



THE SCHOOL DISTRICT OF PHILADELPHIA
**BOARD OF EDUCATION
PUBLIC MEETING
ACTION ITEM SUMMARY
AUGUST 16, 2018**
I. BOARD OF EDUCATION
BOE-1

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

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

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

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

BOE-2
Proposed Student Expulsion – J. A.

RESOLVED, that Student J.A. shall be *temporarily expelled* from the School District of Philadelphia effective May 23, 2018, and lasting until the end of the 2017-2018 School Year in June 2018, and be it

FURTHER RESOLVED, that Student J.A. *shall not* be permitted to return to the school where the incident took place, and be it

FURTHER RESOLVED, that the Findings of Fact and Conclusions of Law shall be made a part of Student J.A.'s permanent school record, and be it

FURTHER RESOLVED, that the Findings of Fact and Conclusions of Law on file with the school and the minutes of the Board of Education be adopted.

BOE-3
Proposed Student Expulsion – C. B.

RESOLVED, that Student C.B. shall be *temporarily expelled* from the School District of Philadelphia effective May 23, 2018, and lasting until the end of the first marking period of the 2018-2019 School Year in January 2019, and be it

FURTHER RESOLVED, that Student C.B. *shall not* be permitted to return to the school he was attending when the incident took place, and be it

FURTHER RESOLVED, that the Findings of Fact and Conclusions of Law shall be made a part of Student C.B.'s permanent school record, and be it

FURTHER RESOLVED, that the Findings of Fact and Conclusions of Law on file with the school and the minutes of the Board of Education be adopted.

BOE-4

Proposed Student Expulsion – I. G.

RESOLVED, that Student I.G. shall be temporarily expelled from the School District of Philadelphia effective May 16, 2018 through June 2019; and be it

FURTHER RESOLVED, that Student I.G. shall not be permitted to return to the school where the incident took place after the period of expulsion; and be it

FURTHER RESOLVED, that the Findings of Fact and Conclusions of Law shall be made a part of Student I.G.'s permanent record; and be it

FURTHER RESOLVED, that the Findings of Fact and Conclusions of Law on file with the School and the minutes of the Philadelphia Board of Education be adopted.

BOE-5

Proposed Student Expulsion – A. J.

RESOLVED, that Student A.J. shall be *temporarily expelled* from the School District of Philadelphia effective May 16, 2018 through June 2019; and be it

FURTHER RESOLVED, that Student A.J. *shall not* be permitted to return to the school where the incident took place after the period of expulsion; and be it

FURTHER RESOLVED, that the Findings of Fact and Conclusions of Law shall be made a part of Student A.J.'s permanent record; and be it

FURTHER RESOLVED, that the Findings of Fact and Conclusions of Law on file with the School and the minutes of the Board of Education be adopted.

BOE-6

Proposed Student Expulsion – A. N.

RESOLVED, that Student A.N. shall be *temporarily expelled* from the School District of Philadelphia effective May 16, 2018 through December 2018; and be it

FURTHER RESOLVED, that Student A.N. *shall not* be permitted to return to the school where the incident took place after the period of expulsion; and be it

FURTHER RESOLVED, that the Findings of Fact and Conclusions of Law shall be made a part of Student A.N.'s permanent record; and be it

FURTHER RESOLVED, that the Findings of Fact and Conclusions of Law on file with the School and the minutes of the Philadelphia Board of Education be adopted.

BOE-7

Proposed Student Expulsion – J. P.-A.

RESOLVED, that Student J.P.-A. *shall not be expelled* from the School District of Philadelphia, and be it

FURTHER RESOLVED, that Student J.P.-A. *shall not* be permitted to return to the school where the incident took place, and be it

FURTHER RESOLVED, that the Findings of Fact and Conclusions of Law shall be made a part of Student J.P.'s permanent school record, and be it

FURTHER RESOLVED, that the Findings of Fact and Conclusions of Law on file with the school and the minutes of the Board of Education be adopted.

BOE-8

Proposed Student Expulsion – N. P.

RESOLVED, that Student N.P. shall be temporarily expelled from the School District of Philadelphia effective May 16, 2018 through December 2018; and be it

FURTHER RESOLVED, that Student N.P. shall not be permitted to return to the school where the incident took place after the period of expulsion; and be it

FURTHER RESOLVED, that the Findings of Fact and Conclusions of Law shall be made a part of Student N.P.'s permanent record; and be it

FURTHER RESOLVED, that the Findings of Fact and Conclusions of Law on file with the School and the minutes of the Philadelphia Board of Education be adopted.

BOE-9

Administration's Recommended Demotion of Professional Employees

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

1. K. H.
2. D. J.
3. D. J.

and be it

FURTHER RESOLVED, that the Secretary and the Board of Education President are directed to advise these professional employees of this resolution and of their right to a hearing.

BOE-10

Memorandum of Understanding with the Philadelphia Land Bank

RESOLVED, that the Board of Education authorizes The School District of Philadelphia, through the Superintendent or his designee, to extend the term of the Memorandum of Understanding (MOU) with the Philadelphia Land Bank, the City of Philadelphia and the Philadelphia Gas Works, which the School District entered into consistent with Resolution A-18, approved by the School Reform Commission, on September 14, 2017, beyond the termination date of September 15, 2018, through a mutually agreeable termination date, at Superintendent's discretion.

Description: The Philadelphia Land Bank was established in 2013 to combat blight and facilitate the return of tax delinquent, vacant, and neglected properties to productive use and the tax rolls. The MOU provides a process whereby the Land Bank can acquire properties eligible for Sheriff's Sale and satisfy outstanding real estate, water, and gas balances due on those eligible properties.

Through collaboration, the Land Bank and the City created a process that respects both the Land Bank's interest in acquiring tax-delinquent properties and the need for swift collection of taxes and debt owed to the City and School District. Pursuant to the MOU, the process provides for the School District to collect its share of real estate taxes due, up to the assessed value of each property.

The School District may agree to modifications to the MOU that are in the best interests of the School District and do not materially alter the substantive process represented in the MOU, with the advice and

consent of counsel. The MOU is terminable at the option of any party, including the School District, upon providing sixty days written notice to all other parties.

II. EDUCATION SUPPORT SERVICES

Talent

A-1

General/Categorical Funds: Approves Personnel, Terminations

RESOLVED, that the Board of Education hereby ratifies the appointment of the following persons to the positions, on the effective dates through **June 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 (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 Board of Education.

A-2

Operating Budget: No Cost Contract Amendment with Camelot Schools of Pennsylvania, EBS Healthcare, Inc., and Progressus Therapy, LLC – Emotional Support Classrooms

RESOLVED, that the Board of Education authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver, and perform separate contracts with Camelot Schools of Pennsylvania, LLC, EBS Healthcare, Inc., and Progressus Therapy, LLC, to provide staff for up to a total of 45 emotional support classrooms on an as-needed basis, consistent with Resolution A-8, of April 26, 2018, by which the School Reform Commission approved contracts with Community Council Education Services, Inc. (CCES) for this purpose, in order to make up an anticipated shortfall of resources by CCES, at no additional cost to the District, as each of the four providers will be paid from the total not-to-exceed amount of \$6,750,000, approved by Resolution A-8, for the period commencing August 17, 2018 through June 30, 2019.

Description: This action item seeks authorization to contract, at no additional cost, with Camelot Schools of Pennsylvania, LLC (Camelot), EBS Healthcare, Inc. (EBS), and Progressus Therapy (Progressus), to supplement the services to be provided by CCES for up to 45 emotional support classrooms for the 2018/2019 school year.

On April 26, 2018, the School Reform Commission, through Resolution No. A-8, authorized a contract with CCES for the provision of contracted emotional support (ES) classrooms pursuant to Request for Proposal (RFP) No. 542, issued by the School District on May 9, 2017. Subsequent to the approval of Resolution A-8, CCES notified the School District that it would not have the resources needed to fully staff all 45 ES classrooms identified by the School District. To find additional qualified vendors, the School District issued RFP No. 594, on May 31, 2018. Through RFP 594, Camelot, EBS and Progressus were selected as qualified vendors to provide ES classrooms along with CCES. Together, these four vendors will be able to cover up to 45 ES classrooms during the 2018/2019 school year if the need arises.

Students placed by Individualized Education Program (IEP) teams in ES classrooms, require intensive behavioral and academic supports and interventions. The selected vendors shall deliver qualified and certified special education teachers and support staff, and a wide range of academic, behavioral and support services to students diagnosed with emotional disturbance (ED) and placed in ES classrooms. School District principals will supervise the ES classrooms located in their school building. The School District has successfully utilized the ES classroom model since September 2009.

