pennsylvania Academy of Fine Arts), Sounds of Learning Program (Opera Education/Opera Philly and the Annenberg Foundation), Studio Production Program (PSTV Studio and SDP), StampPass Philly (Greater Philadelphia Cultural Alliance), Advance at College (Community College of Philadelphia), Accent on Dance (Pennsylvania Ballet), iCouldbe Online Mentoring Program (Accenture of Philadelphia), Enhanced Vocational Internship Program (Finishing Trades Institute and SDP CTE).

Request for Proposals (RFP) 579 sought providers that could meet the virtual instructional and on-site management needs of up to two thousand (2,000) students in sixth through twelfth grade, and included managing the one-to-one technology program that is a central component of the PVA model. Additional key priorities when identifying eligible providers included: (1) ability to attract and serve diverse student populations, including English Language Learners, students with disabilities and students who are performing below grade level with: instruction that is engaging, interactive, and authentic and course offerings that align with the SDP graduation requirements; (2) capacity to provide staff support to students "as needed" through both virtual as well as face to face environments; (3) an online accountability structure, in which data are gathered, organized, and disseminated for effective decision making; and (4) equitable access to necessary technology.

RFP 579 was released on January 17, 2018; vendor responses were due on February 13, 2018. The District only received one proposal, which was from Chester County Intermediate Unit. A panel of 4 educators from The School District of Philadelphia reviewed the Chester County Chester County Intermediate Unit proposal, received in response to RFP 579. Each evaluator signed confidentiality statements. The proposal was read and evaluated in a closed and secure environment at District headquarters. The evaluative method for the proposal was qualitative. Each evaluator completed an evaluation form electronically. The panel of 4 educators chose Chester County Intermediate Unit as the provider to implement the services necessary to support the continuation of the online school. In addition to the review panel, the Office of Small Business Development evaluated the proposal to ensure that minority and woman-owned business enterprise (M/WBE) participation plans met or exceeded District guidelines.

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

ABC Code/Funding Source \$20,000,000.00
 1100-003-8780-2222-3000 Operating

B-4**License Agreements with Various Vendors for Use of School District Facilities – Head Start Programs**

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver, and perform a license agreement with Asociacion Puertorriquenos en Marcha (APM) for use of 9,724 square feet in the Rivera Center, 2603-11 North 5th Street, Philadelphia, PA, for the period commencing July 1, 2018 through June 30, 2019, which shall terminate in the event that the School District's contract with the entity is terminated, for a total license fee not to exceed \$64,858.84 per year to be paid monthly, an amount which shall include the School District's costs for utilities, custodial services, building maintenance, repairs, snow removal, security, and trash pick-up. APM shall be responsible for procuring and paying for any and all costs of repairs due to vandalism. The terms of the license agreement must be acceptable to The School District of Philadelphia's Office of General Counsel and Office of Risk Management; and be it

FURTHER RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver, and perform a license agreement with APM for use of 8,471 square feet in the Trinidad Center, 1038 West Sedgley Avenue, Philadelphia, PA, for the period commencing July 1, 2018 through June 30, 2019, which shall terminate in the event that the School District's contract with the entity is terminated, for a total license fee not to exceed \$86,257.50 per year to be paid monthly, an amount which shall include the School District's costs for utilities, custodial services, building maintenance, repairs, snow removal, and trash pick-up. APM shall be responsible for procuring and paying for any and all costs of security and repairs due to vandalism. The terms of the license agreement must be acceptable to The School District of Philadelphia's Office of General Counsel and Office of Risk Management; and be it

FURTHER RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver, and perform a license agreement with Norris Square Community Alliance for use of 9,200 square feet in the Willard Center, 3070 Frankford Avenue, Philadelphia, PA, for the period commencing July 1, 2018 through June 30, 2019, which shall terminate in the event that the School District's contract with the entity is terminated, for a total license fee not to exceed \$114,000.07 per year to be paid monthly, an amount which shall include the School District's costs for utilities, custodial services, building maintenance, repairs, snow removal, and trash pick-up. Norris Square Community Alliance shall be responsible for procuring and paying for any and all costs of security and repairs due to vandalism. The terms of the license agreement must be acceptable to The School District of Philadelphia's Office of General Counsel and Office of Risk Management; and be it

FURTHER RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver, and perform a license agreement with Today's Child Learning Centers for use of 15,155 square feet in the Feltonville Center, 4901 Rising Sun Avenue, Philadelphia, PA, for the period commencing July 1, 2018 through June 30, 2019, which shall terminate in the event that the School District's contract with the entity is terminated, for a total license fee not to exceed \$145,826.91 per year to be paid monthly, an amount which shall include the School District's costs for utilities, custodial services, building maintenance, repairs, snow

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

removal, and trash pick-up. Today's Child Learning Centers shall be responsible for procuring and paying for any and all costs of security and repairs due to vandalism. The terms of the license agreement must be acceptable to The School District of Philadelphia's Office of General Counsel and Office of Risk Management.

Description: This resolution is related to another pending resolution (scheduled for the 4/26/18 SRC Action Meeting) entitled "Acceptance of Grants from Various State, Federal, and Local Sources - Contracts with Various Vendors - Preschool Programs," also sponsored by the Office of Early Childhood Education, which, if approved, will authorize The School District of Philadelphia to enter into separate contracts with certain community-based early learning service providers to deliver comprehensive pre-k programming for three- and four-year-old children. The specific providers listed above are included in that resolution as well, and were selected through a Request for Proposal process (RFP-375) that solicited proposals from highly-qualified early learning organizations to provide Head Start programming in District-owned sites. These partners have been providing Head Start services under licensing agreements at these sites for the past five (5) program years, i.e., since July 1, 2013. By this resolution, the SRC would authorize the School District to establish license agreements with those providers for use of its facilities to support the delivery of comprehensive Head Start services for the upcoming program year commencing July 1, 2018 through June 30, 2019.

ABC Code/Funding Source \$410,943.32

B-5

Operating Budget: \$48,255 Contract Amendment with Hobsons, Inc. – Naviance College and Career Readiness Platform

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver, and perform, an amendment of contract, originally entered into with Hobsons, Inc., to expand the Naviance College and Career Readiness Platform for use in grades 3 through 5 in addition to all Opportunity Network schools, pursuant to Resolution A-29, approved by the School Reform Commission on December 18, 2014, and amended, pursuant to Resolution B-5, approved by the School Reform Commission on March 15, 2018, by increasing the amount of the contract by an additional \$48,255 from the \$1,810,393.50 approved by Resolutions A-29 and B-5, to a revised amount not to exceed \$1,858,648.50, for the period commencing May 18, 2018 through June 30, 2019.

Description: Naviance has been the District's online college and career planning resource for students in grades 6-12. The District will be using Naviance to document student progress towards meeting Pennsylvania's new career readiness requirements under ESSA. For 2017-18, we will be using the data we collect from Naviance in grades 6-11 as our indicator; next year we will use Naviance for all grades 3-11.

The Naviance college and career planning resource will also now be offered to all schools in the Opportunity Network.

ABC Code/Funding Source \$48,255.00
 1100-007-97a0-1423-3291 Operating (\$16,776.52)
 1100-044-9840-239B-3291 Operating (\$31,478.48)

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

B-6**Various Funds: \$1,200,000 Contract with AARP Foundation Experience Corps – School Based Volunteer Services**

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform a contract with AARP Foundation Experience Corps for school-based volunteer services to support teachers in grades kindergarten to third grade during the daily 120-minute literacy block in up to thirty elementary schools throughout the city each year, for an amount not to exceed \$1,200,000, for the period commencing July 1, 2018 through June 30, 2021.

Description: AARP Foundation Experience Corps will recruit, screen, train, place and manage up to 200 volunteers to deliver high- quality, school-based support to teachers and students in grades K-3 at up to 30 elementary schools per year for the next three years (2018-2021). The primary objective is to support teachers and principals with implementing comprehensive early literacy supports that help all students achieve grade-level reading and writing proficiency needed for long-term academic success. The total number of students participating in the program will vary based on the number of schools and classrooms involved as well as the number of volunteers deployed.

Volunteers will work in school-based teams of 6-15 individuals, and provide support for up to 3 hours each day for 2-4 days per week. At the direction of the school principal and designated teachers, these volunteers will work with individual and small groups of students, and provide whole class assistance, in grades K-3 to support the delivery of the daily 120-minute block of literacy instruction. In conjunction with school staff, each volunteer will develop a weekly schedule of support, and will be expected to maintain daily activity logs.

AARP Foundation Experience Corps will provide one literacy coach for every ten schools who will be responsible for training and regular oversight of volunteers, including observations, ongoing mentoring and coaching, and performance evaluations. Prior to beginning service within their assigned school, all volunteers must successfully complete 20 to 25 hours of early literacy development training.

This request to contract with AARP Foundation Experience Corps for the period July 1, 2018 through June 30, 2021 represents the completion of RFP-581, which was issued to the public on February 2, 2018. AARP Foundation Experience Corps was selected from the three (3) vendors that responded to the opportunity.

| | |
|-------------------------|----------------|
| ABC Code/Funding Source | \$1,200,000.00 |
| Various | |

B-7 Withdrawn by Staff**B-8**

Withdrawn by Staff 5.17.18

B-9**Categorical/Grant Fund: \$60,000 Contract with HIAS Pennsylvania –Support Services for Immigrant and Refugee Students**

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver, and perform a contract with HIAS

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a “walk-on”.*

Pennsylvania to provide counseling and support services to immigrant and refugee students in grades K-12, including unaccompanied children from Central America, for an amount not to exceed \$60,000, for the period commencing August 20, 2018 through June 30, 2019.

Description: HIAS provides legal, resettlement, citizenship, and supportive services to immigrants, refugees, and asylum seekers from all backgrounds in order to assure their fair treatment and full integration into American society. HIAS Pennsylvania was selected by the District to provide these services through RFP-589.

HIAS Pennsylvania will work with The School District of Philadelphia, in collaboration with La Puerta Abierta, to increase services and enhance instructional opportunities for immigrant youth and provide specific supports for unaccompanied minors from Central America. Services and supports will be provided at up to three schools, selected by the Office of Multilingual Curriculum and Programs, with large populations of immigrant students from Central America. Services will include trauma-informed mentoring and counseling sessions facilitated by bilingual counseling professionals to support students' transition to their new environment and school community. In addition, HIAS Pennsylvania will provide three informational sessions, up to 4 hours each, with students and guardians/caretakers to explain their rights as immigrant students, college and career opportunities for immigrant students, and to provide free consultations. HIAS Pennsylvania will supply sufficient bi-lingual legal staff to conduct this activity.

Lastly, HIAS Pennsylvania's legal staff will offer professional development training sessions for District personnel who interact with immigrant youth in the three targeted schools. The trainings will be structured to fit with each school's schedules and needs. Professional development will include information about country conditions that "push" children to leave and take a dangerous journey to the U.S., identifying youth who may need immigration services, and an overview of immigration options for youth.

| | |
|-----------------------------------|-------------|
| ABC Code/Funding Source | \$60,000.00 |
| 237X-G52-9470-2264-3291 Title III | |

B-10

Categorical/Grant Fund: \$72,891 Contract with Okapi Educational Publishing, Inc. – Supplemental Instructional Materials

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, pursuant to 1GPA Contract #18-06DP-32, to execute, deliver, and perform a contract with Okapi Educational Publishing, Inc., to provide guided reading materials in Spanish for English Learners rostered in dual language programs, for an amount not to exceed \$72,891, for the period commencing May 18, 2018 through June 30, 2019.

Description: Okapi Educational Publishing offers a comprehensive literacy program in Spanish called "Despegando hacia la lectura" that is aligned to Pennsylvania's Core Standards in English Language Arts. This guided reading program will be used in addition to textbooks currently available in dual language classrooms to support dual language students' development of reading skills. Six elementary schools currently offer English/Spanish dual language for English Learners (ELs) including newcomers (ACCESS Level 1): Cayuga, Elkin, McClure, Taylor, Munoz-Marin, and Southwark. Okapi materials will be utilized in those six schools.

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

To ensure effective implementation, the Office of Multilingual Curriculum and Programs will provide two professional development sessions for K-5 grade dual language teachers. The desired outcome is that English Learners (ELs) have access to grade-level content and acquire the academic language needed to transfer to English language instruction.

The vendor was selected based on authenticity of its Spanish text, range of the various reading levels that complement the existing reading program, and alignment with PA Core Standards for English Language Arts.

| | |
|-----------------------------------|-------------|
| ABC Code/Funding Source | \$72,891.00 |
| 237X-G52-9470-2264-6441 Title III | |

B-11

Operating Budget: \$6,400 Ratification of Contract with Arts in Schools Collaborative

RESOLVED, that the School Reform Commission hereby ratifies the execution, delivery, and performance by the School District of Philadelphia through the Superintendent or his designee of a contract with Arts in School Collaborative, to provide the opportunity to learn and perform ballroom dance at the Edward T. Steel School, in the amount of \$6,400.00, for the period commencing September 22, 2016 through December 12, 2016.

Description: Arts in Schools Collaborative, also known as Dancing Classrooms, provided the opportunity for students in grades 5 and 8 to learn and perform a variety of ballroom dances at the Edward T. Steel School.

This ratification is required due to a mistake made at the school level in not understanding the correct procedure for engaging and compensating a contractor. In the future, no further service will be allowed at Edward T. Steele School without prior LCA or SRC resolution approval.

| | |
|-----------------------------------|------------|
| ABC Code/Funding Source | \$6,400.00 |
| 1100-002-6390-1101-3291 Operating | |

B-12

Operating Budget: \$1,500 Ratification of Contract with Philadelphia Youth Basketball Middle School Partnership Program

RESOLVED, that the School Reform Commission hereby ratifies the execution, delivery, performance by the School District of Philadelphia through the Superintendent or his designee of a contract with Philadelphia Youth Basketball to provide comprehensive after school and weekend game play for students at Edward T. Steel School, at the cost of \$1,500, for the period commencing November 11, 2016 through April 8, 2017.

Description: Philadelphia Youth Basketball Middle School Partnership Program provided students with a comprehensive after school and weekend program including basketball skill development, academic workshops, and weekend game play, a Philly Youth Poetry Movement (PYPM) session and a healthy meal. Occasional field trips to local universities were also offered to student athletes.

This ratification is required due to a mistake made at the school level in not understanding the correct procedure for engaging and compensating a contractor. In the future, no further service will be allowed at the Edward T. Steel School without prior LCA or SRC resolution approval.

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

ABC Code/Funding Source \$1,500.00
1100-002-6390-1101-3291 Operating

B-13**Categorical/Grant Fund: \$43,000 Ratification of Contract with Jounce Partners, Inc. – James G. Blaine Academics Plus School**

RESOLVED, that the School Reform Commission hereby ratifies the execution, delivery, and performance by the School District of Philadelphia of a contract with Jounce Partners, Inc., to provide professional development and coaching services to teachers at James G. Blaine Academics Plus School for an amount not to exceed \$43,000 for the period commencing November 20, 2017 through June 8, 2018.

Description: Jounce Partners Inc. will partner with Blaine school to implement a high frequency teacher training model that will firmly establish teacher expertise in the execution of a core set of high impact teaching skills. Through this partnership, Blaine will continue with its professional development culture and teacher development approach, creating a highly collaborative and highly focused system of instructional feedback and teacher support.

Jounce's high frequency teacher coaching method is designed to maximize the amount of coaching and feedback that teachers receive, and to focus that feedback on a shared set of priority teaching skills. Through frequent repetition of practice, the Jounce mode builds the muscle memory of teachers to execute effective instructional methods.

Specifically, Jounce will provide the following services:

Direct Teacher Coaching.

A Jounce Partner Inc. will be in Blaine five half-days a week for approximately 25 weeks and four half-days a week for approximately 10 weeks of the school year. The Partner will directly coach half of Blaine's staff, and work with Blaine to create and implement benchmarks for teacher growth. These sessions will include practice sessions, collaborative teacher development (i.e. PLCs/grade team PD), live modeling, and other forms of real-time coaching.