ABC Code/Funding Source

N/A

A-3

Operating Budget: \$94,600 Authorization of Payments to the Pennsylvania Department of Human Services, the Pennsylvania State Police, and IDEMIA – Employment Clearances

RESOLVED, that the Board of Education authorizes The School District of Philadelphia, through the Superintendent or his designee, to make payments to the Pennsylvania Department of Human Services, the Pennsylvania State Police, and IDEMIA for mandated clearances for up to 2,000 school-based support position candidates, for an aggregate amount not to exceed \$94,600, for the period commencing

August 17, 2018 through June 30, 2019.

Description: Each year, the District hires an average of 2,000 individuals who serve in District schools supporting the academic and operational needs of the District. These part and full-time school-based support employees are the backbone of the school's operations, and it is the aim of the District to ensure these positions are staffed as quickly and effectively as possible. Nearly all positions pay individuals less than \$40,000 per year, and candidates for these roles incur costs of \$59.60 to collect the mandated clearances needed to begin employment with the District.

The District requests authorization to pay state mandated vendors for the cost of clearances for each candidate being hired into an appointed, school-based position making under \$40,000.00 per year. The cost of each clearance covered is:

- PA Criminal Background Check (through state mandated vendor, the Pennsylvania State Police)- \$22 per candidate
- PA Child Abuse Clearance (through state mandated vendor, the Pennsylvania Department of Human Services) - \$13 per candidate
- FBI Background Check (through state mandated vendor, IDEMIA) -\$24.60 per candidate

ABC Code/Funding Source	\$94,600.00
1100-071-9JW0-2833-3311 FY19 Operating	

General Counsel

A-4

Operating Budget: \$110,000 Settlement of Civil Action in Philadelphia Court of Common Pleas – Marcia Schulman

RESOLVED, that the Board of Education authorizes The School District of Philadelphia, through the Office of General Counsel, to execute, deliver and perform a settlement agreement with Marcia Schulman, in the amount of \$110,000, of which \$55,000 will be payable within 30 days of approval by the Board of Education and the remaining \$55,000 will be payable within 90 days of the initial payment, in exchange for a general release of claims for damages and attorney's fees and costs, and dismissal of the civil action.

Description: In March 2017, former School District employee Marcia Schulman filed a four-count complaint in the Philadelphia Court of Common Pleas against the School District, asserting various claims arising from a 2012 determination by the Public School Employees' Retirement System ("PSERS") that Ms. Schulman had improperly worked for the School District for a period of approximately four years after she had retired, and that she consequently owed PSERS \$533,474.99. Plaintiff alleged that she was misled by the School District in accepting post-retirement employment with the District. The School District denied her claims.

ABC Code/Funding Source	\$110,000.00
1100-061-9370-2392-8211 Operating FY18	

Student Support Services

A-5

Operating Budget: \$800,000 Contract with International Institute for Restorative Practices – SaferSanerSchools Whole School Change Program – 3 years

RESOLVED, that the Board of Education authorizes the School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform a contract with the International Institute for Restorative Practices to implement the SaferSanerSchools Whole School Change Program for an aggregate amount not to exceed \$800,000, for the period commencing August 20, 2018 through August 20, 2021.

Description: The International Institute for Restorative Practices (IIRP) SaferSanerSchools Whole School Change Program provides a comprehensive two-year implementation model of restorative practices. The IIRP trainers will work with administrators, educators, counselors and support staff in various schools to be selected throughout the District to develop skills to build social capital and achieve social discipline

through participatory learning and decision-making. The goal of the program is to build school community, reduce suspensions, develop positive school-based relationships, and improve school climate.

ABC Code/Funding Source	\$800,000.00
1100-058-9KP0-2127-8190 FY19 (\$240,000.00)	
1100-058-9KP0-2127-8190 FY20 (\$260,000.00)	
1100-058-9KP0-2127-8190 FY21 (\$300,000.00)	

A-6

Operating Budget: \$390,000 Contracts with Public Management Corporation and Children's Crisis Treatment Center – Academic Instruction in Acute Partial Care Programs – 3 years

RESOLVED, that the Board of Education authorizes the School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform separate contracts with Public Health Management Corporation and Children's Crisis Treatment Center, pursuant to which the School District will fund the salary and benefits of two full-time, highly qualified teachers certified by the Commonwealth of Pennsylvania, in both elementary and special education, to provide a minimum of two hours per day of academic instruction for students in each of the licensed Philadelphia-based acute partial care treatment programs, for a total amount not to exceed \$130,000 for the period commencing August 27, 2018 through June 30, 2019, with two one-year renewal options for a total amount not to exceed \$130,000 per year and \$390,000 over three years.

Description: Community Behavioral Health (CBH) is a not-for-profit corporation contracted by the City of Philadelphia's Department of Behavioral Health to provide mental health services, including acute care for Philadelphia County Medicaid recipients, and has contracted with Public Health Management Corporation (PHMC) and Children's Crisis Treatment Center (CcTC) to provide acute partial hospitalization to treat behavioral and mental health concerns for children ages 5 to 13. PHMC and CcTC provide care for a total of 50 and 40 children, respectively, at a given time, during traditional school hours. To ensure students at PHMC and CcTC receive appropriate academic instruction, the District is contracting with PHMC and CcTC to employ a full-time, highly qualified teacher for each site to provide each student with at least two hours of instruction in the classroom, small group setting, or individually, according to students' medical and educational needs. PHMC and CcTC will maintain academic records, including assessments data, and will support students' transition into care and back to school by sharing relevant academic information and recommendations for behavioral supports and services. The teachers will participate in professional development on instructional practice, participate in training sessions required for continued certification in elementary education and special education, and PSSA test administration.

ABC Code/Funding Source	\$390,000.00
1100-007-9kr0-1432-3291	

A-7

Operating Budget: \$90,000 Contract with Lakeside Global Institute – Trauma Training for Educators

RESOLVED, that the Board of Education authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform a contract with Lakeside Global Institute for trauma training for educators including professional development, training, consultation, and coaching on strategies and methods to educate students impacted by trauma, in an amount not to exceed \$90,000 for the period commencing August 20, 2018 through June 30, 2019.

Description: Lakeside Global Institute will provide comprehensive training for educators on the impact of trauma on the student's brain, behavior and ability to learn, and practical strategies for teaching trauma-impacted students. Lakeside will partner with 6 schools (Steel, James Rhoads, Bartram, Wagner, Feltonville Arts and Sciences, and Gideon,) identified as under-performing in the system of great schools process. In addition, Lakeside will partner with a to-be-determined set of schools who will be identified in the system of great schools process in the 2018-19 school year, who exhibit readiness for services (i.e. Tier I services implemented with fidelity, leadership buy-in and support) and whose key performance indicators (i.e. attendance, suspension, incident reports, office discipline referrals and crisis calls) show the need for services. Training includes, but is not limited to, professional development, hands-on training, observation, video and coaching sessions to ensure effective implementation of trauma-informed teaching methods.

ABC Code/Funding Source	\$90,000.00
1100-044-9020-236j-3291 (\$28,000.00)	
1100-015-7130-1103-3291 (\$12,500.00)	
1100-015-7500-1103-3291 (\$11,000.00)	
1100-015-4530-1101-3291 (\$12,500.00)	
1100-015-1010-1103-3291 (\$12,500.00)	
TBD (\$13,500.00)	

A-8**Operating Budget: \$4,050,000 Contract with Progressus Therapy, LLC and RCM Technologies USA – Substitute Nursing – 3 years**

RESOLVED, that the Board of Education authorizes the School District of Philadelphia, through the Superintendent or his designee, to execute, deliver, and perform separate contracts with Progressus Therapy, LLC and RCM Technologies USA to provide substitute nurses in schools and private duty nurses for medically fragile students for a total amount not to exceed \$4,050,000.00, for the period commencing August 20, 2018 through June 30, 2021.

Description: RCM Technologies (USA) Inc. (RCM), and Progressus Therapy, LLC will provide substitute nurses and private duty nurses as needed to cover the ongoing and critical health needs of all 202,538 students attending the city's 339 public and non-public schools. This will support the daily health and safety of children under the District's supervision and care during the school day.