Weekly Co-Coaching to Develop Instructional Leadership

2 half days every week with instructional leader(s)/teacher leaders. These sessions include coaching practice, coaching with live feedback, and modeling of real-time coaching.

Direct Teacher PD

Three teacher PDs after school/on half days during the year.

LT Training

Creating and sharing materials to support coaching program, scheduling of coaching, building a culture of practice, and integrating high-rep practice and live modeling into all teacher development structures (i.e. PD, planning meetings, data meetings, etc.)

Curriculum and Assessment Support:

Additional support with curriculum and assessment selection and roll-out, with an emphasis on a) using practice and live-coaching to improve the implementation of chosen curricula and b) using practice and live-coaching to improve teachers data analysis skills and transition from analysis to action.

ABC Code/Funding Source \$43,000.00
201X-G02-4220-1101-3291 Title I

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

B-14**Operating Budget: \$3,000 Ratification of Contract with Educational Advocates**

RESOLVED, that the School Reform Commission hereby ratifies the execution, delivery, and performance by the School District of Philadelphia through the Superintendent or his designee of a contract with The Educational Advocates to provide a program at Edward T. Steel School to cover the information and skills required for parent leaders to help family and community members become informed participants in the Every Student Succeeds Act (ESSA) and Title 1 Parental Involvement Policy, for an amount not to exceed \$3,000 for the period commencing June 7, through June 15, 2017.

Description: The Educational Advocates provides parent leaders the skills required to help family and community members to become informed participants in the Every Student Succeeds Act (ESSA) and Title 1 Parental Involvement Policy.

This ratification is required due to a mistake made at the school level in not understanding the correct procedure for engaging and compensating a contractor. In the future, no further service will be allowed at Edward T. Steel School without prior LCA or SRC resolution approval.

| | |
|-----------------------------------|------------|
| ABC Code/Funding Source | \$3,000.00 |
| 1100-002-6390-1101-3291 Operating | |

B-15**Operating Budget: \$13,050,000 Amendment of Contract with International Education and Community Initiatives (dba One Bright Ray, Inc.) – Alternative Education Programs**

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee to execute, deliver and perform an amendment of Contract No. 0917/F17, originally entered into with International Education and Community Initiatives (d/b/a One Bright Ray, Inc.) pursuant to Resolution No. B-4, approved by the School Reform Commission on April 27, 2017 by increasing the dollar amount of the contract by an additional \$13,050,000.00 from the \$42,800,000.00 approved in Resolution B-4, to an amount not to exceed \$55,850,000.00.

Description: This resolution seeks authorization for the School District of Philadelphia to enter into a contract amendment with International Education and Community Initiatives d/b/a One Bright Ray, Inc. One Bright Ray, Inc. (OBR) was awarded a contract to operate Accelerated high school programs via the competitive bid process Request for Proposals 520. The School Reform Commission approved the contract with OBR in Resolution No. B-4 dated April 27, 2017. This resolution seeks to add 400 seats to Accelerated programs that are managed by OBR so that more students can return to education and earn their high school diplomas. The additional seats will provide 200 students with an Accelerated program during the day, as well as 200 seats for students who need an evening school option for Accelerated programming. These 400 Accelerated seats will be housed at Strawberry Mansion High School, which would expand quality school options for that North Philadelphia neighborhood. There are 1,200 who live in the Strawberry Mansion neighborhood who attend accelerated programs in other parts of the city. Accelerated programs educate high school students who are overage and under-credited, disconnected from school, or struggling in a traditional school setting. These programs use staff and resources in flexible ways to accelerate student skills growth, credit accumulation, and postsecondary readiness. Accelerated programs support the School District of Philadelphia's Action Plan 3.0, Anchor Goal 1: "100% of students will graduate, ready for college and career". If approved, this resolution would expand school options for students who are struggling in school or those who are seeking to return to education.

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

ABC Code/Funding Source
1100-081-9990-144A-3291 Operating

\$13,050,000.00

B-16

Categorical/Grant Fund: \$96,324 Authorization of Payments for Career and Technical Education Industry-Recognized Certifications

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to pay invoices from various agencies that administer or assess industry-recognized certifications and are approved by the Pennsylvania Department of Education, pursuant to PA Chapter 339 and Perkins IV, or the respective Career and Technical Education Occupational Advisory Board, including but not limited to: Microsoft Office Specialist (MOS), Microsoft Information Technology Academy (MITA), Pork Quality Assurance, Artificial Insemination, National Automotive Technician Educational Fund (NATEF), PA Cosmetology License, Occupational Safety and Health Administration (OSHA), Welders Training Institute (WTI) for AWS, Certified Nursing Assistant (CNA), CPR and First Aid, Print ED - Graphic Arts and Printing Programs of Study, International Computer Driver's License (ICDL), World Wide Organization of Webmasters (WOW), ServSafe - Culinary, National Occupational Competency Testing Institute (NOCTI), as mandated by the Pennsylvania Department of Education, Bureau of Career and Technical Education, for an amount not to exceed \$96,324.00, for the period commencing July 1, 2018 through June 30, 2019.

Description: The purpose of this resolution is to authorize the payment of invoices from various vendors that provide Career and Technical Education (CTE) certification opportunities for CTE students. Student industry certification attainment is a basic component of CTE programs, the attainment of which supports and enhances both school-based and work-based learning opportunities. Through this resolution, the district is to pay for the costs associated with industry certifications, thereby allowing students the opportunity to earn certifications free of charge to them and their families. It is the District's intention to provide students with industry-recognized technical skills necessary to advance in their specific career areas. In addition, industry credentialing of CTE students addresses the Federal (Perkins IV) and Pennsylvania Department of Education (Chapter 339) mandates; specifically, ensuring that approved CTE programs maintain high levels of excellence supported through measurements of performance that lead to industry-recognized certifications.

These exams, which are detailed below, prepare students for meaningful employment and/or post-secondary education. Since June of 2008, all CTE programs have been required to administer the appropriate National Occupational Competency Testing Institute (NOCTI) to all CTE graduates/program completers. The NOCTI exam is the state-mandated end of program assessment for all CTE programs. In addition, the District has provided opportunities for the students to earn industry-recognized certifications free of charge. Every school offering one or more CTE programs will have the opportunity to administer a certification exam. As the District improves its programming, the acquisition of certifications will allow schools to adjust the curriculum in order to ensure that each child is successful.

Business Programs:

- * Microsoft Office Specialist (MOS)
- * Microsoft Information Technology Academy (MITA)

Agriculture Programs:

- * Pork Quality Assurance
- * Artificial Insemination

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

Automotive Programs:

- * National Automotive Technician Educational Fund (NATEF)

Cosmetology Programs:

- * PA Cosmetology License

Construction Programs:

- * Occupational Safety and Health Administration (OSHA)
- * Welders Training Institute (WTI) for AWS

Health Programs:

- * Certified Nursing Assistant (CNA)
- * CPR and First Aid

Communications Programs:

- * Print ED - Graphic Arts and Printing Programs of Study

Information Technology Programs:

- * International Computer Driver's License (ICDL)
- * World Wide Organization of Webmasters (WOW)

Culinary Programs:

- * ServSafe - Culinary, Baking, and Hospitality Programs of Study

All Programs:

- * National Occupational Competency Testing Institute (NOCTI) - Mandated by the Pennsylvania Department of Education's Bureau of Career and Technical Education

| | |
|---|-------------|
| ABC Code/Funding Source | \$96,324.00 |
| 1200-006-9240-1393-6441 Ed for Employment (\$53,102.50) | |
| 270X-G06-9240-2278-6441 Perkins (\$43,221.50) | |

B-17

Categorical/Grant Fund: \$55,000 Contract with Careers through Culinary Arts Programs, Inc. – Support Services to Career and Technical Education’s Culinary Program

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver, and perform a contract with Careers through Culinary Arts Program, Inc., to provide curriculum enrichment programming for culinary arts teachers and students at George Washington, Benjamin Franklin, Dobbins CTE, Edison, Frankford, Mastbaum, Martin Luther King, Randolph, Strawberry Mansion, Swenson and South Philadelphia High Schools, for an amount not to exceed \$55,000, for the period commencing July 1, 2018 through June 30, 2019.

Description: Currently, eleven culinary programs exist across District Career and Technical Education high schools. To promote and provide first rate culinary training, meaningful college and career advising, and critical hands-on real real-world experience, the Office of Career and Technical Education (CTE) will contract with Careers through Culinary Arts Program, Inc. (C-CAP).

C-CAP has a long history and successful track record of high-quality programming that prepares underserved youth for careers in the professional culinary industry.

Specifically, C-CAP's curriculum enrichment programming will include the following:

Teacher Training: C-CAP will provide District culinary teachers with professional development sessions to build teachers' knowledge and skills to enhance student outcomes, including enhanced Rouxbe video

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a “walk-on”.*

technology provided to each school.

Scholarships and Cooking Competitions: students will have the opportunity to compete in annual C-CAP cooking competitions to win post-secondary school scholarships as part of the largest independent culinary scholarship program in the country.

In addition to the Cooking Competitions, C-CAP conducts recipe competitions during the school year. The students create recipes following specific guidelines. Winners of the recipe competitions receive awards and/or cash scholarships.

Job Training & Internships: Students will engage in job shadowing, job readiness training and internships to enhance work skills and on-the-job experience. C-CAP will conduct a job training workshop at the end of the school year to prepare interested and qualified students for summer internships. C-CAP places the students who successfully complete the job training workshop in summer jobs where they work for a minimum of six weeks, a minimum of 35 hours per week and earn at least minimum wage. Weekly meetings with the interns are conducted by C-CAP to support their efforts in the workplace.

Career Advising: Ongoing career counseling is available to build students' awareness of opportunities and help alumni progress in their careers. C-CAP students will have access to Culinary Agents, a job search, job matching and networking website designed by a technology expert and inspired by a C-CAP graduate. C-CAP students have a special designation on this website.

College Advising: College and career advisors work with all scholarship winners to ensure their success in school and in the industry.

Product Donations: C-CAP will solicit product donations from various manufacturers/businesses and monitor distribution of donations to the schools. Previous donations have included high quality Belgian chocolate, flour, olive oil, almonds, cheese, pasta, and smallwares.

Materials: Competition applications, recipes and guidelines will be provided by C-CAP. In addition, the awards program and awards certificates will be provided by C-CAP. Competition ingredients will be provided by C-CAP. Materials for teachers' professional development and students' job training and "College 101" will be provided by C-CAP.

| | |
|---------------------------------|-------------|
| ABC/Funding Source | \$55,000.00 |
| 270X-G06-9240-2278-3291 Perkins | |

B-18

Operating Budget: \$175,000 Contract with Finishing Trades Institute of the Mid-Atlantic Region (District Council 21) – Pre-Apprenticeship Training Program

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform a contract with the Finishing Trades Institute of the Mid-Atlantic Region (the official training provider of The International Union of Painters and Allied Trades District Council 21 Apprenticeship Training and Journeyman Education Fund), to provide a painting and glazing pre-apprenticeship program at the District Council 21 training facility for approximately sixty (60) students enrolled in Career and Technical Education Construction trades programs, for an amount not to exceed \$175,000.00, for the period commencing September 1, 2018

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

through August 31, 2019.

Description: The purpose of this resolution is to authorize a contract with the Finishing Trades Institute (FTI) of the Mid-Atlantic Region, the official training provider of The International Union of Painters and Allied Trades District Council 21, to provide a painting and glazing apprenticeship preparation program at District Council 21's state-of-the-art training facility, located in Northeast Philadelphia. The District's Office of Career and Technical Education (CTE) has partnered with FTI / District Council 21 over the past eight years in an effort to offer District CTE students with quality, real world training in the finishing trades, thereby preparing students to enter the painters and glazers trades union, District Council 21, or other trades unions as apprentices. The amount of the contract will be \$175,000.00. This pre-apprenticeship training program will be offered to approximately up to sixty (60) students enrolled in CTE Construction trades programs.

This training program will allow students to build knowledge and attain technical skills in the painting and glazing professions, earn OSHA 10 and First Aid/CPR certifications, and provide the foundational skills necessary to be admitted as apprentices into District Council 21 or other trades unions. Funds through this contract will be utilized by FTI to offset costs for facilities usage, materials, supplies, and salaries and benefits for two FTI/District Council 21 master tradesmen to serve as instructors for the program. The two instructors will each deliver a course, one painting and one glazing course. The instructors will also visit the schools on recruitment visits to speak to students and parents about this training opportunity. The glazing course will focus on the art of glass installation for commercial and industrial uses, and the painting course will focus on the craft of painting for commercial, residential, and industrial uses as well as interior and exterior painting techniques. To be considered for admission, students must express a true desire to excel in the finishing trades, as well as sit for an interview with FTI staff. Courses will be offered twice a week over the course of the school year, and on those two days, students will report directly to District Council 21's state-of-the-art training facility in Northeast Philadelphia. The criteria on which students will be selected for admission will include grades, attendance and behavior.

Students participating in this program will have the opportunity to earn OSHA 10 and First Aid/CPR certifications. Students who complete the program and graduate from high school will have the opportunity to take a one week, 40 hour course, at FTI on Leadership Communications. Students who successfully complete that week will be granted a total of 12 college credits, 9 for the training program and 3 for the Leadership Communications course. These credits are recognized by several schools, including FTI, that have articulation agreements with District Council 21.

ABC Code/Funding Source \$175,000.00
1200-006-9240-1391-3291 Operating

B-19
Operating Budget: \$85,000 Contract with Philadelphia Fire Department – Firefighter/EMT Training Program at Randolph Career Academy

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver, and perform a contract with the Philadelphia Fire Department to provide a Firefighting/Emergency Medical Training Program at A. Philip Randolph Career Academy, for an amount not to exceed \$85,000.00, for the period commencing July 1,

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

2018 through June 30, 2019.

Description: The Fire/EMT Academy Program serves 10th, 11th and 12th graders at Randolph Career Academy. The program includes instruction - both theory and hands-on - in emergency medical services. In order to efficiently and effectively accomplish this goal, qualified firefighters who are certified as Emergency Medical Services instructors are required.

The purpose of this resolution is to authorize a contract with the Philadelphia Fire Department (PFD) to provide a Firefighting/EMT Academy Program to Career and Technical Education students at Randolph Career Academy. The program is designed to provide quality, real world training, which will increase the number of students who are qualified to become firefighters and emergency paramedics in the City of Philadelphia. This program will expose up to seventy-two (72) Randolph Career Academy students, from grades 10 through 12, to the demanding field of public safety.

The Philadelphia Fire Department will assign three full-time Firefighter/Emergency Service Paramedics who will deliver Emergency Medical Technician (EMT) training throughout the 2018-2019 school year. The qualified instructors are firefighters who are certified as Emergency Medical Services instructors. All instructors possess Emergency Medical Training and Cardiopulmonary Resuscitation (CPR) certifications and will be preparing students to receive these certifications as well.

The Emergency Medical Technician curriculum that will be taught at the school directly mirrors the U.S. Department of Transportation, National Highway Safety Administration, EMT-Basic and National Standard Curriculum. The instructors will be responsible for not only teaching the class, but also for preparing daily lesson plans, grading quizzes and tests, developing and coordinating Philadelphia Fire Department-sponsored activities for students, and conducting recruitment trips to middle schools to promote the Randolph Fire/EMT Academy as a viable option for students interested in the public safety profession. In addition to the full-time instructors, the Fire/EMT Academy will receive weekly visits and ongoing support from other personnel from the Philadelphia Fire Department, such as a Fire Lieutenant and a Fire Captain, who will provide additional workshops and resources to support the instructors and students.

All students participating in this program will have the opportunity to receive EMT, CPR, AED and Firefighter I certifications, and will be prepared to enter the public safety workforce. In order for the District's students to receive their EMT and Firefighter I certifications, they must be taught by certified members of the Philadelphia Fire Department.

| | |
|-----------------------------------|-------------|
| ABC Code/Funding Source | \$85,000.00 |
| 1200-006-9240-1391-3291 Operating | |

B-20

Operating Budget: \$122,171 Authorization of Payments to Hotels & Conference Centers – Career and Technical Student Organizations

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to pay invoices from various hotels and conference centers in connection with the participation of students in Career and Technical Student Organizations in conferences and competitions, for an aggregate amount not to exceed \$122,171, for the period commencing July 1, 2018 through June 30, 2019, including, but not limited to Hershey Lodge, Lancaster Convention Center, The Penn Stater Hotel and Conference Center, and Seven Springs Mountain Resort.

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

Description: The purpose of this resolution is to authorize the payment of invoices to various hotels and conference centers to allow for student participation in Career and Technical Student Organization (CTSO) conferences and competitions. Student participation is mandated by Chapter 339 (Vocational Education Standards) of the Pennsylvania School Code as an integral part of a Pennsylvania Department of Education (PDE)-approved Career and Technical Education (CTE) program. CTSOs are co-curricular, not extra-curricular, as they allow CTE students to apply the technical skills they have acquired to real-world simulated competitions with their peers from across the region, state, and nation. CTSOs are intended to provide career awareness, leadership, motivation, and recognition for career related skills, and serve as an extension of the classroom instructional program by integrating academics and career and technical skills into real work experiences. CTSO activities, such as regional contests, state conventions, and national competitions, provide the foundation needed for students to achieve in the classroom while also teaching students valuable employability and leadership skills. Students also learn the importance of meeting and engaging in activities with a diverse group and the appropriate social behaviors necessary to succeed. All of these factors contribute to the goal of total student development, which is necessary for all CTE students to assume successful roles in society and to enter the labor market.

The District currently has chapters affiliated with the following seven (7) PDE-approved CTSOs: Distributive Education Clubs of America, An Association of Marketing Students (DECA), Future Business Leaders of America (FBLA), Health Occupations Students of America (HOSA), National Future Farmers of America (FFA), Skills USA, Technology Student Association (TSA) and US For Inspiration and Recognition of Science and Technology (FIRST) Robotics. CTSO chapters are currently active in the following twenty-eight (28) high schools: Bartram, Dobbins, Edison, Franklin Learning Center, Kensington Health Science, King, Lincoln, Mastbaum, Northeast, Overbrook, Randolph, Roxborough, Saul, South Philadelphia, Swenson, The Workshop School, Washington and West Philadelphia, Ben Franklin, CAPA, Carver, Frankford, Furness, Kensington, Kensington CAPA, Robeson, and Science and Leadership Academy.

Total CTSO participation across the District in the 2016-2017 school year was approximately 2390 students. Of these participants, approximately 575 attended state competitions and conferences for their respective CTSOs. The District-mandated student to teacher ratio of 1:10 will be enforced for all conferences and competitions.

One outstanding example of the success of CTSOs is the hard work and dedication represented in the FFA club. When studying CTE at the secondary level, many CTSO members study for and compete in Career Development Events focusing on their area of study. W.B. Saul H.S. of Agricultural Sciences, FFA club has a rich history of student success in this area. W.B. Saul is home to nine state championships, seven in the Landscape/Nursery Judging contest and two in the Meats Evaluation contest. The 2005 Pennsylvania FFA President was a W.B. Saul graduate, and was the first ever African American to lead Pennsylvania FFA.

| | |
|-----------------------------------|--------------|
| ABC Code/Funding Source | \$122,171.00 |
| 1200-006-9240-1393-5831 Operating | |

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

B-21**Operating Budget: \$350,000 Contract with Philadelphia Youth Network, Inc. – Wages, Payroll Management and Support for Summer 2018 Student Internship Program**

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform a contract with Philadelphia Youth Network, Inc. to pay student wages and to provide payroll management and support for the Summer Internship Program, for an amount not to exceed \$350,000, for the period commencing July 1, 2018 through October 31, 2018.

Description: The purpose of this resolution is to authorize a contract with PYN to support the successful implementation and execution of the District's 2018 Summer Internship Program, including the payment of all additional student wages, payroll management and support. The overall goal of the Summer Internship Program is to provide students with meaningful work-based learning and/or academic enrichment experiences that serve as an extension of what they are learning during the school year. The program has been successful in past years, and it is the expectation that the program will yield similar successes in Summer 2018, based in large part, on the effective support services delivered by PYN. The District's Office of Career and Technical Education (CTE) will provide summer internships and academic enrichment opportunities for approximately five hundred (500) high school students who are enrolled in CTE Programs of study, as well as approximately one hundred (100) teen parent students who are enrolled in the District's ELECT program. PYN will manage funds allocated by the District for the purposes of making payments and accounting for expenditures made on behalf of the District, with primary use of funds for student wages and provision of student payroll services with a 7% administration/overhead charge.

The Summer Internship Program is an extension of the curriculum that students learn throughout the school year. This opportunity allows students to receive real life hands-on experiences that cannot be learned in the classroom. These opportunities include positions in School District buildings with District personnel, local businesses, and academic enrichment/industry certification programs. CTE students throughout the District have the opportunity to apply for this program.

Specifically, there are two tracks for the Summer Program:

1. Work-Based Internships

Students participate in Automotive, Health Related Careers, Construction Trades, Cosmetology, Graphic Arts and Design, Business, Information Technology, Hospitality, and Culinary Arts summer work-based learning job placements.

All of the work-related job placements are directly aligned to each respective career cluster's curriculum that is taught during the academic year in CTE Programs of Study in the high schools.

Students participating in work-based internships will be compensated at the rate of \$7.25 - \$9.00/hour for up to 40 hours/week for up to 8 weeks.

2. Academic Enrichment

Students participate in academic enrichment classes which provide students with advanced instruction in various subject areas.

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

The program provides career and technical education students the opportunity to earn the necessary hours needed for them to receive industry-recognized certifications upon graduation, that otherwise may not be obtained.

Students participating in academic enrichment programs will receive a stipend of \$100 per week for 4-6 weeks.

| | |
|-----------------------------------|--------------|
| ABC Code/Funding Source | \$350,000.00 |
| 1100-059-9240-2125-3291 Operating | |

B-22

Operating Budget: \$1,172,500 Contract with Educational Testing Services – SGS High School Reform Initiative

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia through the Superintendent or his designee, to execute, deliver, and perform a contract with Educational Testing Services (ETS) to provide professional development and coaching services to principals and teachers at five comprehensive high schools, for an amount not to exceed \$1,172,500 for the period commencing July 1, 2018 through June 30, 2019.

Description: The School District of Philadelphia identified five comprehensive high schools (Overbrook, Samuel Fels, Kensington Health Sciences, Penn Treaty, and Benjamin Franklin) to prioritize to ensure better academic outcomes for all students. These schools have been low performing for three consecutive years and have a three year School Progress Report (SPR) average equal to or less than 15 out of 100. Resulting from a comprehensive school quality review process and feedback from students, parents, stakeholders, teachers, and community members these five schools will receive added investments and additional resources, based on each school's specific needs with the goal to create rapid academic improvement to better prepare students for college, career and life.

The Institute for Student Achievement (ISA), a division of Educational Testing Service (ETS), has been identified through RFP-172 as a whole school reform provider. ISA started working with Overbrook, Samuel Fels and Kensington Health Sciences high schools during the 2017-2018 school year and will add Benjamin Franklin and Penn Treaty during the 2018-2019 year to ensure that students who traditionally underperform, graduate prepared for success in college and career.

This vendor was selected on account of their whole-school reform approach that's grounded in research-based principles that are designed to work synergistically to help underperforming schools graduate all students ready for college and careers.

The principles include a college-preparatory instructional program, distributed counseling, continuous professional development, parental involvement and engagement and continuous organizational improvement. This serves as a framework to transform the organizational and educational practices of underperforming schools as well as the culture of the school.

| | |
|-----------------------------------|----------------|
| ABC Code/Funding Source | \$1,172,500.00 |
| 1100-004-9KT0-2386-3291 Operating | |

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

B-23**Operating Budget: \$517,161 Contracts with Community College of Philadelphia and Temple University – College Immersion Program**

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia through the Superintendent or his designee, to execute, deliver, and perform a contract with Community College of Philadelphia and Temple University for college immersion opportunities for high school seniors, for an amount not to exceed \$517,161, for the period commencing July 1, 2018 through June 30, 2019.

Description: College immersion provides high school seniors the opportunity to spend a year of high school on a college campus earning both high school and college credits simultaneously. College immersion is designed for high school seniors to spend up to five days a week on a college campus taking college level courses and earning college credit. High school seniors participating at Community College of Philadelphia (CCP) will take all courses on CCP's campus. Seniors participating at Temple University will spend up to three afternoons a week engaged in courses on Temple's campus. Students will have the ability to earn both a high school diploma and up to 27 college credits by the end of senior year.

All high school students were eligible to apply to the Senior Year Only Program for College Immersion. Students were eligible to apply from February 1, 2018 through February 28, 2018. Eligibility criteria for participation included:

1. Participants needed to have at least 15.5 quality credits by the end of their junior year. Quality credits include 3 English credits, 3 Math credits, 2 Science credits, 2 Social Studies credits, and World Language credits
2. Advanced Senior Year at CCP and Temple Scholars participants must obtain a qualifying score on the Accuplacer Exam
3. Temple Education Scholars participants must have a 3.25 GPA or higher through their junior year of high school

Academic supports including tutors, college liaisons and support staff will be available to ensure student success. In addition, students will continue to have access to their school counselor and supplementary supports provided by their school. The 2018-2019 school year will be the first year for the programs at CCP and Temple.

The CCP program allows students to be full time at CCP during their senior year immersed on a college track for STEM or Liberal Arts studies. Students in the Temple program will be immersed on a college track for earning a bachelor's degree at Temple University from the College of Education.

| | |
|-----------------------------------|--------------|
| ABC Code/Funding Source | \$517,161.00 |
| 1100-004-9kt0-2386-3291 Operating | |

IV. INTERMEDIATE UNIT**IU-1****Categorical/Grant Fund: \$182,000 Contract with Progressus Therapy, LLC – Behavioral Therapists and Applied Behavior Analysis Training for Teachers of Students with Autism**

RESOLVED, that the School Reform Commission acting in its capacity as Board of Directors of the Philadelphia Intermediate Unit, authorizes Intermediate Unit #26, through the Executive Director or his designee, to execute, deliver and perform a contract with Progressus Therapy, LLC, also known as Invo

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

Holdings, LLC, to provide ABA services and staff training, for an amount not to exceed \$182,000.00, for the period commencing July 1, 2018 through June 30, 2019.

Description: The Office of Specialized Services (OSS) is proposing to contract separately with Progressus Therapy, to effectively deliver Applied Behavior Analysis (ABA) services in Autistic Support Classrooms, and to train teachers and staff on instructional methods based on the principles of ABA.

ABA is the science of behavior change. ABA interventions are evidence-based and are the leading behavioral and educational interventions for students with autism. Currently, the School District of Philadelphia utilizes two programs which are based on the principles of ABA within K-12 classrooms. These programs are the STAR program in grades K-5 and the LINKS program in grades 6-12. In addition, four classrooms currently use a verbal behavior approach based on the principles of ABA. The number of classrooms using the ABA approach will grow in the 2018-2019 school year. It is projected that the District will have over 315 autistic support classrooms in the 2018-2019 school year.

ABA research reveals and underscores the importance of intensive ABA student interventions. Intensive is defined as 25-40 hours per week of ABA therapy. In order to effectively deliver the intensity of ABA programs, which is required to produce significant behavior change, Progressus Therapy will provide the District with qualified behavioral therapists. Behavior therapists will support teachers with the assessment of students, the design of ABA programs and the delivery of ABA services with fidelity. To build capacity at the school level to implement ABA based programs with fidelity, behavior therapists will support the professional development of school teams by providing training to teachers, paraprofessionals and IEP team members. Behavior therapists will work directly with OSS staff and consultants from PaTTAN, PhillyAIMS and LINKS to receive training in the designated ABA programs. Between scheduled consultation meetings with these staff members, therapists will have measurable objectives to reach, based on staff recommendations. Following consultation, behavior therapists will be responsible for dispersing information to the staff in their assigned classrooms and modeling interventions to classroom staff.

The \$182,000 is used for the sole purpose of staffing costs. No materials are purchased with this money. These contracted professionals shall include up to six behavioral therapists to serve as internal coaches and consultants to a minimum of six classrooms (ABA Coaches shall work under the direction of District BCBA's); and, who shall work in classrooms with teachers and students and deliver ABA interventions.

The roles and responsibilities of the behavioral therapists under the guidance of District staff, will include but are not limited to:

- a. completion of assessments such as the Verbal Behavior Milestones Assessment and Placement Protocol (VB-MAPP), Student Learning Profile (SLP) and Functional Behavior Assessments;
- b. development of student program binders;
- c. delivery of ABA programs which result in data which will be graphed and monitored in student program binders;
- d. attendance at any district trainings and PaTTAN (PA Training & Technical Assistance Network) trainings per request of SDP staff;
- e. attendance at consultation meetings with PaTTAN to observe model classrooms, practice skills and receive recommendations;
- f. transfer information from consultations and trainings to assigned classrooms;
- g. Demonstrate a level of expertise with Discrete Trial Training (DTT)/Intensive Teaching (IT) and

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

- Pivotal Response Training (PRT)/Natural Environment Training (NET);
- h. deliver services despite the presence of challenging behaviors which may include elopement, self-injurious behavior and aggression (hitting, kicking, scratching, biting);
 - i. create a positive learning atmosphere for staff and students by using positive behavior strategies to promote skill acquisition and diminish challenging behaviors;
 - j. train school district staff in the creation and delivery of ABA programs; and,
 - k. develop a plan to fill any therapist absences during the school year.
 - l. Facilitate the development of behavior modification plans
 - m. Observe and recommend interventions for challenging/aggressive behaviors, assist in modeling and probing new behavior interventions in a variety of settings
 - n. Collect baseline data for target behaviors
 - o. Collaborate with others as needed for the purpose of determining programming needs, creating ABA programs, and modifying behavior
 - p. Create and assist in the implementation of student resources (visual schedules, activity schedules)
 - q. Create and assist in the implementation of data collection tools (charts, data sheets, graphing)
 - r. Create individualized academic, social, and behavior learning programs for students with ASD using strategies and goals determined by IEP objectives.
 - s. Incorporate positive behavior support throughout all programming for the purpose of creating a consistent environment.
 - t. Participate in various classroom meetings for the purpose of conveying and/or gathering information required to perform functions.

An OSS evaluation team selected the Contractors through a competitive process pursuant to RFP No. 493, issued by the District's Office of Procurement Services on May 25, 2016.

ABC Code/Funding Source
242X-G05-9CL0-2272-3291 IDEA

\$182,000.00

IU-2

IDEA-B: \$79,860 Contract with C8 Sciences Learning System – Professional Development

RESOLVED, that the School Reform Commission acting in its capacity as Board of Directors of the Philadelphia Intermediate Unit 26 (IU-26), authorizes IU-26, through the Executive Director or his designee, to execute, deliver, and perform a contract with C-8 Sciences, to provide a comprehensive advanced computer-based learning system and curriculum designed to improve the executive functioning and learning capabilities of 420 students and to provide professional development for teachers, for an amount not to exceed \$79,860 for the period commencing July 1, 2018 through June 30, 2019.

Description: The Contractor, C-8 Sciences, is the developer and distributor of ACTIVATE programs. ACTIVATE includes computer software products and curriculum that are used as interventions for students with disabilities to dramatically improve executive functioning. Executive functioning and self-regulation skills are the mental processes that enable us to plan, focus attention, remember instructions, and perform multiple tasks successfully. The establishment of strong executive functioning processes is a critical component of child and adolescent brain development and the ability to process information and learn. Many students with learning and other cognitive disabilities have impaired executive functioning.