ABC Code/Funding Source	\$4,050,000.00
1100-026-9EK0-2448-3291 FY19 (\$1,000,000.00)	
1100-026-9EK0-2448-3291 FY20 (\$1,000,000.00)	
1100-026-9EK0-2448-3291 FY21 (\$1,000,000.00)	
1900-005-9580-1271-3291 FY19 (\$350,000.00)	
1900-005-9580-1271-3291 FY20 (\$350,000.00)	
1900-005-9580-1271-3291 FY21 (\$350,000.00)	

Operations**A-9****Capital Fund: \$75,000 Contract with Greyhawk – Professional Retrocommissioning Services of Mechanical Equipment and Automatic Temperature Control (ATC) System – Thurgood Marshall Elementary School**

RESOLVED, that the Board of Education authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform a contract with Greyhawk for retrocommissioning services to the Thurgood Marshall Elementary School for an amount not to exceed \$75,000.00 for the period commencing August 17, 2018 through February 28, 2020.

Description: The adopted Capital Improvement Program (CIP) for 2017/2018 includes a retrocommissioning at the Thurgood Marshall Elementary School at 5120 N. 6th Street. The project includes the following: identification of all the mechanical deficiencies by testing each component in each of the systems, restoration of the mechanical system to the original design intent, and recommendation of preventative maintenance procedures to prolong the mechanical equipment life.

On March 28, 2018, the School District of Philadelphia, Office of Capital Programs publicly advertised a Request for Proposals/Request for Qualifications (RFP/RFQ) to obtain public competitive proposals from qualified firms to provide professional retrocommissioning services for this school. Six (6) firms responded to this RFP/RFQ on May 1, 2018.

Evaluation of the technical proposals and rankings were performed by a (4) four person Evaluation Committee consisting of Capital Program's Design, Construction and Planning staff. After administrative review by Contract Compliance and technical evaluations of submitted proposals, one (1) firm was selected by the Evaluation Committee based on the pre-established criteria in the RFP.

The evaluation committee selected Greyhawk as the most technically qualified firm. The proposed fee from Greyhawk is \$75,000.00.

The Facility Condition Index (FCI) at this location is 4.15%. The School Performance Index (SPI) at this location is 31.

ABC Code/Funding Source \$75,000.00
8A18-065-5500-4690-4531 Capital (\$75,000.00)

A-10

Capital Fund: \$75,000 Contract with Greyhawk – Professional Retrocommissioning Services of Mechanical Equipment and Automatic Temperature Control (ATC) System – Commodore John Barry Elementary School

RESOLVED, that the Board of Education authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform a contract with Greyhawk for retrocommissioning services to the Commodore John Barry Elementary School for an amount not to exceed \$79,480.00 for the period commencing August 17, 2018 through February 28, 2020.

Description: The adopted Capital Improvement Program (CIP) for 2017/2018 includes a retrocommissioning at the Commodore John Barry Elementary School at 5900 Race Street. The project includes the following: identification of all the mechanical deficiencies by testing each component in each of the systems, restoration of the mechanical system to the original design intent, and recommendation of preventative maintenance procedures to prolong the mechanical equipment life.

On March 26, 2018, the School District of Philadelphia, Office of Capital Programs publicly advertised a Request for Proposals/Request for Qualifications (RFP/RFQ) to obtain public competitive proposals from qualified firms to provide professional retrocommissioning services for this school. Five (5) firms responded to this RFP/RFQ on April 24, 2018.

Evaluation of the technical proposals and rankings were performed by a (4) four person Evaluation Committee consisting of Capital Program's Design, Construction and Planning staff. After administrative review by Contract Compliance and technical evaluations of submitted proposals, one (1) firm was selected by the Evaluation Committee based on the pre-established criteria in the RFP.

The evaluation committee selected Greyhawk as the most technically qualified firm. The proposed fee from Greyhawk is \$79,480.00.

The Facility Condition Index (FCI) at this location is 0.01%. The School Performance Index (SPI) at this location is 32.

ABC Code/Funding Source \$75,000.00
8A18-065-1200-4695-4531 Capital (\$79,480.00)

A-11

Capital Fund: \$9,858,000 Authorization of Capital Awards – Contract for Major Renovations at Benjamin Franklin High School

RESOLVED, that the Board of Education authorizes the School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform a contract with McGoldrick Electric Inc. for major renovation and co-location at the Benjamin Franklin High School for an aggregate amount not to exceed \$9,858,000.00, for the period commencing August 25, 2018 through October 1, 2019.

Description:

Spec: B-019 C [R] Electrical Contract - Major Renovation and Co-Location of 2017/18
Benjamin Franklin High School - 550 North Broad St.
McGoldrick Electric Inc. - \$9,858,000.00
2406 Hirst Terrace
Havertown, Pennsylvania 19083

This work covers the electrical construction labor, materials, and equipment and services necessary for renovations and improvements of approximately 215,000 SF at Benjamin Franklin High School. The work includes new panel boards, interior and exterior lighting fixtures and controls, electrical and data

outlets, new fire alarm system, telecom bonding and grounding equipment to bond new equipment to existing grounding equipment, new data cables, master clock system, new security cameras, and camera system. The Facilities Condition Index (FCI) at this location is 34.63%. The School Progress Report (SPR) at this location is 4.

The bids for this project were publicly advertised on 6/19/2018, 6/24/2018, and 6/26/2018 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 7/11/2018. After review of the bids and a de-scoping meeting it was determined that McGoldrick Electric, Inc. was the lowest responsible bidder with a bid of \$9,858,000.00.

The School Reform Commission, by Resolution (A-71), approved the General, Mechanical, and Plumbing Contracts on June 21, 2018, for an amount not to exceed of \$20,060,256. This request is for the approval of the Electrical Contract in the amount not to exceed of \$9,858,000. The total budget for this project is \$33,000,000.

ABC Code/Funding Source	\$9,858,000.00
Capital - \$9,858,000.00 - 8A18-065-2010-4658-4561	

A-12

Operating Budget: \$7,600,000 Ratification of Contract Award with Arena Maintenance Solutions LLC, Delta/B.J.D.S. Inc., Hispanic Venture Inc., and Peter Bradley Construction Inc. – Paint and Plaster at Various Locations

RESOLVED, that the Board of Education hereby ratifies the execution, delivery and performance by the School District of Philadelphia, through the Superintendent or his designee, for separate contracts with the lowest responsible bidders, Arena Maintenance Solutions LLC, Delta/B.J.D.S., Inc., Hispanic Ventures Inc., and Peter Bradley Construction Inc. to perform the paint and plaster stabilization work at 40 schools throughout the District on a time and material basis for an amount not to exceed \$7,600,000.00, for the period commencing July 30, 2018 through February 29, 2020.

Description:

Spec: B-001 G General Service Contract - Painting and Plaster Work of 2018/19
Various locations throughout the School District

* Arena Maintenance Solutions LLC
7155 Camp Hill Road
Ft. Washington, Pennsylvania 19034

* Delta/B.J.D.S., Inc. (W)
1345 Industrial Blvd.
Southampton, Pennsylvania 18966

* Hispanic Venture, Inc. (M)
100 N 20th Street, Suite 300
Philadelphia, Pennsylvania 19103

* Peter Bradley Construction, Inc.
501 Cambria Avenue, Bensalem, Pennsylvania 19020

These contracts provide Facilities Management and Environmental Services with immediate response capabilities to initiate and complete repairs to paint and plaster stabilization on an as needed basis, throughout the School District. The paint and plaster stabilization repairs at 40 schools are in adherence with EPA Renovation, Repair and Painting Regulations dated April 22, 2010.

The bids for this project were publicly advertised on 6/20/18 in a local newspaper and posted on the School District's Capital Programs Website. The awards are recommended to the responsive and responsible bidders who met the technical and construction specifications. Bids were publicly opened on 7/3/18. After review of the bids and a de-scoping meeting it was determined that Arena Maintenance

Solutions LLC., Delta/B.J.D.S., Inc. Hispanic Ventures Inc., and Peter Bradley Construction Inc. were the lowest responsible bidders to perform the work on a time and material basis not to exceed \$7,600,000.00.

ABC Code/Funding Source	\$7,600,000.00
4HCX-G65-9AL0-4693-4541 Operating	

A-13

Various Funds: \$284,770 Authorization of Net Cost Change Orders – Construction Contracts at Various Schools

RESOLVED, that the Board of Education authorizes The School District of Philadelphia through the Superintendent or his designee, to execute, deliver and perform amendments of the attached contracts to account for change orders for revisions to on-going construction projects at various schools, for an aggregate amount not to exceed \$284,770.00.

Description: This resolution seeks approval for various revisions to the on-going construction projects as detailed on the attached Modification of Contract documents at Dobbins High School, Furness High School, Comegys Elementary School, Stearne Elementary School, Mayfair Elementary School, Cramp Elementary School, Martin Luther King High School, Northeast High School, Pennell Elementary School, Furness High School, Bryant Elementary School, Parkway Center City High School and J. Hampton Moore Elementary School. Changes include items designated as errors or omissions, differing site conditions, unforeseen conditions and revisions requested by School District representatives.

ABC Code/Funding Source	\$284,770.00
Various	

A-14

Capital Fund: \$150,000 Contract with Worksite Medical – Professional Environmental and Safety Medical Consulting Services

RESOLVED, that the Board of Education authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform a contract with Worksite Medical, to provide professional environmental and safety medical consulting services, for an amount not to exceed \$150,000 for the period commencing August 17, 2018 through June 30, 2023.

Description: The School District of Philadelphia publicly solicited a Request for Proposals/Qualifications (RFP/RFQ) on April 6, 2018 to obtain public competitive proposals from pre-qualified firms to perform professional environmental and safety medical consulting services. The School District is mandated by the Federal regulations of the United States Environmental Protection Agency (US EPA) Worker Protection Rule and the Occupational Safety and Health Administration (OSHA) to provide medical surveillance to employees whose work involves abatement of asbestos-containing materials or who perform their trades work in an asbestos-containing work environment. In addition, the City of Philadelphia Department of Public Health, Asbestos Control Regulations (ACR), similarly mandate employers to provide Medical Surveillance within these job classifications.

In order to adhere to OSHA and ACR the School District must provide medical surveillance for personnel who are involved in asbestos abatement activities. The School District employs eighteen (18) technicians who perform asbestos, lead and mold abatement activities throughout the School District, and therefore require this medical surveillance. An additional forty (40) maintenance and facilities personnel perform their trades work, such as steam fitting and plumbing, while in an asbestos-containing work environment and also require these services.

In April 2018, the School District of Philadelphia used a competitive Request for Proposals (RFP) process to publicly solicit proposals from firms to perform professional environmental and safety medical consulting services for the Capital Improvement Program, for professional services that include medical surveillance for personnel who are involved in asbestos abatement activities, on an as-needed basis, for the period commencing August 17, 2018 through June 30, 2023. One firm submitted a proposal in response to the RFP. According to previously established evaluation criteria, the firm met the requirements set forth in the RFP and was selected to provide professional environmental and safety medical consulting services on an as-needed basis.

ABC Code/Funding Source
8D16-065-9AL0-4693-4535 Capital

As of 8/1/18
\$150,000.00

A-15

Lease Agreement with International Education and Community Initiatives (dba One Bright Ray, Inc.) – Strawberry Mansion High School

RESOLVED, that the Board of Education authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform a lease agreement with International Education and Community Initiatives d/b/a One Bright Ray, Inc., for use of the 5th floor at Strawberry Mansion High School located at 3133 Ridge Avenue, Philadelphia, as office and classroom space for alternative education programs under contract with the School District of Philadelphia, at an annual rate of \$96,373.65 (\$4.45 per square foot), for approximately 21,657 per square feet, to be paid monthly at a rate of \$8,031.14, for the period September 1, 2018 through June 30, 2019, with an option for two (2) one-year terms with a three (3) percent rate increase each term beginning July 1, 2019 through June 30, 2020, at an annual rate of \$99,264.85 and for July 1, 2020 through June 30, 2021, at an annual rate of \$102,242.80 which payments include the School District's operating costs for all utilities, building engineer, custodial, maintenance, snow removal, and trash pick-up. The terms of the lease agreement must be acceptable to the School District's Office of General Counsel and Office of Risk Management.

Description: This resolution seeks authorization for the School District of Philadelphia to enter into a lease agreement 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 Request for Proposals No. 520. The School Reform Commission approved the contract with OBR in Resolution No. B-15, dated May 17, 2018. OBR will provide 250 students with an Accelerated program during the day, and 100 students with an evening school option for Accelerated programming. The day school program will operate year-round, Monday through Friday, from approximately 8:00 a.m. to 3:00 p.m. The evening school program will operate September-June, Monday through Thursday, from approximately 3:30 p.m. to 8:30 p.m. These additional Accelerated programs will be housed at Strawberry Mansion High School on the fifth floor, which will expand quality school options for that North Philadelphia neighborhood. 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 post-secondary readiness. Accelerated programs support the School District's Action Plan 3.0, Anchor Goal 1: 100% of students will graduate, ready for college and career. If approved, this resolution will expand school options for students who are struggling in school or those who are seeking to return to education through an Accelerated program at Strawberry Mansion High School.

ABC Code/Funding Source

\$297,881.30

A-16

Operating Budget: \$155,021 Amendment to Lease Agreement with University Science Center – Science Leadership Academy Middle School

RESOLVED, that the Board of Education authorizes The School District of Philadelphia, through the Superintendent, or his designee, to execute, deliver, and perform an amendment to the Lease Agreement with University City Science Center ("UCSC") for the Science Leadership Academy-Middle School ("SLA-MS") for approximately 26,331 square feet, located at 3600 Market Street ("Leased Premises"), for the period commencing on August 17, 2018 and ending on June 30, 2020, to pay UCSC an amount not to exceed \$155,021 on or before June 30, 2019 for improvements to the Leased Premises; the Lease Agreement for the period commencing on July 1, 2018 through June 30, 2020, was originally entered into with UCSC pursuant to Resolution No. A-37, approved by the School Reform Commission on April 26, 2018.

FURTHER RESOLVED, that the Board of Education authorizes the School District of Philadelphia, through the Superintendent or his designee: (i) to accept the generous grant from Drexel University of \$25,000 through the Fund for the School District of Philadelphia, to be paid directly to USCS or its contractor for the construction of the improvements to the Lease Premises; (ii) to accept the generous grant from the Philadelphia School Partnership of \$28,699 through Inquiry Schools, to be paid directly to UCSC or its contractor for improvements to the Leased Premises; and (iii) to execute, deliver and perform

such other documents necessary to further the intent of this Action Item.

Description: In order to accommodate the SLA-MS educational program, the following work needs to occur in order to have the educational spaces ready for the students by August 20, 2018. The scope of work will include combining eight (8) rooms to form four (4) classrooms of adequate size, install new marker and tack boards, provide a warming kitchen and an open space to serve as a cafeteria, reconnect all IT wiring, and install new fiber to connect the new location to the District's network. UCSC, owner of the building, has retained a contractor to construct the improvements to accommodate the relocation of SLA-MS from 3600 Spring Garden Street to 3600 Market Street. The total value of the improvements is \$208,079, of which Drexel University is contributing \$25,000 and SLA-MS, through a grant from the Philadelphia School Partnership through Inquiry Schools is contributing \$28,699 to offset the cost, which will result in a balance of \$155,021 to be paid by the School District of Philadelphia.

ABC Code/Funding Source	\$155,021.00
1100-031-9FP0-2628-4411 Operating	

A-17

Operating Budget: \$228,000 Ratification of Contract with Creedon Management Associates – Custodial and Environmental Abatement

RESOLVED, that the Board of Education hereby ratifies the execution, delivery and performance by The School District of Philadelphia, through the Superintendent or his designee, for a contract with Creedon Management Associates to provide consulting services that will help improve custodial and environmental abatement services, for an amount not to exceed \$228,000, for the period commencing July 16, 2018 through July 15, 2019.

Description: Creedon Management Associates will provide consulting services to improve the timeliness and quality of custodial and environmental abatement services by identifying immediate opportunities to improve those services and developing a framework for a long-term sustainable delivery system that ensures a safe and clean learning environment for students and staff.

ABC Code/Funding Source	\$228,000.00
1100-037-9700-2610-3311 Operating FY19 (\$19,000.00)	
1100-037-9270-2613-3311 Operating FY18 (\$95,000.00)	
1100-037-9700-2610-3311 Operating FY18 (\$95,000.00)	
1100-037-9270-2613-3311 Operating FY19 (\$19,000.00)	

A-18

Various Funds: \$4,000,000 Contracts with Various Vendors – CTE Program Equipment and Supplies

RESOLVED, that the Board of Education authorizes The School District of Philadelphia, through the Superintendent or his designee, pursuant to various cooperative contracts, to execute, deliver, and perform contracts separately with PCM-G, Adorama, B&H Photo Video, Best Buy for Business, Central Products, Snap-On, Sysco, Singer Equipment, Houston Starr Co., ATD-Capitol, US Foodservices, E-Plus, and CDW, to purchase equipment and supplies for Career and Technical Education programs, for an aggregate amount not to exceed \$4,000,000, subject to funding, for the period commencing August 17, 2018 through August 30, 2019.