ACTIVATE products work to improve student mental focus, self-control, and memory skills through a combination of computer and physical exercises based on the latest neuroscience research from Yale University. The eight (8) areas of executive function targeted by ACTIVATE include: sustained attention,

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

working memory, speed of information processing, response inhibition, cognitive flexibility, category formation, pattern recognition, and multiple simultaneous attention. The benefits of this focus on executive functioning include:

1. increased ability to focus and learn more complex and lengthy material;
 2. increased ability to recall what they have learned;
 3. increased ability to keep pace with teaching and process basic information; without any problems;
 4. increased ability to control response to distractions;
 5. increased ability to problem solve;
 6. increased ability to organize information, concepts, and skills into categories;
 7. increased ability to recognize patterns and utilize critical thinking; and
 8. increased ability to plan and strategize and to quickly switch between subject matters and activities.
- The School District proposes to contract with C-8 Sciences to provide executive functioning interventions using the ACTIVATE program, for 420 students with disabilities who require intensive learning support and emotional support programs. These students are located in 25 schools. These schools include:

Barry, Rhodes, Ethel Allen, Potter-Thomas, Roosevelt Elementary, Harding, Disston, Baldi, Loesche, Hancock, Carnell, Ellwood, Finletter, Rowen, Kelly, Webster, Wright, Furness, Nebinger, Sharswood, Penn Treaty, Kearney, Lamberton, Longstreth, and Childs.

The Contractor will grant the School District a limited right and license to use all its ACTIVATE products, which includes computer-based programs, curriculum, and related documents and training materials. The ACTIVATE program also includes an effective progress monitoring and data analysis tool. To ensure effective implementation of ACTIVATE, the Contractor will provide School District teachers and personnel with training and support on the use of the product and system. C-8 Sciences was chosen after soliciting competitive quotes from two other vendors who perform similar services. The scope of services which C-8 Sciences Activate program provide students are more aligned to OSS goals related to instruction in executive functioning.

| | |
|--------------------------------|-------------|
| ABC Code/Funding Source | \$79,860.00 |
| 242X-G05-9CLO-2272-3291 IDEA-B | |

IU-3

IDEA: \$543,900 Contracts with Aperture Education, Briton Education LLC, and WhyTry, LLC – Social Emotional Learning Curriculum and Supports

RESOLVED, that the School Reform Commission acting in its capacity as Board of Directors of the Philadelphia Intermediate Unit 26 (IU-26), authorizes IU-26, through the Executive Director or his designee, to execute, deliver, and perform contracts separately with Aperture Education, Briton Education LLC, doing business as Insights to Behavior and WhyTry, LLC to provide social-emotional curricula and professional development to teachers of students receiving emotional support services, for an aggregate amount not to exceed \$543,900, for the period commencing July 1, 2018 through August 30, 2019.

Description: The Contractors will provide selected School District teachers with a comprehensive curriculum on evidence-based practices and strategies, proven to enhance the social skills, emotional development, and academic level of the students with emotional disabilities. In addition to academic needs, students who require emotional support are entitled to specially designed instruction that also aims to improve their social-emotional development through the use of a variety of approaches and skills that

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

are individualized, and with opportunities for practice, feedback, and generalization.

The School District selected the Contractors through Request for Proposal (RFP-543). The School District evaluation team identified Aperture Education, Briton Education, and Why Try as three highly qualified evidence-based curricular providers. In addition, the Contractors demonstrated the ability to provide outstanding professional development and support to School District staff on their curriculum programs. The proposals submitted included a detailed outline of curriculum instructional materials, and plans for delivering comprehensive professional development.

Aperture Education will provide an assessment tool, consultation, and professional development in order to determine baseline and targeted intervention support for the students. Teachers will be able to assess their students using the DESSA, DESSA-mini and Evo Social/Emotional system in order to identify students' present baseline for targeted behavioral skills. During the year, as the students are provided with evidence-based practices and strategies through targeted curricula, the DESSA-mini can then monitor student progress, outcomes and responses to the selected programs: Insights to Behavior (grades K-5); Why Try (grades 6-8). This assessment tool will inform teachers of the behavioral progress and needs of the students they are teaching.

The School District will utilize Insights to Behavior through Briton Education for K to 5 emotional support programs. Insights to Behavior focuses on principals of Applied Behavior Analysis (ABA) to enable teams to identify triggers that are maintaining problematic behaviors. Knowing this causation allows teachers to set up situations successfully by changing both antecedents and consequences for students. Insight to Behavior aims at supporting teachers in developing quality behavior plans with an array of strategies. Insights to Behavior programs are aligned to the CASEL five core competencies: self-awareness, self-management, social awareness, relationship skills, and responsible decision making. Lessons provide immediate situations and feedback for students to learn, practice, and generalize skills, in order to become competent learners. Insights to Behavior will provide School District teachers with whole group professional development, on-site consultation services, and 24-hour web-based support.

The School District will utilize WhyTry for 6 to 12 emotional support programs. WhyTry emphasizes the need to develop and enhance individual student resiliency. Students completing the WhyTry program have experienced improved self-esteem, emotional health and self-advocacy skills, increase in GPA, reduction in bullying, fighting and aggressive behaviors, decrease in expulsions and behavioral referrals, and graduation success. The WhyTry curriculum employs a multi-learning style approach by utilizing a series of ten visual analogies that teach important life skills. These analogies are reinforced through music, hands-on activities, and multimedia. The analogies are based on empirical principals that include cognitive behavior therapy, solution-focused brief therapy and CASEL strategies. The WhyTry program includes comprehensive teacher training and support.

ABC Code/Funding Source
242X-G05-9CL0-239a-3291 IDEA-B

\$543,900.00

IU-4

Categorical/Grant Funds: \$68,600,000 Application for and Acceptance of Funds from Various Entitlement and Recurring Non-Competitive Grants for Intermediate Unit #26

RESOLVED, that the School Reform Commission acting in its capacity as Board of Directors of Philadelphia Intermediate Unit #26 ("IU26"), authorizes IU26, through the Executive Director or his

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a "walk-on".*

designee, to apply for and accept funds, if awarded, from various entitlement and recurring non-competitive grants administered by the Pennsylvania Department of Education and by the United States Departments of Education, Health and Human Services, and Labor, to support a broad array of ancillary programming, for an aggregate amount not to exceed \$68,600,000, during the period commencing July 1, 2018 through June 30, 2019.

Description: On an annual and/or recurring basis, the U.S. Department of Education and the Pennsylvania Department of Education provide Intermediate Unit 26 with a substantial amount of entitlement and non-competitive funding designed to support various supplemental programs/services. Entitlement and non-competitive grants covered by this resolution include but are not limited to:

- * Individuals with Disabilities Education Act, Part B To provide supplemental, supportive programming for students with disabilities. Used to subsidize a citywide supportive service infrastructure for students with disabilities that includes the acquisition and deployment of supplemental school-based and itinerant staff as well as extended year educational programming.
- * Statewide Systems of Support To provide technical assistance on the implementation of multiple initiatives, including PIMS, Common Core Curriculum and Keystone Exams.
- * Access/Medicaid Reimbursement Program To reimburse the I.U. for health-related services provided to Medicaid-eligible students with special educational needs.
- * Act 89 Funding To provide appropriate mandated services to eligible students from Philadelphia enrolled in non-public schools.

| | |
|-------------------------|-----------------|
| ABC Code/Funding Source | \$68,600,000.00 |
| Various | |

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, May 10, 2018. Please reference the Resolution Number and include your name and email address.

**Resolution A-24 will be considered a “walk-on”.*

THE SCHOOL DISTRICT OF PHILADELPHIA

No. 101 (NEW)

SECTION: 100 Programs

TITLE: School

Improvement

ADOPTED: June 21, 2018

REVISED:

101 SCHOOL IMPROVEMENT (NEW)

Purpose

The School Reform Commission is committed to ensuring that all students have access to high quality academic instruction in safe, supportive, and welcoming schools.

Authority

The SRC has the authority to annually assess individual public school quality and performance and establish a process to identify schools that require support, prioritize school improvement efforts, and provide students, families, and the public with information to compare school quality and performance across the district.[1][2][3][4][5]

Therefore, it shall be the policy of the District to establish an accountability tool to annually assess school quality, performance, and school environment. The accountability tool shall be used to identify and celebrate successes, strategically focus resources for the greatest impact, track student group progress and school performance against district goals, and provide students, families, and the public with the ability to compare school quality and performance across the district.

It shall also be the policy of the District to establish a process to evaluate school quality and performance to prioritize areas needing interventions and supports, enable evidence-based decisions about school intervention, support continual school improvement and efficient operation, and make recommendations to ensure the greatest access to high quality opportunities. The school assessments and interventions shall be consistent with federal and state laws and rules as designed and implemented by the Commonwealth of Pennsylvania.

Delegation of Responsibility

The Superintendent or designee shall establish an accountability tool to annually evaluate individual school quality and performance, identify schools for priority interest, create academic improvement plans, and publish information to provide students, families, and the public with information to compare school quality and performance across the district.[6][7]

Legal References:

1. 24 P.S. 211
2. 24 P.S. 221

3. 24 P.S. 507
4. 24 P.S. 510
5. Philadelphia Home Rule Charter sec. 12-300
6. 24 P.S. 1001
7. Philadelphia Home Rule Charter sec. 12-400

Related Information:

1. Annual School Progress Reports
2. System of Great Schools

THE SCHOOL DISTRICT OF PHILADELPHIA

No. 209.2 (NEW)

SECTION: 200 Pupils

TITLE: Diabetes

Management

ADOPTED: June 21, 2018

REVISED:

209.2 DIABETES MANAGEMENT (NEW)

Purpose

The School Reform Commission recognizes that an effective program of diabetes management in school is crucial to:

1. Ensuring the development of a school health team to care for the student with diabetes.
2. Ensuring the immediate safety of students with diabetes.
3. Supporting efforts to maintain the long-term health of students with diabetes.
4. Ensuring that students with diabetes are ready to learn and participate fully in school activities.
5. Minimizing the possibility that diabetes-related emergencies will interfere with instructional time.
6. Ensuring that Schools are complying with state and federal laws and regulations, in the care of students with this chronic health condition.

Definitions

Diabetes Medical Management Plan (DMMP) - a document describing the medical orders or diabetes regimen developed and signed by the student's health care practitioner and parent/guardian.[2]

Individualized Education Program (IEP) – the written educational statement specific to each student with a disability requiring special education. The IEP is developed reviewed and revised in accordance with federal and state laws and regulations. [7]

Section 504 Plan – is a plan developed to assist a qualified regular education student with a physical or mental disability to maintain access to a public education and to the public educational programs offered to other students. The plan required by the student and developed by the health care provider, school team and parents, specifies the accommodations, aids and services to be implemented in school for said child.

A qualified student with a disability – a student with a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the District's educational programs, non-academic services or extracurricular activities.[1]

Trained Diabetes Personnel - non licensed school employees who have successfully completed the required training.

Authority

The SRC adopts this policy in accordance with applicable state and federal laws and regulations, and SRC policies and administrative procedures, regarding the provision of student health services.[1][2][3][4][5][6][7][8][9]

Delegation of Responsibility

The Superintendent or designee, in conjunction with the school nurse(s), shall develop administrative procedures for care and treatment of students with diabetes in the school setting.

The Superintendent or designee shall coordinate training for school employees. Such training may be included in the District's Professional Education Plan.[4][18]

The Superintendent or designee shall annually distribute to all staff, students and parents/guardians this policy along with the Code of Student Conduct.[16][19]

Legal References:

1. Pol. 103.1 - Nondiscrimination-Qualified Students With Disabilities/Protected Handicapped Students
2. 24 P.S. 1401
3. 24 P.S. 1414.5
4. 24 P.S. 1414.3
5. 24 P.S. 1414.4
6. 24 P.S. 1414.7
7. Pol. 113 - Special Education
8. Pol. 209 - Health Examinations/Screenings
9. Pol. 209.1 - Food Allergy Management
10. Pol. 113.1 - Discipline of Students With Disabilities
11. Pol. 810 - Transportation
12. 24 P.S. 1409
13. Pol. 216 - Student Records
14. Pol. 113.4 - Confidentiality of Special Education Student Information
15. 22 PA Code 12.41
16. Pol. 218 - Student Conduct and Discipline
17. Pol. 227 - Controlled Substances/Paraphernalia
18. Pol. 333 - Professional Development
19. 22 PA Code 12.3
- 24 P.S. 510
- Philadelphia Home Rule Charter - 12-300
- Pol. 210 - Use of Medications/Medical Technology

THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: 200 Pupils

TITLE: Student Conduct And
Discipline

ADOPTED: August 24, 2011

REVISED: June 21, 2018

218 STUDENT CONDUCT AND DISCIPLINE

Purpose

The School Reform Commission finds that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment in which students and employees know and abide by reasonable standards of socially acceptable behavior and respect the rights, person and property of others.

Authority

The district shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the school district during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, while traveling to and/or from school and school-sponsored activities, and in certain circumstances while off campus. [\[1\]\[2\]\[3\]\[4\]](#)

The SRC shall adopt a Code of Student Conduct in order to inform students, staff and parents/guardians of what conduct is required, what conduct is prohibited, and the consequences that may be applied. Disciplinary consequences shall be rationally related to the offense and designed to teach responsibility for one's actions. Students shall not be subject to disciplinary action because of race, sex, color, religion, sexual orientation, gender identity, national origin or handicap/disability. [\[1\]\[2\]\[3\]\[4\]\[5\]](#)

Each student is expected to adhere to and conduct themselves in accordance with law, SRC policies and district rules, the Code of Student Conduct, and the lawful directions of district employees. [\[6\]](#)

The SRC prohibits the use of corporal punishment by district staff to discipline students for violations of SRC policies and district rules and regulations. [\[7\]](#)

Any student disciplined by a district employee shall have the right to notice of the infraction and an opportunity to respond. Suspensions and expulsions shall be carried out in accordance with SRC policy. [\[8\]](#)

Kindergarten, first, and second grade students shall not be suspended from school unless their actions result in serious bodily injury.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and

regulations, the procedures set forth in the memorandum of understanding with local law enforcement and SRC policies.[4][9][10][11][12][13]

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.[14][15]
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Delegation of Responsibility

The Superintendent or designee shall ensure that reasonable and necessary rules and administrative procedures are developed to implement SRC policy governing student conduct and discipline.

The Superintendent or designee shall publish the Code of Student Conduct, which includes the consequences that may be imposed for violations of those rules, and a listing of students' rights and responsibilities. A copy of the Code of Student Conduct shall be available in each school library and school office and may be printed in student handbooks.[1][6]

The building principal shall have the authority to assign discipline to students, subject to SRC policies, district rules and regulations and to the student's due process right to notice, hearing, and appeal.[16][17]

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this SRC, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.[16]

Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.[\[7\]](#)

Referral to Law Enforcement and Required Reports

For reporting purposes, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[\[18\]\[19\]\[20\]](#)

The Superintendent, Office of School Safety, or designee shall immediately report required incidents and may report discretionary incidents committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and SRC policies.[\[13\]\[18\]\[19\]\[21\]\[22\]\[23\]](#)

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[\[13\]\[19\]\[24\]](#)

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.[\[13\]\[18\]\[25\]\[26\]\[27\]\[28\]](#)

Legal References:

1. 22 PA Code 12.3

2. 22 PA Code 12.4

3. Pol. 103 - Nondiscrimination in School and Classroom Practices

4. Pol. 103.1 - Nondiscrimination - Qualified Students With Disabilities/Protected Handicapped Students

5. 22 PA Code 12.2

6. Pol. 235 - Student Rights and Responsibilities

7. 22 PA Code 12.5

8. Pol. 233 - Suspension and Expulsion

9. 20 U.S.C. 1400 et seq

10. 22 PA Code 10.23

11. Pol. 113.1 - Discipline of Students With Disabilities

12. Pol. 113.2 - Behavior Support

13. Pol. 805.1 - Relations With Law Enforcement Agencies

14. Pol. 122 - Extracurricular Activities

15. Pol. 123 - Interscholastic Athletics

16. 24 P.S. 1317

- 17. 24 P.S. 1318
- 18. 24 P.S. 1303-A
- 19. 22 PA Code 10.2
- 20. 35 P.S. 780-102
- 21. 24 P.S. 1302.1-A
- 22. 22 PA Code 10.21
- 23. 22 PA Code 10.22
- 24. 22 PA Code 10.25
- 25. Pol. 218.1 - Weapons
- 26. Pol. 218.2 - Terroristic Threats
- 27. Pol. 222 - Tobacco
- 28. Pol. 227 - Controlled Substances/Paraphernalia

Related Information:

- 24 P.S. 510
- 24 P.S. 696
- 22 PA Code 12.1 et seq
- 22 PA Code 403.1
- 20 U.S.C. 7114
- 34 CFR Part 300
- Pol. 805 - Emergency Preparedness
- Philadelphia Home Rule Charter - 12-300

THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: 200 Pupils

TITLE: Suspension and
Expulsion

ADOPTED: August 24, 2011

REVISED: June 21, 2018

233 SUSPENSION AND EXPULSION

Purpose

This policy governs the suspension and expulsion of students from the school district. The School Reform Commission recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process.[\[1\]](#)[\[2\]](#)[\[3\]](#)

The SRC intends not only that this policy be applied when facts and circumstances clearly warrant the imposition of a suspension or expulsion, but also that expulsions are pursued by the district only when absolutely necessary and appropriate. The SRC is aware that, pursuant to state regulations, if a student is expelled from the district, it is that student's parent/guardian who is responsible for the student's continued education; however, ~~the SRC intends that the~~ District shall continue to assist all expelled students and their parents/guardians by providing alternative education options that are separate from the comprehensive school educational system from which the student was expelled.[\[1\]](#)

Definitions

Alternative education - a system of options for students that provides a high quality academic program and supports that address the diverse needs of students significantly at risk of dropping out of school, returning from court-sponsored placements, and those subject to disciplinary transfer or expulsion.