Description: This resolution establishes a source for the equipment and supplies necessary to operate the District's Career and Technical Education (CTE) programs. The CTE office manages programs in a variety of fields including agriculture, culinary, health, communications, construction, and more.

ABC Code/Funding Source	\$4,000,000.00
Various	

A-19**Capital Fund: \$130,000 Contract with Webco Construction, LLC – Exterior Paint Services – Furness High School**

RESOLVED, that the Board of Education authorizes the School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform a contract with Webco Construction, LLC, to provide exterior painting services at Furness High School, for a total amount not to exceed \$130,000, for the period commencing August 23, 2018 through June 30, 2019.

Description: This contract establishes a source for the removal of old paint and rust and replacement of any gaps in the structure at the Furness High School. The contract will be managed by the Office of Maintenance.

This proposed award represents completion of the public solicitation under A18-65924: Exterior Paint Services, issued by Procurement on June 18, 2018. The solicitation was sent to 15 vendors as well as our host of area assist agencies. Forty-four (44) companies downloaded the solicitation and, of those, one (1) responded. For Advertised Bids, the District is required to choose the lowest responsible and responsive bidder. In instances where only one bid is received, the Office of Procurement determines award on the basis of responsibility of the vendor. Responsibility of the vendor relates to all required documents being submitted, financial stability, past experience, if applicable, and tax compliance with the City of Philadelphia. After close evaluation of these topics, the recommended company is Webco Construction, LLC, of Philadelphia, PA.

ABC Code/Funding Source
8D16-065-2160-4693-4541 FY19

\$130,000.00

III. EDUCATION SERVICES**Academic – Acceptance/Donation****B-1****Donation: \$57,700 Acceptance of Donation from the Alumnae Association of the Philadelphia High School for Girls**

RESOLVED, that the Board of Education authorizes The School District of Philadelphia, through the Superintendent or his designee, to accept with appreciation a donation from the Alumnae Association of the Philadelphia High School for Girls for an amount not to exceed \$57,700 to fund a school aide position at the Philadelphia High School for Girls for the 2018-2019 academic year, for the period commencing August 17, 2018 through June 30, 2019.

Description: The Alumnae Association of the Philadelphia High School for Girls is donating \$57,700 to the Philadelphia High School for Girls to fund a school aide position for the 2018-2019 academic year.

ABC Code/Funding Source

\$57,700.00

B-2**Donation: \$177,500 Acceptance of Donation from QuaverMusic**

RESOLVED, that the Board of Education authorizes the School District of Philadelphia, through the Superintendent or his designee, to accept with appreciation a donation of music education software licenses from QuaverMusic, valued at \$177,500 for the period commencing August 17, 2018 through June 30, 2019.

Description: QuaverMusic provides a technology based curriculum for elementary music education. For the 2018-2019 school year, QuaverMusic is donating these resources to music teachers in the School District of Philadelphia for the purpose of supporting the District's development of a revised scope and sequence for elementary music education. This resource will be available to all District elementary music teachers.

ABC Code/Funding Source

\$177,500.00

B-3**Donation: \$50,000 Acceptance of Donation from VH1 Save the Music – South Philadelphia High School**

RESOLVED, that the Board of Education authorizes the School District of Philadelphia, through the Superintendent or his designee, to accept with appreciation the donation of musical instruments and equipment valued at \$50,000, awarded to South Philadelphia High School through a grant agreement with VH1 Save The Music Foundation, for the period commencing August 17, 2018 through June 30, 2019.

Description: South Philadelphia High School was selected by the VH1 Save the Music Foundation for this grant through the foundation's application process, which included an online questionnaire and visit to the school. VH1 Save The Music Foundation, through their music technology grant program, will provide musical instruments and recording equipment to South Philadelphia High School. This donation will support the growth of the current music program and provide increased access to well-rounded music education for South Philadelphia High School students.

ABC Code/Funding Source \$50,000.00

B-4**Donation: \$50,000 Acceptance of Donations from the Friends of Chester Arthur – Materials and After-School Programming**

RESOLVED, that the Board of Education authorizes The School District of Philadelphia, through the Superintendent or his designee, to accept with appreciation a donation from Friends of Chester Arthur of (i) an amount not to exceed \$50,000 to support after-school programming at Chester A. Arthur School and (ii) musical instruments and supplies, STEM materials, and PSSA practice materials, valued at \$100,000, to improve the instructional program at Chester A. Arthur School, for the period commencing August 27, 2018 through June 4, 2019.

Description: The Friends of Chester Arthur (FoCA) are donating up to \$150,000 to support after-school programming in robotics, civil engineering, mathematics, drama, music, and career exploration for middle school students at the Chester A. Arthur School. FoCA will purchase materials for students to use both after school and during the day, including musical instruments and supplies, STEM materials, and PSSA practice materials.

ABC Code/Funding Source \$50,000.00

Academic – Contracts/Payments**B-5****Operating Budget: \$250,000 Contract with Various Colleges and Universities – Dual Enrollment**

RESOLVED, that the Board of Education authorizes The School District of Philadelphia through the Superintendent or his designee, to execute, deliver, and perform contracts separately with various colleges and universities within the Commonwealth of Pennsylvania: Community College of Philadelphia, Arcadia University, Pennsylvania State University, Temple University, Holy Family University, Drexel University, University of Pennsylvania, Pierce College, Harrisburg University, Valley Forge Military Academy, LaSalle University, Cheyney University, Lincoln University, West Chester University, Cabrini University and Philadelphia University to provide dual enrollment opportunities to high school students in grades 10 through 12 across all high schools, for an aggregate amount not to exceed \$250,000, for the period commencing August 27, 2018 through June 30, 2019.

Description: This resolution seeks authorization to enter into contracts with various colleges and universities to provide dual enrollment opportunities for students. Through dual enrollment, high school students in grades 10 through 12 are able to take college-level courses, earning both high school credits and up to six college credits simultaneously. High schools across the district will be able to partner with colleges or universities that best fit school needs. Depending on the college/university, the cost of courses ranges from \$99.45 to \$300 per credit. This accelerated learning opportunity will be open to students at every District high school and is used as a strategy to promote graduation and encourage college enrollment.

ABC Code/Funding Source
1100-004-9kt0-2386-3291 Operating

\$250,000.00

B-6

Categorical/Grant Fund: \$900 Ratification of Contract with Maria Beddia – Mural Artist – Stephen Girard Elementary School

RESOLVED, that the Board of Education hereby ratifies the execution, delivery and performance by the School District of Philadelphia of a contract with Maria Beddia to provide art education at Stephen Girard Elementary School in the amount of \$900.00, for the period February 5, 2018 through May 25, 2018.

Description: Public Citizens for Children and Youth (PCCY) awarded a Picasso Grant of \$4,770 to Girard Elementary on January 10, 2018, to supplement art education and build community at Girard Elementary. Girard Elementary selected Maria Beddia, a local artist, to work with students to support their designs and integrate the designs into the mural displayed on the outside of the school building. This worked to strengthen the ties with the outside school community.

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 Girard Elementary School without prior LCA or SRC resolution approval.

ABC Code/Funding Source
6S7X-G02-2320-1101-3291 Picasso Grant

\$900.00

B-7

Operating Budget: \$20,000 Ratification of Contract with 12 Plus – Penn Treaty High School

RESOLVED, that the Board of Education hereby ratifies the execution, delivery and performance by the School District of Philadelphia, through the Superintendent or his designee, of a contract with 12 Plus to provide college access and academic intervention for at-risk students in grades 11-12 at Penn Treaty High School, commencing March 1, 2018 through June 30, 2018, for an amount not to exceed \$20,000.

Description: The 12 Plus team provided college access and academic intervention for at-risk students for grades 11-12 at Penn Treaty High School, which included the following: 1. facilitating initial academic, college and career assessments and introducing students to potential post-secondary pathways; 2. providing individualized non-cognitive skill support to improve student engagement and drive academic achievement; 3. establishing in-school resource center open to all students and their parents; and 4. assisting in the successful transition for graduating seniors into their respective post-secondary pathways.

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 Penn Treaty High School without prior Limited Contractual Authority or Board of Education approval.

ABC Code/Funding Source
1100-004-5160-1103-3291 Operating

\$20,000.00

B-8

Operating Budget: \$761,016.06 Contract with the University of Pennsylvania Department of Orthopaedic Surgery – Athletic Trainers

RESOLVED, that the Board of Education authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform a contract with the University of Pennsylvania Department of Orthopaedic Surgery to provide certified athletic trainers for fall, winter, and spring sports, coordinate scheduling services, and generate reports for all levels of evaluation of project work activities for all athletic trainers assigned to School District schools for athletic events, for an aggregate amount not to exceed \$761,016.06, for the period commencing August 27, 2018 through June 30, 2020.