Expulsion - the exclusion of a student from the District, by a majority vote of the SRC, for a period exceeding ten (10) consecutive school days. Expulsions may be permanent or for a specified period of time.[\[1\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

In-school suspension - an exclusion from the classroom that allows a student to remain under the direct supervision of school personnel.

Long-term suspension - an exclusion from school and/or any school activity or function for a period of four (4) to ten (10) school days.

Short-term suspension - an exclusion from school and/or any school activity or function for a period of three (3) school days or less.

Suspension - the exclusion of a student from school for a period of one (1) to ten (10) consecutive school days. [\[1\]](#)

Authority

The SRC shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regulations. [\[1\]\[2\]\[3\]\[7\]\[8\]](#)

The SRC may, after a proper hearing, suspend or expel a student for such time as it deems necessary, or may permanently expel a student. [\[1\]\[4\]\[5\]](#)

Kindergarten, first, and second grade students shall not be suspended from school unless their actions result in serious bodily injury.

Regulatory Procedure

Exclusion From School - Suspension

~~The principal or person in charge of the school may suspend any student for violation(s) of the Code of Student Conduct for up to ten (10) consecutive school days and shall immediately report the suspension and the reason(s) for the suspension in writing to the Superintendent or designee. Prior approval by the Deputy Chief of the Office of Student Rights and Responsibilities is required for all suspensions exceeding eight (8) school days. [\[1\]\[5\]](#)~~

~~A student shall not be suspended for more than five (5) days at a time except in cases where the district determines that the student's continued presence poses a threat of disruption to the academic process, or a threat to the safety of the school community.~~

~~Suspensions may not be made to run consecutively beyond the ten-school day period. [\[1\]](#)~~

~~No student may be given a short-term or long-term suspension without a student conference with the building principal or designee. Prior notice of a suspension is not required where it is clear that the health, safety or welfare of the school population is threatened. [\[1\]](#)~~

~~In addition to holding a student conference, the district shall immediately notify the student's parent/guardian in writing when the student is given a long-term suspension of the opportunity for an informal hearing/parental conference to review the reason(s) for the suspension. [\[1\]\[4\]](#)~~

~~The informal hearing/parental conference shall take place as soon as reasonably possible following the commencement of a long-term suspension, but no later than the third day of the long-term suspension unless both parties agree otherwise, and shall comply with the requirements of due process.~~

~~Informal hearings/parental conferences under this provision shall be conducted by the building principal or person in charge of the school.~~

Student Conferences

~~The student conference shall notify the student of the reasons for which s/he is suspended; give the student an opportunity to respond to allegation(s); discuss the student's behavior and corrective action(s); and document the student's behavior and intervention.[1]~~

Informal Hearings/Parental Conferences

~~The purpose of the informal hearing/parental conference is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses.[4]~~

Due Process Requirements for Informal Hearing/Parental Conference

~~The student and parent/guardian shall be given written notice of the reasons for the suspension.[4]~~

~~The student and parent/guardian shall receive sufficient notice of the time and place of the informal hearing/parental conference.~~

~~The student may question any witnesses present at the informal hearing/parental conference.~~

~~The student may speak and produce witnesses who may speak at the informal hearing/parental conference.~~

~~The school district shall offer to hold the informal hearing/parental conference within the first three (3) days of a long-term suspension.~~

~~In addition, parents/guardians and students shall be notified of their rights to request to review student records and any witness statements.[9][10]~~

Exclusion From Class -- In-School Suspension

~~No student may receive an in-school suspension without notice of the reasons for which s/he is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent/guardian shall be informed of the suspension action taken by the school.[2]~~

~~Shou meeting on whether the student shall be expelled for any length of time or whether a lesser sanction shall be imposed. The SRC or its designee shall notify the student's pald the in-school suspension exceed ten (10) consecutive school days, the student and parent/guardian shall be offered an informal hearing/parental conference with the building principal. Such hearing/conference shall take place prior to the eleventh day of the in-school suspension. The procedure shall be the same as the procedure for informal hearings/parental conferences held in connection with out-of-school suspensions.[2][4]~~

~~The district shall provide for the student's education during the period of in-school suspension.[2]~~

Expulsion

The SRC may permanently expel from the district rolls any student whose misconduct, disobedience, and/or violation of the Code of Student Conduct warrants this sanction. No student shall be expelled without an opportunity for a formal expulsion hearing before the SRC, a duly authorized committee of the SRC, or a qualified hearing examiner appointed by the SRC.[1][4][5][6]

Expulsions shall be brought before the SRC by the Superintendent or designee, who shall notify the SRC that the district is recommending a student for expulsion.

The SRC shall weigh all of the evidence presented by the district and by the student's parents/guardians at the formal expulsion hearing before scheduling a vote on the question of whether the student should be expelled.

The SRC shall vote at a public meeting of the date of the vote prior to the vote taking place. The parents/guardians shall be afforded the opportunity to address the SRC at the public meeting, consistent with SRC policy.[11]

Expulsions shall be effective upon the affirmative vote of a majority of the SRC.

Expulsions shall be permanent unless a period of time for the expulsion is specified at the time the SRC votes on the expulsion. Expulsions for weapons-related offenses shall be for at least one (1) year; however, the SRC may consider imposing a lesser sanction for a weapons offense if recommended by the Superintendent because of special circumstances presented by the student and/or the student's parents/guardians.[12][13]

Expulsion Hearings

A formal hearing shall be required in all expulsion actions.[1][4][5][14]

Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury. The formal hearing shall observe the due process requirements of.[4]

Notification of the charges in writing by certified mail to the student's parent/guardian.

At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when s/he demonstrates good cause for an extension.

The hearing shall be private unless the student or parent/guardian requests a public hearing.

Representation by counsel at the parent's/guardian's expense and parent/guardian may attend the hearing.

~~Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.~~

~~The right to request that witnesses against the student appear in person and answer questions or be cross-examined.~~

~~The right to testify, make arguments and present witnesses on the student's behalf.~~

~~A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.~~

~~The hearing shall be held within fifteen (15) school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:~~

~~The need for laboratory reports from law enforcement agencies.~~

~~Evaluations or other court or administrative proceedings are pending due to a student's invoking his/her rights under the Individuals With Disabilities Education Act (IDEA).~~

~~Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.~~

~~Adjudication~~

~~A written adjudication shall be issued after the SRC has acted to expel a student. The adjudication may include additional conditions or sanctions. [\[15\]](#)~~

~~Attendance/School Work During Suspension and Prior to Expulsion~~

~~Students serving an out-of-school suspension must make up missed exams and work, and shall be permitted to complete assignments pursuant to established guidelines. [\[1\]](#)[\[16\]](#)~~

~~Students recommended for expulsion shall be placed in their normal classes during the period prior to the formal expulsion hearing and the decision of the SRC if the formal hearing is not held within the ten-school day suspension.~~

~~If it is not possible to hold the formal hearing within the first ten (10) school days, the school district may exclude such a student from class for up to five (5) additional — fifteen (15) total— school days if, after an informal hearing/parental conference, it is determined that the student's presence in his/her normal class would constitute a threat to the health, safety or welfare of others. Any student so excluded shall be provided with alternative education.~~

~~Any further exclusion prior to a formal hearing may be only by mutual agreement. Such students shall be given alternative education, which may include home study.~~

~~Attendance/School Work After Expulsion~~

~~Students who are under seventeen (17) years of age are still subject to compulsory school attendance even though expelled and shall be provided an education.[14]~~

~~The parent/guardian has the initial responsibility of providing the required education and shall, within thirty (30) days, submit written evidence to the school that the required education is being provided or that they are unable to do so. If the parent/guardian is unable to provide for the required education, the school district shall, within ten (10) days of receipt of the parent's/guardian's notification, make provision for the student's education.~~

~~The SRC may provide an educational program to the student immediately upon expulsion and may waive the 30-day period, at its discretion.~~

Readmission of Expelled Students

~~Students who have been permanently expelled from the school district may apply for readmission to the district. Permanent expulsion includes being expelled to a district-operated alternative school. Temporarily expelled students need not apply for readmission for the reason that they are automatically readmitted to the district upon the expiration of the expulsion period.~~

~~The SRC delegates authority for all readmission decisions to the Superintendent or designee, who shall have the final decision regarding readmission.~~

Expungement of Records of Expelled Students

~~A student who has been permanently or temporarily expelled may apply to the district for expungement of the records of expulsion. The SRC delegates authority for all decisions as to expungement of records of expelled students to the Superintendent or designee, who shall have the final decision regarding expungement.~~

Students With Disabilities

~~A student with a disability shall be provided educational services as required by state and federal laws and regulations and SRC policies.[17][18]~~

Delegation of Responsibility

The Superintendent or designee shall develop administrative procedures to implement this policy which include:

1. Publication of a Code of Student Conduct, in accordance with SRC policy on student discipline.[19]
2. Procedures that ensure due process when a student is being deprived of the right to attend school.

3. Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with SRC policy on student records.[10]
4. The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the SRC. Such students may be designated by code.
5. Procedures for readmission to the school district and expungement of expulsion records.

All administrative procedures developed by the Superintendent or designee shall be advertised in all district schools, on the district's website, and made available to all students' parents/guardians.

Legal References:

1. 22 PA Code 12.6
2. 22 PA Code 12.7
3. 22 PA Code 14.143
4. 22 PA Code 12.8
5. 24 P.S. 1318
6. 24 P.S. 696
7. 20 U.S.C. 1400 et seq
8. 34 CFR Part 300
9. Pol. 113.4 - Confidentiality of Special Education Student Information
10. Pol. 216 - Student Records
11. Pol. 903 - Public Participation in Commission Meetings
12. 24 P.S. 1317.2
13. Pol. 218.1 - Weapons
14. 2 Pa. C.S.A. 101 et seq
15. 2 Pa. C.S.A. 101
16. Pol. 204 - Attendance
17. Pol. 113 - Special Education
18. Pol. 113.1 - Discipline of Students With Disabilities
19. Pol. 218 - Student Conduct and Discipline

Related Information:

- 22 PA Code 12.3

SUSPENSION AND EXPULSION
(Attachment for Policy No. 233)

Definitions

Alternative education - a system of options for students that provides a high quality academic program and supports that address the diverse needs of students significantly at risk of dropping out of school, returning from court-sponsored placements, and those subject to disciplinary transfer or expulsion.

Expulsion - the exclusion of a student from the district, by a majority vote of the SRC, for a period exceeding ten (10) consecutive school days. Expulsions may be permanent or for a specified period of time.

In-school suspension - an exclusion from the classroom that allows a student to remain under the direct supervision of school personnel.

Long-term suspension - an exclusion from school and/or any school activity or function for a period of four (4) to ten (10) school days.

Short-term suspension - an exclusion from school and/or any school activity or function for a period of three (3) school days or less.

Suspension - the exclusion of a student from school for a period of one (1) to ten (10) consecutive school days.

Exclusion From School - Suspension

Kindergarten, first and second grade students, in lieu of suspension, must be referred to the counselor for a meeting to discuss appropriate behavioral or behavioral health interventions and supports, unless the students' actions result in a serious bodily injury. In order to prove serious bodily injury, the school must provide medical documentation to the Office of Student Rights and Responsibilities and the Assistant Superintendent for their approval.

The principal or person in charge of the school may suspend any student for violation(s) of the Code of Student Conduct for up to ten (10) consecutive school days and shall immediately report the suspension and the reason(s) for the suspension in writing to the Superintendent or designee. Prior approval by the Deputy Chief of the Office of Student Rights and Responsibilities is required for all suspensions exceeding eight (8) school days.

A student shall not be suspended for more than five (5) days at a time except in cases where the district determines that the student's continued presence poses a threat of disruption to the academic process, or a threat to the safety of the school community.

Suspensions may not be made to run consecutively beyond the ten-school day period.

No student may be given a short-term or long-term suspension without a student conference with the building principal or designee. Prior notice of a suspension is not required where it is clear that the health, safety or welfare of the school population is threatened.

In addition to holding a student conference, the district shall immediately notify the student's parent/guardian in writing when the student is given a long-term suspension of the opportunity for an informal hearing/parental conference to review the reason(s) for the suspension.

The informal hearing/parental conference shall take place as soon as reasonably possible following the commencement of a long-term suspension, but no later than the third day of the long-term suspension unless both parties agree otherwise, and shall comply with the requirements of due process.

Informal hearings/parental conferences under this provision shall be conducted by the building principal or person in charge of the school.

Student Conferences

The student conference shall notify the student of the reasons for which s/he is suspended; give the student an opportunity to respond to allegation(s); discuss the student's behavior and corrective action(s); and document the student's behavior and intervention.

Informal Hearings/Parental Conferences

The purpose of the informal hearing/parental conference is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses.

Due Process Requirements for Informal Hearing/Parental Conference.

The student and parent/guardian shall be given written notice of the reasons for the suspension.

The student and parent/guardian shall receive sufficient notice of the time and place of the informal hearing/parental conference.

The student may question any witnesses present at the informal hearing/parental conference.

The student may speak and produce witnesses who may speak at the informal hearing/parental conference.

The school district shall offer to hold the informal hearing/parental conference within the first three (3) days of a long-term suspension.

In addition, parents/guardians and students shall be notified of their rights to request to review student records and any witness statements.

Exclusion From Class - In-School Suspension

No student may receive an in-school suspension without notice of the reasons for which s/he is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent/guardian shall be informed of the suspension action taken by the school.

The district shall provide for the student's education during the period of in-school suspension.

Expulsion

The SRC may permanently expel from the district rolls any student whose misconduct, disobedience, and/or violation of the Code of Student Conduct warrants this sanction. No student shall be expelled without an opportunity for a formal expulsion hearing before the SRC, a duly authorized committee of the SRC, or a qualified hearing examiner appointed by the SRC.

Expulsions shall be brought before the SRC by the Superintendent or designee, who shall notify the SRC that the district is recommending a student for expulsion.

The SRC shall weigh all of the evidence presented by the district and by the student's parents/guardians at the formal expulsion hearing before scheduling a vote on the question of whether the student should be expelled.

The SRC shall vote at a parents/guardians of the date of the vote prior to the vote taking place. The parents/guardians shall be afforded the opportunity to address the SRC at the public meeting, consistent with SRC policy.

Expulsions shall be effective upon the affirmative vote of a majority of the SRC.

Expulsions shall be permanent unless a period of time for the expulsion is specified at the time the SRC votes on the expulsion. Expulsions for weapons-related offenses shall be for at least one (1) year; however, the SRC may consider imposing a lesser sanction for a weapons offense if recommended by the Superintendent because of special circumstances presented by the student and/or the student's parents/guardians.