Description: The University of Pennsylvania Department of Orthopaedic Surgery is a world renowned provider of highly skilled and specialized athletic trainers. The Division of Athletics, in partnership with the Office of Procurement, solicited RFP-524 in efforts to establish a provider for athletic trainer services and

to align the coordination of services and data collection. The University of Pennsylvania was the chosen provider for this RFP based on quality of services, scope, and cost analysis measures.

The care and prevention of athletic injuries is imperative to the high school interscholastic athletic programs sponsored by the Division of Athletics. The University of Pennsylvania Department of Orthopaedic Surgery will provide eight full-time athletic trainers, certified through the National Athletic Trainers Association, who will administer preventive and immediate first aid care to students during athletic events and practices taking place at the following 35 high schools: Bodine, Central, Dobbins, Edison, Fels, Frankford, Girls' High, Kensington, Lincoln, Mastbaum, Northeast, Penn Treaty, Strawberry Mansion, Swenson, George Washington, Academy at Rush, Hill Freedman, Roxborough, Martin Luther King, Parkway Northwest, Saul, Academy at Palumbo, Bartram, Furness, Girard Academic Music Program, Lankenau, Overbrook, Parkway Center City, Parkway West, Randolph Skills Center, Paul Robeson, Sayre, School of the Future, South Philadelphia, and West Philadelphia. Additionally, athletic trainer services will be provided to all middle grades football games.

Athletic trainers administer immediate first aid care given to athletes, as well as provide in-service training for coaches. Athletic trainers specialize in injury and illness prevention, assessment, treatment and rehabilitation for all physically active people, including the general public. All athletic trainers will chart and report all injuries season by season and sport by sport. This information will assist in future research for sport related injuries.

ABC Code/Funding Source	\$761,016.06
1100-004-9JQ0-3252-3291 Operating	

B-9

Operating Budget: \$600,000 Authorization of Payment to Sports Officials – ArbiterPay

RESOLVED, that the Board of Education authorizes The School District of Philadelphia, through the Superintendent or his designee, to pay sports officials for athletic competitions through the ArbiterPay system, for an amount not to exceed \$600,000, for the period commencing August 27, 2018 through June 30, 2019.

Description: The School District of Philadelphia, as a member of the Pennsylvania Interscholastic Athletic Association (PIAA), requires that all competitions between member high school athletic teams participating in PIAA District XII athletic competitions be officiated by PIAA registered officials. After officials are assigned in the Arbiter System and perform their function, their assignments are entered into the ArbiterPay system. The ArbiterPay system is a service that works in conjunction with the Arbiter system used to assign all game officials. Once payments are reviewed and with the verification and approval of the Division of Athletics, funds are uploaded from Accounts Payable to our ArbiterPay account. The ArbiterPay System generates direct deposit payments to all officials. Additionally, ArbiterPay generates 1099 forms for all officials at the end of the year who have earned over \$600.00.

ABC Code/Funding Source	\$600,000.00
1100-004-9JQ0-3252-3291 HS Operating (\$500,000.00)	
1100-003-9JQ0-3253-3291 MS Operating (\$100,000.00)	

B-10

Operating Budget: \$22,000 Authorization of Payments to Various Hotels – Post Season Athletic Events

RESOLVED, that the Board of Education authorizes The School District of Philadelphia, through the Superintendent or his designee, to pay invoices from various hotels, including but not limited to: Hilton Garden Inn Hershey, Best Western Lehigh Valley Hotel, Econo Lodge Inn and Suites, and Ramada Inn, for lodging of student-athletes, coaches, and chaperones for post-season athletic competitions, for an aggregate amount not to exceed \$22,000, for the period commencing August 27, 2018 through June 30, 2019.

Description: The purpose of this resolution is to authorize the payment to various hotels for lodging expenses of participating high schools. This will allow student participation in all postseason athletic

competitions that take place outside city limits and that require overnight accommodations.

ABC Code/Funding Source	\$22,000.00
1100-004-9JQ0-3252-5831 Operating	

B-11

Categorical/Grant Fund: \$4,003 Ratification of Contract with International Institute of Restorative Practices – William Hunter Elementary School

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 International Institute of Restorative Practices to provide professional development to all teachers and staff at William H. Hunter Elementary School for the period commencing January 2, 2018 to January 2, 2018, in the amount of \$4,003.

Description: International Institute of Restorative Practices provided one 6-hour professional development session for 45 school staff, Introduction to Restorative Practices, and 45 copies of the professional development text "Restorative Circles in Schools" on January 2, 2018.

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 William H. Hunter Elementary School without prior LCA or Board of Education approval.

ABC Code/Funding Source	\$4,003.00
201x-G02-5330-2272-3291 Title I	

B-12

License Agreement with Turning Points for Children – Food and Wellness Network (FAWN) Food Pantry at Tilden Middle School

RESOLVED, that the Board of Education authorizes the School District of Philadelphia, through the Superintendent or his designee, to execute, deliver, and perform a license agreement with Turning Points for Children for its program, the Food and Wellness Network, to use 1,386 square feet on the first floor at Tilden Middle School, for a one year period commencing on September 1, 2018, and ending on August 31, 2019, at a cost of \$4,268.88 per year, payable in monthly payments of \$355.74, which constitutes the District's operating costs of maintenance, janitorial, removal of snow and ice, and trash disposal. The terms of the license agreement must be acceptable to the School District's Office of Real Property, Office of General Counsel, and Division of Maintenance and Facilities.

Description: Tilden Middle School is a Community School as designated by the Mayor's Office of Education in partnership with the School District of Philadelphia. Based upon the Community School Needs Assessment, food access was identified as a need in the Tilden Community. Through the known available resources and organizations providing food access, the Food and Wellness Network (FAWN) was identified as a willing partner to support the community's needs. FAWN is a member agency of Philabundance and Share.

The FAWN Food Pantry at Tilden Middle School operates on Fridays from 10:30 AM -3:30 PM serving Tilden Middle School students, families, and community members. The Food Pantry provides families with perishable and non-perishable healthy, nutritious options.

FAWN will be using 1,386 square feet on the first floor at Tilden Middle School, which is dedicated community space. FAWN will be licensing the space, for a one year period commencing on September 1, 2018, and ending on August 31, 2019, at a cost of \$4,268.88 per year, payable in monthly payments of \$355.74, which constitutes the District's operating costs of maintenance, janitorial, removal of snow and ice, and trash disposal.

FAWN will be purchasing a refrigeration unit for perishable items and will also be paying for the necessary electrical upgrades. Completion of work will be done by the District Maintenance Department and FAWN will reimburse the District for the costs.

ABC Code/Funding Source

As of 8/1/18
\$4,268.88

B-13

Operating Budget: \$40,000 Contract with Jehiza Feliz – Program and Partnership Coordinator for Science Leadership Academy @ Beeber

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 Jehiza Feliz, to provide guidance with respect to community partnering, organizing, and maintaining coursework with these partners, supporting academic programs and recruitment events for Science Leadership Academy @ Beeber, for an amount not to exceed \$40,000, for the period commencing September 1, 2018 through June 30, 2019.

Description: As the coordinator, Jehiza Feliz will assist Science Leadership Academy @ Beeber with creating and maintaining relationships with outside partners, organizing mini-courses and Individual Learning Projects. Jehiza Feliz will also support recruitment efforts, site visits, new student orientation, open houses, and supporting academic programs.

ABC Code/Funding Source

\$40,000.00

1100-004-2680-1103-3291 Operating

IV. INTERMEDIATE UNIT

None Submitted

THE SCHOOL DISTRICT OF PHILADELPHIA

No. 000

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

000. FOUNDATIONS & BASIC COMMITMENTS

Purpose

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

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

Definitions

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

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

Authority

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

The Board, in accordance with its statutory mandate, shall adopt policies for its own operation and the guidance of the Superintendent in the operation of the school district in a Policy Manual. Board policies shall be consistent with law, have a rational and substantial relationship to a

legitimate purpose of the Board, and be directed towards the maintenance and support of a thorough and efficient system of public education in this district.[1][3][4][5]

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

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

The powers of the Board are not vested in the individual Member or Officer(s). No such individual is authorized to act on behalf of the Board to carry out any of the Board's authorized powers, except for those acts stated in law.[1]

The Board shall adopt policies to manage its own operations and set a clear, positive direction for the Superintendent in operation of the school district. Policies shall be periodically amended by the Board, pursuant to statutory mandates, in keeping with applicable laws. Board policies shall be consistent with law, have a rational and substantial relationship to a legitimate purpose of the Board, and be directed towards the maintenance and support of a thorough and efficient system of public education in this district.[1]

As applicable, all members of the school community are expected to comply with both Board policy and administrative procedures, subject to stated limitations and exceptions. However, failure of the Board or the Administration to comply with policy or administrative procedures shall not invalidate any lawful action taken.[1][5]

Delegation of Responsibility

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

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

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

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

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

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

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

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

Limitations

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

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

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

Rules Of Construction

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

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

If any policy or administrative procedure can be given multiple interpretations, the Board and the

administration intend that only constitutional and lawful interpretations shall be valid, and that neither an unconstitutional nor an unlawful interpretation was intended.