Expulsion Hearings

A formal hearing shall be required in all expulsion actions.

Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.

The formal hearing shall observe the due process requirements of:

Notification of the charges in writing by certified mail to the student's parent/guardian.

At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when s/he demonstrates good cause for an extension.

The hearing shall be private unless the student or parent/guardian requests a public hearing.

Representation by counsel at the parent's/guardian's expense and parent/guardian may attend the hearing.

Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.

The right to request that witnesses against the student appear in person and answer questions or be cross-examined.

The right to testify, make arguments and present witnesses on the student's behalf.

A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.

The hearing shall be held within fifteen (15) school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:

The need for laboratory reports from law enforcement agencies.

Evaluations or other court or administrative proceedings are pending due to a student's invoking his/her rights under the Individuals With Disabilities Education Act (IDEA).

Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

Adjudication

A written adjudication shall be issued after the SRC has acted to expel a student. The adjudication may include additional conditions or sanctions.

Attendance/School Work During Suspension and Prior to Expulsion

Students serving an out-of-school suspension must make up missed exams and work, and shall be permitted to complete assignments pursuant to established guidelines.

Students recommended for expulsion shall be placed in their normal classes during the period prior to the formal expulsion hearing and the decision of the SRC if the formal hearing is not held within the ten-school day suspension.

If it is not possible to hold the formal hearing within the first ten (10) school days, the school district may exclude such a student from class for up to five (5) additional – fifteen (15) total – school days if, after an informal hearing/parental conference, it is determined that the student's presence in his/her normal class would constitute a threat to the health, safety or welfare of others. Any student so excluded shall be provided with alternative education.

Any further exclusion prior to a formal hearing may be only by mutual agreement. Such students shall be given alternative education, which may include home study.

Attendance/School Work After Expulsion

Students who are under seventeen (17) years of age are still subject to compulsory school attendance even though expelled and shall be provided an education.

The parent/guardian has the initial responsibility of providing the required education and shall, within thirty (30) days, submit written evidence to the school that the required education is

being provided or that they are unable to do so. If the parent/guardian is unable to provide for the required education, the school district shall, within ten (10) days of receipt of the parent's/guardian's notification, make provision for the student's education.

The SRC may provide an educational program to the student immediately upon expulsion and may waive the 30-day period, at its discretion.

Readmission of Expelled Students

Students who have been permanently expelled from the school district may apply for readmission to the district. Permanent expulsion includes being expelled to a district-operated alternative school. Temporarily expelled students need not apply for readmission for the reason that they are automatically readmitted to the district upon the expiration of the expulsion period.

The SRC delegates authority for all readmission decisions to the Superintendent or designee, who shall have the final decision regarding readmission.

Expungement of Records of Expelled Students

A student who has been permanently or temporarily expelled may apply to the district for expungement of the records of expulsion. The SRC delegates authority for all decisions as to expungement of records of expelled students to the Superintendent or designee, who shall have the final decision regarding expungement.

Students With Disabilities

A student with a disability shall be provided educational services as required by state and federal laws and regulations and SRC policies.

THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: 700 Property

TITLE: Use of School
Facilities

ADOPTED: April 27, 1981

REVISED: June 21, 2018

707 USE OF SCHOOL FACILITIES

Purpose

~~The School Reform Commission recognizes that although the primary purpose of the school buildings, facilities and property is to provide students with an appropriate learning environment, the SRC may make school facilities available to individuals and community groups without discrimination and in accordance with law and SRC policy school district policy, provided the use does not interfere with the educational program of the schools.~~

The School Reform Commission recognizes that although the primary purpose of The School District of Philadelphia's school buildings, administrative buildings, athletic facilities, schoolyards, other facilities, and real property ("school facilities") is to provide students with appropriate educational and learning environments, the School District may allow individuals, community organizations and groups, and governmental entities to use school facilities in accordance with applicable federal, state and local laws, and School District Policy, provided that the use does not interfere with the educational program of the schools. The term "community organizations or groups" may include religious organizations or groups.

Authority

~~The SRC directs that use of school facilities may be granted to individuals and community groups for the following types of activities:~~

The SRC directs that individuals, community organizations and groups, and governmental entities may use school facilities for the following types of activities, provided that a request to use school facilities is submitted to and approved by the School District before the commencement of the use and the School District is reimbursed for all activities in accordance with School District administrative procedures:

1. Instruction in any branch of education, learning and the arts, which is not part of the regular School District educational program and which is, consistent with the School District's mission.
2. Social, civic, recreational and religious meetings and entertainment, and other uses pertaining to the welfare of the community; provided that such use shall be non-exclusive and open to the public.

3. Polling places for holding primaries, elections and special elections, as permitted or required by state law.
4. Recreation, physical training and athletics, including competitive athletic contests for children and adults.

No school facility, including school buildings, offices, athletic fields, schoolyards (**non parking event**), etc., shall be used for any activity which is not part of the regular public school program without prior approval of the school district **in accordance with SRC policy and established administrative procedures**. Prior **written** approval must be obtained whether the activity is to take place during school hours, before school hours, after school hours, or non school days.^[1] ~~All additional Out of School non school instructional time programs, events or other approved activities would require a charge to cover the District's cost in accommodating the request. All programs, events or other approved activities after 6:00 PM Monday through Friday including weekends and Holidays will require a charge to cover district cost labor and utilities.~~

Delegation of Responsibility

The Superintendent or designee shall implement administrative procedures governing the use of school facilities, including a schedule of applicable charges to be paid by users of school district facilities to reimburse or for the School District's cost related to the operation of the school facilities. ~~for requesting and granting permission for use of school facilities and shall distribute the necessary information to individuals affected by them. School facilities can be used for recreational purposes from community groups as well as athletic clubs, including practices and performances of the performing arts groups and clubs and religious organizations for the purpose of meetings and masses.~~

~~The Superintendent or designee shall establish a schedule of fees for the use of school facilities. by approved groups for SRC approval.^[1]~~

Mandatory Regulatory Procedures

Prohibited Activities:

The following activities are strictly prohibited in school facilities when used by individuals, community groups and organizations, and government entities ~~are granted permission to use school facilities:~~

1. Restrictions on the participation in or attendance at a program or event, or membership or leadership in the community group or organization on the basis of race, color, religion, creed, ancestry, age, sex, sexual orientation, physical handicap or national origin. ~~No person, group or organization shall be permitted to use a school facility (including school buildings, offices, athletic fields, schoolyard, etc.) if participation or attendance at the program or event, or membership or leadership in the group or organization is restricted on the basis of race, color, religion, creed, ancestry, age, sex, sexual orientation, physical handicap or national origin.~~
2. Use of tobacco products.^{[2][3][4]}

3. **Possession, use or distribution of illegal controlled substances and/or alcoholic beverages.**
4. **Possession of weapons. A weapon is any device used with intent to inflict damage or harm to living creatures, structures, or systems.**
5. **Gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games of Chance Act, unless such activity has been expressly authorized by the SRC or administration.**^[5]^[6]
6. **Conduct that would constitute a violation of school district policy, local ordinances, the Pennsylvania Crimes Code, and/or state and federal laws and regulations.**
7. **Vandalism, disorderly conduct, or any other behavior that would alter, damage or be injurious to any district property, equipment or furnishings.**^[7]
8. **Activities involving the use of equipment or materials which may be unsafe or may pose a danger to the user or school facility. This activity will be determined by the school administrator and/or Operations Department.**
9. **Use of school facilities or activities for any purpose and at any time not specifically permitted by this policy.**
10. **Use of school facilities for political campaigning purposes. ~~No candidate running for elected office shall be permitted to use School District property for the purpose of campaigning.~~**
11. **Use of school facilities by an outside individual or organization for non-educational purposes during instructional school time. ~~Organizations operating outside of the School District will not be permitted to use school facilities during school hours without prior written approval.~~**

The District reserves the right to terminate the use of and/or remove from the school facilities any individual, group or organization who fails to comply with the terms and conditions of SRC policy and established procedures.

In the event that an individual, community group or organization, or governmental entity violates School District policy or the terms under which permission was granted to use school facilities, that individual, community group or organization, or governmental entity shall be disqualified from future use of school facilities.

Legal References:

1. 24 P.S. 775
2. 35 P.S. 1223.5
3. 20 U.S.C. 7182

- [4. 20 U.S.C. 7183](#)
- [5. 10 P.S. 328.101 et seq](#)
- [6. 61 PA Code 901.701](#)
- [7. 24 P.S. 777](#)

Related Information:

- [24 P.S. 511](#)
- [24 P.S. 696](#)
- [24 P.S. 779](#)
- [22 PA Code 403.1](#)
- [61 PA Code 901.1](#)
- [20 U.S.C. 7181 et seq](#)
- [20 U.S.C. 7905](#)
- [Philadelphia Home Rule Charter - 12-300](#)
- [Philadelphia Code of Ordinances - Title 10, Sections 10-810, 10-816, 10-824, 10-825, 10-826, 10-833](#)

USE OF SCHOOL FACILITIES ADMINISTRATIVE PROCEDURES
(Attachment for Policy No.707)

I. Procedures for an Users of School District of Philadelphia (“School District”) Facilities

A. New Customers

1. To become an established customer, the new customer must:
 - a. Submit an EH45C – New Customer Request Form to the Office of Use of Facilities at buildingusage@philasd.org. Once the EH45C is approved, the new customer will receive a customer number.

B. Established Customers – External to the School District

2. To request a facility
 - a. Submit a principal-approved Use of Facilities Request (Form EH-45) to the main office of the requested building. The main office staff will process the form, and submit the request number to the Office of Use of Facilities.
 - b. Submit the following required documents to the Office of Use of Facilities:
 1. Indemnification Form. See section XIII for indemnification requirements.
 2. Certificate of Insurance. See section XIII for insurance requirements.
 3. *A Use of Facilities request will not be approved until the User has submitted both a signed Indemnification Form and a Certificate of Insurance acceptable to the School District’s Office of Risk Management.*
 4. Applicant must pay in full, at least 10 days advance, prior to each usage. An invoice will be sent to the applicant for all charges. If payment is not received, requests will not be guarantee and maybe subject to cancellation.
 5. Requests that satisfy the preceding guidelines will be confirmed. Requestor will be sent a confirmation email detailing their events. A copy can be obtain in the main office of the requested school.

C. Established Customers – Internal to the School District

3. To request a facility
 - a. Submit a principal-approved Use of Facilities Request (Form EH-45) online. The request must include payment information (i.e. ABC budget code).
 - b. Email buildingusage@philasd.org with the reference number.
 - c. Once the request is confirmed, a confirmation email will be sent to the requestor.

II. Procedures for the Principal for Use of a School District School Facility

A. Principal as Use of Facilities Approver

1. The principal shall review each request and approve or reject each request. The School District Facilities Office may override a principal's decision.
2. The principal or his/her designee must submit the approved request on the online Use of Facilities application, and email the reference number to buildingusage@philasd.org.

B. Principal as Use of Facilities Customer

1. Submit a Use of Facilities Request (Form EH-45) that includes an ABC budget code to the online Use of Facilities application, and email the reference number to buildingusage@philasd.org.
2. Once the request is confirmed, the principal or his/her designee will receive a confirmation email.
3. Payment is required for all events held outside of school hours, weekends, summer and school holidays.

III. Procedures for the Athletic Field Usage

1. Submit a Use of Facilities Request (Form EH-45) directly to buildingusage@philasd.org, the request will be forwarded to the Executive Director of Athletics for approval.
2. The Executive Director of Athletics will notify the Facilities Utilization Specialist of availability of the field or gym.
3. An invoice will be provided to the requestor for review and payment.
4. The School District has the right to add School Police for any event deemed necessary for the safety of the attendees. This addition will be at the applicable rate.

IV. Procedures for Out-of-School-Time (“OST”) Programs

1. OST programs must be DHS approved or Century 21 approved to use school facilities.
2. OST will provide an updated list to Facilities to ensure only approved programs have access to building location.
3. All providers must meet the insurance requirement and sign an indemnification contract.
4. All programs, which do not maintain insurance coverages satisfactory to the School District’s Office of Risk Management, will be removed from the School District location.
5. OST will assist all programs with twilight meals and be liaison between the program and school administration.

V. Limitations on Lengths of Time for Use of Facilities and Administrative Fees

- A. Non-School District users may use School District facilities for a total of fifty (50) days or less under Forms EH-45, whether such days occur individually or sequentially.

- A. Non-School District users requesting to use School District facilities for more than fifty (50) days, whether individually or sequentially, will be required to enter into a license agreement with the School District, setting forth the time period of the use, the payment terms, and the rights and responsibilities of the parties.
 - 1. Such requests will not be approved under the procedures set forth in these Use of Facilities Administrative Procedures (“Procedures”).
 - 2. Such requests should be submitted to the Office of Use of Facilities for review, discussion and preparation of a license agreement and in order to obtain requisite approvals, including authorization from the School Reform Commission or Board of Education, if necessary.

- B. School District users are not subject to the fifty (50)-day limitation on use of facilities under Forms EH-45.

- C. The Office of Use of Facilities shall charge each user an annual administrative fee of \$__25__ for processing Forms EH-45 during a school year. Such an administrative fee only may be charged one time to each user during the applicable school year.

VI. Procedures for the Office of Facilities

- a. The Facilities Utilization Specialist will process an approved request, collect all required documents and issue an invoice for requested services as follows:
 - i. Either approve or disapprove an application. In the event that a request for use of a school facility is refused, the Facilities Utilization Specialist will notify the organization of the reason(s) for the disapproval.
 - ii. Collect fees in advance of use in all cases except for school-sponsored activities and immediately will deposit such fees with the School District Treasurer.
 - iii. Inform the principal that the request has been approved or disapproved.

VII. Procedures for the Building Staff

- b. Insure that the building is opened and closed on time.
- c. Assign additional staff when and if building staff is informed in advance of the need for same by School Facilities. The Office of Operations shall determine if additional staffing is required due to the size or complexity of the event. The cost of additional staffing will be applied to the overall cost of the use of the facility by the user.
- d. Notify Operations Department if user exceeds the amount of time on the approved request.

VIII. Enforcement

- e. The Department of Operations will enforce the charges, policy, regulations, and procedures after approving or disapproving an applicant's request for use of a school facility. However, the responsibility for compliance is not limited to School Facilities, because each principal must enforce the policy at the school level and promote community understanding.

IX. Pricing

- f. Staffing fee is \$63 / hour; all additional cleaning staff will be charge at the rate of \$50 / hour. Utilities cost will be based on the actual cost to the requested location. All cost will be provided at the time or request.
- g. Athletic Facilities:
 - i. Gymnasium: Practice \$100/hour. Game/Event \$150/hour.

- ii. Supersite: Practice \$125/hour. Game/Event \$250/hour.
 - 1. Non-SDP: \$1,500 (Football Game Rate)
- iii. Grass Field: Practice \$100/hour. Game/Event \$125/hour.
 - 1. Non-SDP: \$1,000 (Football Game Rate)
- iv. Track Complex (Use of Track only)
 - 1. Practice: Youth: \$2,000/year; Non-SDP: \$2,500/year
 - 2. Game/Event: Youth \$100/hour; Non-SDP \$100/hour.
- h. Additional fees:
 - i. Attendance: \$50 per 100 attendees
 - ii. Food: \$50 flat fee

X. Use of Athletic Facilities

- i. School District schools shall not be charged for use of athletic facilities on school days up until 6:00 p.m.
- j. No charge shall be made for practices conducted during extended holiday period (Winter and Spring break) during building staff hours.
- k. The Athletic Department shall be charged for use of facilities for School District team practice sessions on Saturdays, Sundays or holidays which require overtime services.
- l. Schools using athletic fields for night contests will be charged for personnel, utilities and materials used for lining a field, if required. If a school desires to use its own facility before and/or after any away night contest, the school will be charged.
- m. Pool Usage: User required to supply lifeguards.

XI. Use for Philadelphia Parks and Recreation

- n. All City of Philadelphia Parks and Recreations supposed organizations will go through the Philadelphia Parks and Recreations for a permit to operate in a School District facility.
- o. Philadelphia Parks and Recreation representatives will submit requests directly to the School District.
- p. The Facilities Utilization Specialist will then approve or deny the request.

- q. The Philadelphia Parks and Receptions will be responsible for all personnel and utilities cost outside of building operating hours.

XII. Use for Voting Purposes

- r. The City of Philadelphia acting through the City Commissioners shall be permitted to use School District facilities for voting, but the School District shall be reimbursed for the cost of custodial and maintenance services as permitted by law. The School District shall endeavor to reach an agreement with the City Commissioners with regard to the placement of the voting booths to minimize disruption to the instructional programs at schools and to ensure that the safety of the children is not jeopardized by the presence of the voting public at schools on election day.
- s. The School District shall also endeavor to reach an agreement with the City Commissioners for indemnification against damage to premises or the theft of School District property which may occur as a result of the use of school facilities for voting.

XIII. Responsibilities of User of School Facilities

- t. The user must inspect the School District facilities prior to the commencement of the period of their use and must inform the School District in writing of any defects which a visual inspection would reveal. If any defects are found, the School District has the right to withdraw its prior authorization to the user to use the school facilities.
- u. The user assumes the care, custody and control of the school facilities during the period of use. The user is responsible for the monitoring and supervision of all its events at the school facilities during the period of use. Upon expiration of the period of use, the user must return the school facilities in as good order, condition and state of repair as they were prior to the event.
- v. The School District has the right to terminate the use of school facilities by the user due to the user's non-compliance with the requirements of Policy 707 and these Use of School Facilities Administrative Procedures ("Procedures"). Abuse, misuse or vandalism of the school facilities by the user will result in the suspension of the user's future privileges to use available school facilities.
- w. The user is responsible for any personal injuries or property damages occurring at the school facilities during the period of use. The user must defend, indemnify and hold the School District harmless from and against any losses or damages due to the

user's non-compliance with the requirements of Policy 707 and these Procedures and any losses, damages, claims and expenses arising out of any personal injuries or property damages caused by the user or which occur during the period of use.

- x. The School District is not responsible for any losses or damages occurring to the user's property at the school facilities during the period of use. The user must defend, indemnify and hold the School District harmless from and against any losses, damages, claims and expenses arising out of any personal injuries or property damages caused by the use of the property belonging to the user or the installation, erection or use of any structures, machinery or equipment belonging to the user which occur during the period of use.

XIV. Insurance and Indemnification Requirements

- y. An occurrence policy of Comprehensive Public Liability Insurance in the amount of not less than One Million Dollars (\$1,000,000) combined single limit per occurrence, or in such amount as the School District may from time to time require, shall be required for all activities. The policy shall specifically cover any damage to the School District's premises and property as well as contractual liability, independent contractor liability, personal injury perils, broad form property damage, completed operations and products liability exposure.
- z. Such policy shall (i) be evidenced by a Certificate of Insurance identifying "The School District of Philadelphia" as a NAMED insured, and (ii) bear a restrictive endorsement which provides that the policy applies only to the particular premises to be used by applicant and for claims arising out of injuries or damage occurring on the specific dates of the intended use.
- aa. Such policy shall be endorsed to state that coverage shall not be suspended, voided, canceled or reduced unless ten (10) day's prior written notice by certified mail has been given to the School District.
- bb. The user shall furnish the School District with a satisfactory Certificate of Insurance reflecting the required insurance and cancellation notice endorsement prior to the use of the school facility.
- cc. The insurance shall be placed with insurers lawfully authorized to do business in Pennsylvania. The user is responsible for informing the School District of any exception. Approval must be obtained from the School District for the use of foreign insurers.
- dd. The company or agency which issues the Certificate of Insurance must provide a complete street address where it can be served with notice (no Post Office box addresses will be accepted) and a telephone number. The company or agency must certify that it is an agent of the insurance company issuing the policy and that its

statement is subject to the penalties of 18 PA C.S. § 4904 relating to unsworn falsification to authorities.

- ee. The School District shall not accept any policy (1) written on a claims made basis or (2) which only names the School District as an additional insured or (3) which is written only on an "excess or umbrella" basis or which carries any deductible or self-insured retention over \$500.00. However, deductibles or self-insured retentions may be declared to and approved by the School District. If the deductibles or self-insured retentions are not approved, the user shall procure a bond guaranteeing payment of losses, investigation, claims administration and defense expenses up to the amount of the deductibles or self-insured retentions.
- ff. The user shall execute an Indemnification Agreement in form and content satisfactory to the Office of General Counsel. The School District shall provide the required Indemnification Agreement to the user. The user shall submit the Indemnification Agreement to the School District prior to the use of the school facility.

References:

THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: Property

TITLE: District Vehicles

ADOPTED: November 10, 1986

REVISED: June 21, 2018

711 USE OF SCHOOL DISTRICT VEHICLES

Purpose

The School District of Philadelphia shall provide vehicles to certain employees for the purpose of performing job related duties in an efficient and economical manner.

Mandatory Regulatory Guidelines

Only those personnel designated by the Superintendent shall be permitted use of School District vehicles.

Such vehicles are to be used only for the performance of job related duties and responsibilities and for no other reason except for commuting to employment site.

The official designated by the Superintendent as being in charge of the program shall:

1. Maintain an inventory of vehicles allocated to personnel designated by the Superintendent.
2. Superintendent.
3. Provide full instruction to employees so designated regarding use of vehicles, methods of obtaining fuel and service, and personal responsibilities in such matters as parking violations.
4. Prepare, distribute and maintain Administrative Bulletins essential to the program.
5. Ensure compliance with relevant federal and state law.
6. Evaluate effectiveness of the program and prepare necessary reports for the Superintendent.

All employees authorized to use the vehicles shall be responsible for:

1. Obeying all laws and regulations governing vehicle operations.
2. Taking reasonable precautions to protect the vehicle.
3. Reporting all violations of the Motor Vehicle Code, including parking violations and
4. assuming financial responsibility for these violations.
5. Reporting all accidents or damage to the vehicles including submitting a written report to the official designated by the Superintendent.

Discipline

Failure to adhere to these mandatory guidelines and this policy's administrative procedures may result in discipline.

Delegation of Responsibility

The Superintendent or designee shall implement administrative procedures for the use of School

District Vehicles.

The Superintendent or designee shall designate those positions requiring allotment of vehicles.

Legal References:

NON-BUS VEHICLE USAGE POLICIES AND PROCEDURES

(Attachment for Policy No. Policy 711)

STATEMENT OF PURPOSE

This document sets forth policies and procedures governing vehicle usage, assignment, parking, worker safety and the safety of the driving public, Global Positioning System (“GPS”) monitoring of the vehicles and other fleet management related issues. Going forward, these policies and procedures are controlling and shall apply to all non-bus fleet operated by The School District of Philadelphia (“District” or “School District” or “SDP”) personnel. This Directive supersedes all past policies and procedures pertaining to vehicle usage. All references to "departments" in this Directive shall include agencies and other units of The School District to which vehicles are assigned. All references to "District vehicles" shall include vehicles that are owned, rented, or leased by the District and operated by District employees in the course of official business.

GOALS

These policies are intended to improve and streamline fleet management practices, enhance accountability for vehicle usage, contain the size of the District's fleet, decrease environmental impact, contain or reduce fleet-related expenditures, and promote the uniform, efficient, safe and ethical use of the District's fleet.

| Sections | Page |
|--|-------------|
| 1 Department of Transportation Services (Transportation) Responsibilities | 3 |
| 2 Chief Operating Officer (COO) Responsibilities | 4 |
| 3 Departmental Responsibilities | 4 |
| 4 Individual Responsibilities | 6 |
| 5 Transportation Alternatives | 7 |
| 6 General Guidelines for Using District Vehicles | 8 |
| 7 Authorization and Requirements to Operate Vehicles and Equipment | 9 |
| 8 Accidents Involving District-Owned Vehicles | 10 |
| 9 Vehicle Tracking System (GPS) | 10 |
| 10 Rules for Disposition of Parking Tickets | 12 |
| 11 Rules for Red Light Photo Violations | 12 |
| 12 Toll Road Violations | 12 |
| 13 Take Home Vehicle Assignment and Guidance | 13 |
| 14 Prioritization of Vehicle Acquisitions, Maintenance & Relinquishments | 14 |
| 15 Disciplinary Action | 15 |

**1. DEPARTMENT OF TRANSPORTATION SERVICES (TRANSPORTATION)
RESPONSIBILITIES**

1.1 It is the responsibility of the Department of Transportation Services (“Transportation”) to meet daily operational needs at an aggregate level, defined by service level agreements between Transportation and user departments. Individual departments are accountable for allocation, prioritization, and optimization of vehicle resources within their departments.

1.2 Within the framework of an authorized annual purchasing plan, Transportation is responsible for vehicle acquisitions and relinquishments. Relinquishment decisions are based on a cost-benefit analysis, with appropriate communication to the affected department. The annual district-wide budget process will determine expenditures for fleet acquisitions and maintenance. Annual acquisitions will be prioritized in furtherance of the District's goals and operational needs.

1.3 Transportation reviews and approves or denies requests for additional vehicles in accordance with these policies and procedures. Departments may appeal Transportation’s decisions to their respective Cabinet member.

1.4 Transportation will be responsible for maintaining the Master Vehicle List.

1.5 Transportation will conduct a monthly review of current and past-due traffic and parking violations incurred by the departments and will notify those departments of any outstanding violations incurred by District vehicles assigned to them.

1.6 Transportation, in consultation with the COO, enforces adherence to fleet operational procedures and, in coordination with the COO, is responsible for all related fleet and vehicle policy development.

1.7 Transportation, under supervision of the COO, will administer the take-home vehicle program.

1.8 Transportation oversees the utilization and optimization of the District’s fleet.

1.9 Transportation, under supervision of the COO, enforces adherence to fleet operational procedures and is responsible for all related policy development.

1.10 Transportation is responsible to ensure that all employees in the take-home vehicle program submit Payroll Deductions for Employees Using School District Vehicles for Commuting forms to the District’s Central Payroll Department to comply with IRS guidelines on the reporting of taxable fringe benefits.

2. CHIEF OPERATING OFFICER (COO) RESPONSIBILITIES

2.1 The Chief Operating Officer (“COO”) is the final arbiter on all matters related to the interpretation and implementation of these policies and procedures.

2.2 The COO, in coordination with the Transportation and the Office of Budget and Management, will determine total annual financial expenditure for vehicle acquisitions.

2.3 The Take-Home Vehicle Assignment program may be terminated at any time. The program is at the discretion of the COO, unless collectively bargained, and is not subject to any grievance procedures.

3. DEPARTMENTAL RESPONSIBILITIES

3.1 Departments are responsible for deploying and managing the vehicles and equipment assigned to them on a daily basis. Each department shall maintain an emergency response plan to ensure adequate emergency coverage and appropriate vehicle use.

3.2 Insurance and legal matters related to vehicles are handled by the Office of Risk Management and the Office of General Counsel.

3.3 Violations: Departments are responsible for promoting and enforcing compliance with this Directive at the employee level. Each department head is responsible for tracking and ensuring the timely adjudication of all moving/parking violations incurred by their employees while operating District vehicles.

3.3.1 Departments are responsible for ensuring that employees are held accountable for paying any parking tickets or traffic violations incurred while operating a District vehicle.

3.3.2 Departments are responsible for ensuring that employees settle any toll violations incurred while operating District vehicles.

3.3.3 Departments are responsible for reporting to the Office of Inspector General potential criminal offenses by District employees while operating District vehicles.

3.3.4 Maintaining Updated Records: Each department is responsible for maintaining and updating records on vehicle usage and assignments to ensure that these records are always accurate.

3.3.5 Department heads are required to comply with the Department of Transportation’s annual “all-call” and have their employees complete a vehicle verification form, and submit this form to Transportation annually in July.

3.3.6 Each department is responsible for notifying Transportation of any assignments or changes to assignments within 24 hours.

3.3.7 Each department is responsible for updating and maintaining temporary or permanent vehicle assignment changes in the GPS system.

3.4 Take-Home Vehicles: Departments are responsible for take home vehicle assignments, subject to the approval of both the department head and the General Manager of Transportation Services. Departments are responsible for developing and implementing the criteria for take home vehicle assignments based on operating needs. The department must submit an Annual Vehicle Use Authorization Form to the Department of Transportation Services. The approved forms will be retained in the Transportation Department. The Take-Home Vehicles privilege can be used only between the employee's permanent primary residence and work location.

3.5 Fleet Liaisons: Each department shall appoint a Fleet Liaison, responsible for the management of District vehicles in use by that department. Each department shall provide the name and contact information of its designated Fleet Liaison to Transportation. Departmental Fleet Liaisons shall:

3.5.1 Work with Transportation to ensure that adequate and updated records of use, condition, and infraction of District vehicles are maintained.

3.5.2 Ensure that records of use and custody for each pool vehicle are maintained. Such records must be able to identify the individual responsible for operating the vehicle at any given time, and must be furnished to Transportation upon request.

3.5.3 Maintain copies of the driver's licenses, take home privileges, and all operational records of all departmental employees authorized to operate a vehicle.

3.5.4 Distribute copies of this Directive to all employees using District vehicles, and obtain the written acknowledgement of each employee that they have received the Directive by obtaining the employee's signature on the final page of this Directive and retaining the signed page on file in either scanned electronic or paper format.

3.5.5 Ensure vehicular accident information is submitted to the Office of General Counsel in a timely manner.

3.6 Departments may initiate procurement of vehicle purchases utilizing operating funds, grant funds, or capital funds, only with the prior approval of Transportation. Any grant agreement involving vehicle purchases shall be approved by Transportation and coordinated with the District's Grant Compliance Office upon execution of the grant agreement.

4. INDIVIDUAL RESPONSIBILITIES

- 4.1 Employees must read and adhere to this Directive and any other vehicle policies. Employees shall contact their departmental fleet liaison or Transportation with any questions regarding the terms and conditions of this Directive.
- 4.2 Employees must comply with applicable state and local driving laws, parking regulations, and District safety policies.
- 4.3 Employees must drive in a safe manner at all times, in accordance with road conditions - especially during inclement weather.
- 4.4 Drivers and all passengers must wear seat belts at all times while the vehicle is in motion.
- 4.5 Drivers are required to use hands-free cell phone devices while operating District vehicles. Otherwise, drivers may not use cell phones for any purpose (call, text, data, etc.) while the vehicle is in operation.
- 4.6 Under no circumstances may any employee or other occupant of a District vehicle purchase, carry, imbibe any form of alcoholic beverage or controlled drug substances while using or occupying a District vehicle, or drive or occupy a District vehicle while under the influence of alcohol or controlled drug substances. With a valid prescription, an employee or other occupant of a vehicle may carry a controlled substance within a District vehicle.
- 4.7 Drivers are personally responsible and liable for any citations and/or violations received while operating a District vehicle. Failure to promptly respond to any citations/violations may result in disciplinary action and/or a loss of District vehicle use privileges.
- 4.8 Employees are required to immediately report to their supervisors and the departmental fleet liaison any tickets or citations for stationary, parking or moving violations received while operating a District owned, leased or rented vehicle, or a personal vehicle while conducting District business.
- 4.9 For employees required to drive or maintain a District vehicle, employees must possess a proper driver's license classification, and any necessary endorsements/restrictions, to lawfully operate the assigned vehicle. Furthermore, as part of their official duties, driving record convictions may be considered as grounds for disciplinary actions up to and including termination whether infractions incurred while conducting District business or outside of work.
- 4.10 Employees required to use vehicle to conduct District business must notify their immediate supervisors and departmental fleet liaison within 24 hours of receiving notice that their license has been or will be revoked or suspended.
- 4.11 Drivers shall not operate District-owned or personal vehicles for District business when they are required to take medication, which may impair their ability to safely operate a moving vehicle.