Legal References:

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

Related Information:

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

THE SCHOOL DISTRICT OF PHILADELPHIA

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

001. NAME AND CLASSIFICATION

Purpose

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

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

Authority

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

Intermediate Unit

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

Classification

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

Address

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

Legal References:

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

THE SCHOOL DISTRICT OF PHILADELPHIA

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

002. FUNCTIONS

Purpose

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

Definitions

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

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

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

Authority

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

Legislative Responsibility

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

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

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

Executive Responsibility

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

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

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

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

Review

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

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

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

Legal References:

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

THE SCHOOL DISTRICT OF PHILADELPHIA

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

002.1 POLICY MANUAL

Purpose

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

Definitions

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

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

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

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

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

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

Authority

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

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

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

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

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

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

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

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

Delegation of Responsibility

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

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

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

Legal References:

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

THE SCHOOL DISTRICT OF PHILADELPHIA

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

002.2 EMPLOYMENT OF SUPERINTENDENT

Purpose

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

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

Authority

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

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

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

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

Mandatory Regulatory Procedures:

Recruitment and Assessment of Candidates

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

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

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

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

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

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

Pre-Employment Requirements

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

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

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

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

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

Employment Contracts

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

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

Renewal

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

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

Removal/Severance

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

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

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

Legal References:

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

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

Related Information:

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

THE SCHOOL DISTRICT OF PHILADELPHIA

No. 003

SECTION: Board

Procedures/Bylaws

TITLE: Membership

ADOPTED:

REVISED:

003. MEMBERSHIP

Authority

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

Number

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

Qualifications

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

Each Board Member shall:

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

Board Member Appointments

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

Non-voting Student Representative

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

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

Vacancies

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

Term

The term of office of each Board Member shall be four years, commencing on May 1 of the year a Mayor's term of office begins¹. [1]

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

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

Removal

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

Legal References:

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

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

THE SCHOOL DISTRICT OF PHILADELPHIA

No. 003.1

SECTION: Board

Procedures/Bylaws

TITLE: Non-voting Student
Representative

ADOPTED:

REVISED:

003.1 NON-VOTING STUDENT REPRESENTATIVE

Purpose

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

Authority

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

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

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

Roles and Responsibilities

The non-voting student representative shall:

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

The non-voting student representative shall not:

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

Qualifications

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

Delegation of Responsibility

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

Vacancies

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

Term

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

Orientation and Training

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

Legal References:

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

THE SCHOOL DISTRICT OF PHILADELPHIA

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

004. BOARD NORMS AND ORGANIZATION

Purpose

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

Authority

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

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

Organization

The Board must hold an annual organization meeting on the first Monday of December¹ and shall by majority vote of all its members elect a President and a Vice-President from among its members. [1][2]

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

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

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

Officers

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

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

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

Delegation of Responsibility

School Board Committees

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

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

Expenses

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

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

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

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

necessary to review their documents and perform their duties.

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

Communications

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

School Visits

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

Orientation

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

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

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

Legal References:

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

THE SCHOOL DISTRICT OF PHILADELPHIA

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

004.1 SCHOOL BOARD COMMITTEES

Purpose

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

Authority

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

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

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

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

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

The Board shall review its Committee structure during its annual organization meeting on the first Monday of December¹. **While appointing members to each committee, the Board President must ensure at least one current committee member is re-appointed to that committee.**

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

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

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

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

I. Finance and Facilities Committee

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

II. Student Achievement and Support Committee

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

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

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

Legal References:

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

THE SCHOOL DISTRICT OF PHILADELPHIA

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

005. MEETINGS

Purpose

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

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

Authority

Parliamentary Authority

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

Quorum

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

Presiding Officer

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

Notice

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

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

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

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

Action Meetings

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

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

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

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

Special Meetings

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

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

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

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

Emergency Meetings

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

Committee Meetings

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

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

Public Participation

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

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

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

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

Voting

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

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

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

Minutes

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

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

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

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

Recess/Reconvene

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

Executive Session

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

The Board may discuss the following matters in executive session:

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

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

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

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

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

Legal References:

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

THE SCHOOL DISTRICT OF PHILADELPHIA

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

005.1 ATTENDANCE AT MEETINGS VIA ELECTRONIC COMMUNICATIONS

Purpose

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

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

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

Authority

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

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

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

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

Legal References:

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

THE SCHOOL DISTRICT OF PHILADELPHIA

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

006 PUBLIC ENGAGEMENT

Purpose

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

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

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

Authority

Communications

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

Constituent Services

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

Delegation of Responsibility

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

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

Legal References:

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

**August 16, 2018
Board of Education
Change Order Resolution Summary**

**OFFICE OF CAPITAL PROGRAMS
MODIFICATION OF CONTRACT
SUMMARY**

DATE: August 16, 2018

CHANGE ORDER NO: 2

TO CONTRACT: B-084 C of 2015/16

AWARDED: 11/15/2016

LOCATION: Northeast High School
1601 Cottman Avenue

CONTRACTOR: Lorenzon Brothers
220 E. Springfield Ave.
Philadelphia, Pennsylvania 19118

NATURE OF WORK: General Contract - PCB Transformer Replacement

1. **DESIGNED BY:** Haks
2. **DESCRIPTION OF CHANGE:** COR 04- The additional cost of labor to work 2nd shift, 3:00 PM to 11:30 PM during the period May 3, 2017 through May 26, 2017 in lieu of the 1st shift, 7:00 AM to 3:30 PM.
3. **EXPLANATION:** The Contractor was asked to work 2nd shift to accommodate standardized testing in close proximity to the work area.

Note: All work was performed on a time and material basis verified by School District personnel.

4. Due to the work associated with this modification of contract the following specific contract completion date shall be revised as follows: No change.

5. **PRIOR AMENDMENTS:**

1	Additions:	\$ 2,244.00
0	Deletions:	\$ 0.00
1	Total:	\$ 2,244.00

6. **CONTRACT SUMMARY:**

Original Amount:	\$ 927,580.00
Current Amount:	\$ 929,824.00
This change order:	\$ 11,561.00
Current as revised:	\$ 941,385.00
% of CO's/Award:	1.48%

7. **FUNDING:** 8XXX-065-8020-4627-4541
8. The Facility Condition Index (FCI) at this location is 27.82%.
9. The School Progress Report (SPR) at this location is 37.

KG/JK

**OFFICE OF CAPITAL PROGRAMS
MODIFICATION OF CONTRACT
SUMMARY**

DATE: August 16, 2018

CHANGE ORDER NO: 3

TO CONTRACT: B-010 C of 2016/17

AWARDED: 5/18/2017

LOCATION: Benjamin B. Comegys Elementary School
5100 Greenway Avenue

CONTRACTOR: Mulhern Electric Company, Inc.
1828 Eckard Avenue
P. O. Box #256
Abington, Pennsylvania 19001

NATURE OF WORK: Electrical Contract - Mechanical Plant Installation

1. **DESIGNED BY:** Gannett Fleming, Inc.
2. **DESCRIPTION OF CHANGE:** COR# 2 Provide the labor, material and equipment necessary to furnish and install 240 LF of conduit, 1,955, LF of wire, two (2) unistrut stands and associated fittings to extend the power from the boiler skid to two (2) remote control cabinets.
3. **EXPLANATION:** Additional work implemented to remediate an existing unforeseen condition. Each boiler requires two control panels, there was not enough room on the boilers to fit two control panels, so one of the control panels for each boiler had to be mounted and wired remotely.

Note: The contractor's cost proposal of \$10,298.00 extra was reviewed and was determined to be reasonable.

4. Due to the work associated with this modification of contract the following specific contract completion date shall be revised as follows: No change.