Drivers have an affirmative duty to report to their health care provider the fact that they are required to drive for District business and the type of vehicles that they are responsible for to enable the provider to give appropriate direction about the use of prescription medication and District driving tasks. Drivers must also report any restrictions and limitations to their supervisor when taking such medication.

4.12 All School District vehicles assigned for take home privileges are considered taxable fringe benefits. Employees with take home vehicle assignments must submit the Payroll Deduction for Employees Using School District Vehicle for Commuting form to Transportation to comply with IRS guidelines.

4.13 Smoking is prohibited in all District vehicles, without exception.

5. TRANSPORTATION ALTERNATIVES

5.1 As an alternative to District-owned passenger vehicles, employees are encouraged to use the following modes of transportation, making decisions informed by cost-benefit analysis, personal safety, their department's policies and procedures, and practicality.

5.2 Mileage Reimbursement. The reimbursement rate for usage of personal vehicles for business-related purposes can be available to employees. In order to receive reimbursement, an employee should use an Employee Expense Reimbursement Form (SEH-195). Subject to departmental approval, mileage reimbursements are paid for by the employee's department.

5.3 Car Sharing. Administrative and/or passenger vehicle functionality may be accommodated through the District's car sharing program through the Department of Transportation Services. Departments can inquire more details of the program by contacting Transportation services.

5.4 Taxi/Ride Sharing Service. Employees, upon approval of the department head or designee, may use a taxi or ride share service for emergency response or during regular working hours when use of such service is the most affordable and viable option, provided that the service used is licensed and legally able to operate in the Commonwealth. Employees should submit an Employee Expense Reimbursement Form (SEH-195) to their department head or designee to receive reimbursement for the costs incurred. Expenses incurred when using an unlawful taxi or ride sharing service shall not be eligible for reimbursement.

5.5 Mass Transportation. When possible and effective, employees are encouraged to take mass transportation to conduct District business. Employees should contact their immediate supervisor to find out if the department provides SEPTA fare cards for employees to conduct District business. In the absence of department SEPTA fare cards, employees will be responsible for purchasing mass transportation fare and submitting an Employee Expense Reimbursement Form (SEH-195) along with the original purchase receipt to his/her manager in a timely manner.

6. GENERAL GUIDELINES FOR USING DISTRICT VEHICLES

6.1 Vehicles for Official Use Only. District vehicles are school district property that should be used exclusively for official District business. District employees shall avoid any vehicle use that might result in or create the appearance of impropriety with regard to public perception concerning the misuse of District vehicles. Employees may not use District vehicles while off duty except for work-related activities designated by their department head.

6.2 Citizen complaints concerning driving habits such as speeding, recklessness, and/or other inappropriate behavior may lead to revocation of vehicle operating privileges or other appropriate personnel actions.

6.3 A District vehicle can be used to transport non-District employees if the transport is for business purposes. Non-District employees may not be transported in District-owned vehicles for non-business purposes without express written approval from the Department of Transportation Services.

6.4 Only District employees may operate District vehicles, unless a waiver has been granted by the COO based on the recommendation of the Office of Risk Management. Contract employees and unpaid interns may not operate District vehicles without express written approval from the Department of Transportation Services.

6.5 Operators of vehicles or equipment that require a special class of driver's license must possess the appropriate license prior to operating such vehicles or equipment. Those employees who possess a driver's license from another state must obtain a Pennsylvania driver's license within three months of their date of hire.

6.6 Unattended vehicles must be locked at all times, and must not have a key in the ignition.

6.7 District vehicles should not be taken outside of the City limits during the normal business hours unless required by legitimate business purposes with approval from the department. If a department approves vehicle take-home privileges for an emergency response employee who resides outside of the City (where permissible), that take-home approval shall be considered sufficient authorization for the employee to operate a vehicle outside of the City limits.

6.8 Employees are expected to maintain the exterior and interior cleanliness of vehicles. Misuse of vehicles - as determined by Transportation - that leads to the requirement of structural or other repairs may be charged back to the user department, whether the vehicle is rented or owned.

6.9 Departments will comply with Transportation's preventative maintenance program.

7. AUTHORIZATION AND REQUIREMENTS TO OPERATE VEHICLES AND EQUIPMENT

7.1 All employees who may be required to drive a vehicle for District business must possess a current and valid Pennsylvania driver's license. If an employee has reason to believe that their license may not be current and valid, the employee shall notify their immediate supervisor and departmental fleet liaison within 24 hours. Departments with employees who may operate a District vehicle must first submit employee information to the Department of Transportation Services.

7.2 All departments shall provide employees' driver's license information to the Department of Transportation Services. This record must include a verified driver's license number and the employee ID number. A photocopy of the employee's driver's license shall be kept by the department in the employee's personnel file, as well as on file with the Department of Transportation Services.

7.3 Transportation will distribute, on a monthly basis, information about employees' driver's license statuses for each department. This information will consist of a listing of employees with expired, canceled, revoked, suspended, pending, or Photo ID licenses (E, C, R, S, P, or PI); a listing of employees who could not be matched with PennDOT data for some reason; and a listing of all drivers with a valid license. Each department is required to verify license standing monthly.

7.4 Any employee who is found to have an expired, canceled, revoked, or suspended photo ID license must be prevented from driving for District business. Employees operating District vehicles with expired, cancelled, revoked, or suspended driver's licenses may be subject to disciplinary action.

7.5 The monthly Driver's License Verification Report will be distributed electronically to all District departments via the department's fleet liaison for review and for prompt action to be taken regarding invalid drivers.

7.6 Employees with a history of two preventable accidents within a three-year period while using a District vehicle will be reviewed by their department for continued eligibility to drive a District vehicle, and will be subject to appropriate personnel actions.

7.7 Safety. The following safety standards shall be obeyed at all times with respect to District vehicle usage:

7.7.1 Employees shall, at all times, operate vehicles and equipment in compliance with all applicable traffic laws, rules, and regulations.

7.7.2 Employees shall not operate a motor vehicle while under the influence of alcohol or a controlled substance.

7.7.3 Smoking is prohibited in all District vehicles, with no exceptions.

7.7.4 Using cell phones without a hands-free device while operating a District vehicle is prohibited.

7.7.5 Using any electronic device to read or text/write while operating a District vehicle in motion is prohibited.

7.7.6 Wearing headphones/earbuds while operating a District vehicle is prohibited.

7.8 Insurance, Permits, and Registration

7.8.1 No District vehicle or privately owned vehicle may be used for District business without valid inspection stickers.

7.8.2 All privately owned vehicles authorized for District business shall be properly registered and insured in the Commonwealth of Pennsylvania pursuant to Pennsylvania financial responsibility laws.

7.9 Graphics, Painting, and Markings

7.9.1 All District vehicles shall have standardized markings and graphics. In instances where application of standardized markings and graphics would prevent employees from fulfilling departmental functions or jeopardize employee safety, departments may request a waiver from Transportation. The waiver must be unit and vehicle specific.

7.9.2 Requests for cosmetic changes to vehicles shall only be completed if operationally necessary, as determined by Transportation in consultation with the department.

8. ACCIDENTS INVOLVING DISTRICT-OWNED VEHICLES

8.1 Accident information guides shall be placed in the glove compartment of every District vehicle. Departments shall contact Transportation to obtain replacement accident information guides.

8.2 All accidents or incidents, regardless of severity, involving District vehicles must be reported immediately by the driver to all three of the following entities in this order:

8.2.1 Police Department 911 - An accident form must be completed by an officer and submitted to the Office of School Safety.

8.2.2 Transportation Department - 215-400-4350

8.2.3 Office of General Counsel - 215-400-4120

9. VEHICLE TRACKING SYSTEM (GPS)

9.1 Global positioning System (GPS) Tracking Systems will be installed on all District vehicles. The District reserves the right to install GPS for use in all District vehicles.

9.2 Employees should have no expectation of privacy for their physical location while operating a District vehicle. The District has the right to use GPS systems to monitor activity including but not limited to: excessive idling, excessive speeding, unauthorized trips, unauthorized stops, unauthorized weekend usage and any other improper usage of District vehicle.

9.3 Under no circumstances should a GPS unit be touched or altered by drivers. GPS has a feature that will notify Transportation if the GPS unit is tampered with or removed. If the GPS unit is removed or tampered with, the employee's Department Head will be notified, vehicle privileges may be suspended and the employee will be subject to the District's disciplinary process.

9.4 System Functionality

9.4.1 It is important that the GPS Tracking System functions at all times while the vehicle is in operation in order for the system to be effective.

9.4.2 Unauthorized interference with GPS Tracking System including tampering, disabling, or damaging is strictly prohibited.

9.4.3 Any District employee found to be tampering with the GPS Tracking System will be held accountable for the damages and cost of repairs.

9.5 Notice and Signed Acknowledgement

9.5.1 The District will provide written notice to all vehicle users explaining that a GPS Tracking System is installed in all District vehicles and is in use on a daily basis.

9.5.2 Each driver shall sign an acknowledgement form stating that they received the notice and understand the District's policy regarding GPS Tracking Systems.

9.5.3 Once the driver has signed this acknowledgement, no further acknowledgement is required absent material change to this policy or regulation.

9.5.4 Any driver hired after provision of the written notice as described above will receive written notice upon the start of employment.

9.5.5 Signed acknowledgement forms will be maintained by Transportation.

9.5.6 Additional notice will be provided to employees as follows:

9.5.6.1 The substance of notice shall be included in the employee handbook.

9.5.6.2 The Transportation website will also contain general information about the use of GPS Tracking Systems in District vehicles/buses.

9.6 Access to GPS Tracking System Data

9.6.1 Access to data obtained by the GPS Tracking Systems will be protected by a confidential password.

9.6.2 Access to data obtained by the GPS Tracking Systems will be limited to individuals approved by the Department of Transportation Services

9.7 Unauthorized Activities

9.7.1 Any unauthorized activities, such as excessive idling, excessive speeding, unauthorized trips, unauthorized stops, unauthorized weekend usage of vehicle, and any other improper use of District vehicle, may be subject to the District's disciplinary process.

10. RULES FOR DISPOSITION OF PARKING TICKETS

10.1 Employees operating District vehicles are expected to observe and be held personally responsible for obeying all parking regulations.

10.2 Employees shall pay fines and late fees in a timely manner. Refusal to pay or accept responsibility for an outstanding violation will be subject to disciplinary action and/or loss of vehicle operating or parking privileges.

11. RULES FOR RED LIGHT PHOTO VIOLATIONS

11.1 Employees operating District vehicles are expected to observe all traffic laws, and obedience to red light photo enforcement systems is imperative.

11.2 Employees shall pay fines and late fees in a timely manner. Refusal to pay an outstanding violation will be subject to disciplinary action and/or loss of vehicle operating or parking privileges.

12. TOLL ROAD VIOLATIONS

12.1 Personnel operating District vehicles on toll roads are responsible for the payment of all cash toll fares.

12.2 Employees may request reimbursement from their department for tolls incurred while performing official duties. In order to receive reimbursement, an employee should submit a receipt for the toll and use an Employee Expense Reimbursement Form (SEH-195). Subject to departmental approval, toll reimbursements are to be paid for by an employee's department.

12.3 Employees shall not drive through an EZ-Pass toll lane without an active EZ-Pass transponder affixed to the vehicle. Employees are personally responsible for any violations and penalties incurred from driving through EZ-Pass lanes without a transponder, or any other toll evasion.

12.4 Notice of toll violations will be received by Transportation and forwarded to the responsible department. The fine and/or late fee must be paid in a timely manner by the employee responsible for operating the vehicle at the time the violation occurred. Refusal to pay an outstanding violation may result in disciplinary action.

13. TAKE HOME VEHICLE ASSIGNMENT AND GUIDANCE

13.1 Take-home vehicle assignments are intended to provide transportation for employees who are required to travel multiple work locations as a part of their daily duties and to frequently respond to emergency situations from their residence. Take-home privileges should only be granted, but not guaranteed. At no time should a take-home vehicle be used as a means of compensation.

13.2 Take-home vehicle assignments shall be made based on availability and departmental prioritization.

13.3 Departments are responsible for developing their respective take-home assignment criteria. Departmental take-home assignment criteria must be submitted to the department's respective cabinet member for approval. Departments are responsible for managing all assignments, subject to the written approval of both the department head and the Department of Transportation Services.

13.4 Departments shall submit a memo to the Department of Transportation Services for approval with the assignment criteria, number of vehicles, vehicle numbers, and employees assigned take-home privileges. Departments shall submit these memos for Transportation's approval annually, and/or when changes occur.

13.5 Each department is responsible for notifying Transportation of any assignments or changes to assignments within 24 hours.

13.6 Eligibility for a take-home vehicle assignment shall be based upon job function, not title. The following recommendations may be considered by departments when developing take-home assignment criteria:

13.6.1 Emergency Response - the position has regular on-call status for emergency response. An emergency is defined as a situation that may result in physical harm or significant property damage.

13.6.2 On-Call - The employee is called out (after work hours or on weekends) on a frequent basis.

13.6.3 Daily Changes of Worksites – The employee's work location may change multiple times in a day.

13.6.4 Condition and Suitability - The employee's personal vehicle would not be appropriate for emergency response.

13.7 The School District of Philadelphia is not responsible for lost or damaged personal property left inside a District vehicle. Valuables should not be left in District vehicles when parked overnight at an Employee's residence. Unattended vehicles shall be locked at all times. Employees shall park District vehicles in a safe, secure, and legal location.

13.8 During vacations or any type of extended leave of four or more days, employees are encouraged to make the vehicle available for use by other departmental employees.

14. PRIORITIZATION OF VEHICLE ACQUISITIONS, MAINTENANCE, AND RELINQUISHMENTS

14.1 Prioritization of Vehicle Acquisition and Equipment

14.1.1 The acquisition process is a collaborative effort, with departments articulating operational needs and Transportation identifying an appropriate vehicle (or designating specifications for one) that will provide an adequate level of functionality. The guiding principal for all acquisitions is to purchase task-appropriate vehicles that represent the best value for the District.

14.1.2 For replacement vehicles, the rule of "one for one" is generally in effect; therefore, for each replacement vehicle requested, departments shall identify, by property number, the vehicle that will be turned in. Departments shall review the proposed vehicle for relinquishment and shall determine if an alternative vehicle should be replaced.

14.1.3 Transportation will prioritize for replacement departmental vehicle and equipment classes for which daily vehicle targets have been established, pursuant to a service level agreement.

14.2 Prioritization of Funding for Vehicles and Equipment

14.2.1 The Transportation acquisition budget is primarily funded through the General and Capital funds. However, grant funding is sometimes made available by various departments for vehicle purchases.

14.2.2 When grant funding is available for replacement acquisitions, it is required that departments secure funds to cover life cycle costs for maintenance and fuel.

14.2.3 When grant funding is available for approved new need acquisitions, funds for full life cycle costs, acquisition, maintenance, and fuel are required.

14.2.4 No General Fund money shall be used to replace grant financed vehicles unless with the expressed consent of the COO and Transportation.

14.3 Purchasing Alternative Fuel and Fuel Efficient Vehicles. In accordance with local ordinance, Transportation, in cooperation with user departments, shall work to purchase fuel-efficient and lower polluting vehicles.

14.4 Vehicle and Equipment Relinquishments. Transportation maintains vehicles and equipment until they are no longer safe and operable. Relinquishment decisions are made solely by the Department of Transportation Services, with the appropriate level of consultation with user departments about the operational impact of relinquishment balanced against the cost of repair. Transportation shall communicate relinquishment decisions as far in advance as possible to ensure that affected departments have ample opportunity to develop contingency plans.

15. DISCIPLINARY ACTION

15.1 Employees who are found to have violated the policies set forth in this Directive may be subject to disciplinary action up to and including termination.

15.2 Employees who fail to follow the proper channels outlined in this Directive to address parking tickets, red light violations, toll violations, or other traffic violations will be subject to disciplinary action and may lose their privilege to operate District vehicles, park their personal vehicle in authorized zones or District-controlled off-street lots, or use their personal vehicle for District business.

****All criteria and exceptions must be approved by the Chief Operating Officer and the Department of Transportation Services. ****