5. **PRIOR AMENDMENTS:**

2	Additions:	\$ 5,578.00
0	Deletions:	\$ 0.00
2	Total:	\$ 5,578.00

6. **CONTRACT SUMMARY:**

Original Amount:	\$ 340,666.00
Current Amount:	\$ 346,244.00
This change order:	\$ 10,298.00
Current as revised:	\$ 356,542.00
% of CO's/Award:	4.66%

7. **FUNDING:** 8Q16-065-1260-4695-4561-05
8. The Facility Condition Index (FCI) at this location is 31.68%.
9. The School Progress Report (SPR) at this location is 5.

KG/JJO

**OFFICE OF CAPITAL PROGRAMS
MODIFICATION OF CONTRACT
SUMMARY**

DATE: August 16, 2018

CHANGE ORDER NO: 1

TO CONTRACT: B-014 C of 2016/17

AWARDED: 5/18/2017

LOCATION: Parkway Center City
9 South 12th Street

CONTRACTOR: Mulhern Electric Company, Inc.
1828 Eckard Avenue
P. O. Box #256
Abington, Pennsylvania 19001

NATURE OF WORK: Electrical Contract - Science Lab Renovations

1. **DESIGNED BY:** Vitetta Group
2. **DESCRIPTION OF CHANGE:** COR 001 - Provide the labor, material and equipment necessary to relocate clock to a lower level on the wall in Room 408 to accommodate a lower ceiling.
3. **EXPLANATION:** Additional work implemented to remediate an existing unforeseen condition. Ceiling in Room 408 had to be lowered to provide sufficient room for the piping above the ceiling.

Note: The contractor's cost proposal of \$449.00 extra was reviewed and was determined to be reasonable.

4. Due to the work associated with this modification of contract the following specific contract completion date shall be revised as follows: No change.

5. **PRIOR AMENDMENTS:**

0	Additions:	\$	0.00
0	Deletions:	\$	0.00
0	Total:	\$	0.00

6. **CONTRACT SUMMARY:**

Original Amount:	\$	144,214.00
Current Amount:	\$	144,214.00
This change order:	\$	449.00
Current as revised:	\$	144,663.00
% of CO's/Award:		0.31%

7. **FUNDING:** 8Q16-065-5071-4645-4561-15
8. The Facility Condition Index (FCI) at this location is 51.76%.
9. The School Progress Report (SPR) at this location is 66.

JL/Missing Pr

**OFFICE OF CAPITAL PROGRAMS
MODIFICATION OF CONTRACT
SUMMARY**

DATE: August 16, 2018

CHANGE ORDER NO: 2

TO CONTRACT: B-094 C of 2016/17

AWARDED: 9/14/2017

**LOCATION: J. Hampton Moore Elementary School
6900 Summerdale Avenue**

**CONTRACTOR: Smith Construction
2708 Commerce Way, Suite 203
Philadelphia, Pennsylvania 19154**

NATURE OF WORK: General Contract - Major Renovation Phase 1

1. **DESIGNED BY: Vitetta Group**
2. **DESCRIPTION OF CHANGE: COR 002 - Provide the labor, material and equipment necessary to remove and dispose of approximately 302 pieces or 1,507 LF of existing limestone caps each weighing approximately 355 lbs, then replace them with wood blocking and CMU to a height that matches the existing parapet and finish with metal coping caps. This work was performed in lieu of removing the limestone to roof top, build up parapet with 1/4" plywood at back of bond beam and re-setting the limestone. Per RFI-008 and ASI-001.**
3. **EXPLANATION: Additional work implemented to remediate an existing unforeseen condition. The existing limestone was deteriorated and could not be salvaged and had to be replaced.**

Note: The contractor's cost proposal of \$195,392.00 extra was reviewed, was determined to be excessive and was negotiated to a reasonable amount of \$127,803.00 extra.

4. **Due to the work associated with this modification of contract the following specific contract completion date shall be revised as follows: No change.**

5. PRIOR AMENDMENTS:

<u>1</u>	Additions:	<u>\$ 47,502.00</u>
<u>0</u>	Deletions:	<u>\$ 0.00</u>
<u>1</u>	Total:	<u>\$ 47,502.00</u>

6. CONTRACT SUMMARY:

Original Amount:	<u>\$ 5,342,000.00</u>
Current Amount:	<u>\$ 5,389,502.00</u>
This change order:	<u>\$ 127,803.00</u>
Current as revised:	<u>\$ 5,517,305.00</u>
% of CO's/Award:	<u>3.28%</u>

7. **FUNDING: 8D16 065 8310 4658 4541 30**
8. **The Facility Condition Index (FCI) at this location is 46.42%.**
9. **The School Progress Report (SPR) at this location is 58.**

RM/JG

**OFFICE OF CAPITAL PROGRAMS
MODIFICATION OF CONTRACT
SUMMARY**

DATE: August 16, 2018

CHANGE ORDER NO: 1

TO CONTRACT: B-038 C of 2015/16

AWARDED: 3/16/2017

**LOCATION: William Cullen Bryant Elementary School
6001 Cedar Avenue**

**CONTRACTOR: EDA Contractors, Inc.
600 Center Avenue
Bensalem, Pennsylvania 19020**

NATURE OF WORK: General Contract - Roof Replacement

1. **DESIGNED BY:** Wiss Janney, Elstner Associates, Inc.
2. **DESCRIPTION OF CHANGE:** COR 004 - Provide the labor, material and equipment necessary to furnish and install an additional 700 SF of tapered insulation on roof area M per RFI-013 dated 11-15-17.
3. **EXPLANATION:** Additional work implemented to remediate an existing unforeseen condition. Additional roof insulation was required to prevent ponding.

Note: The contractor's cost proposal of \$3,410.00 extra was reviewed, was determined to be excessive and was negotiated to a reasonable amount of \$3,164.00 extra.

4. **Due to the work associated with this modification of contract the following specific contract completion date shall be revised as follows: No change.**

5. **PRIOR AMENDMENTS:**

0	Additions:	\$	0.00
0	Deletions:	\$	0.00
0	Total:	\$	0.00

6. **CONTRACT SUMMARY:**

Original Amount:	\$	1,590,887.00
Current Amount:	\$	1,590,887.00
This change order:	\$	3,164.00
Current as revised:	\$	1,594,051.00
% of CO's/Award:		0.19%

7. **FUNDING: 8Q16-065-1230-4637-4541**
8. **The Facility Condition Index (FCI) at this location is 39.73%.**
9. **The School Progress Report (SPR) at this location is 23.**

RM/DG

**OFFICE OF CAPITAL PROGRAMS
MODIFICATION OF CONTRACT
SUMMARY**

DATE: August 16, 2018

CHANGE ORDER NO: 1

TO CONTRACT: B-041 C of 2016/17

AWARDED: 5/18/2017

LOCATION: Allen M. Stearne Elementary School
1655 Unity Street

CONTRACTOR: Mulhern Electric Company, Inc.
1828 Eckard Avenue
P. O. Box #256
Abington, Pennsylvania 19001

NATURE OF WORK: Electrical Contract - Classroom Modernization

1. **DESIGNED BY:** Blackney Hayes Architects

2. **DESCRIPTION OF CHANGE:** COR 001 - Provide the labor, material and equipment necessary to furnish and install a surface mounted panel board cover in lieu of the recessed panel board cover located in room 209.

3. **EXPLANATION:** Additional work implemented to remediate an existing unforeseen condition. The panel was too deep to be mounted in the wall as specified and needed to be surface mounted resulting in a revised cover.

Note: The contractor's cost proposal of \$411.00 extra was reviewed and was determined to be reasonable.

4. Due to the work associated with this modification of contract the following specific contract completion date shall be revised as follows: No change.

5. **PRIOR AMENDMENTS:**

0	Additions:	\$	0.00
0	Deletions:	\$	0.00
0	Total:	\$	0.00

6. **CONTRACT SUMMARY:**

Original Amount:	\$	210,570.00
Current Amount:	\$	210,570.00
This change order:	\$	411.00
Current as revised:	\$	210,981.00
% of CO's/Award:		0.19%

7. **FUNDING:** 8Q16-065-7290-4642-4561-07

8. The Facility Condition Index (FCI) at this location is 42.07%.

9. The School Progress Report (SPR) at this location is 20.

RM/JJO

**OFFICE OF CAPITAL PROGRAMS
MODIFICATION OF CONTRACT
SUMMARY**

DATE: August 16, 2018

CHANGE ORDER NO: 2

TO CONTRACT: B-041 C of 2016/17

AWARDED: 5/18/2017

LOCATION: Allen M. Stearne Elementary School
1655 Unity Street

CONTRACTOR: Mulhern Electric Company, Inc.
1828 Eckard Avenue
P. O. Box #256
Abington, Pennsylvania 19001

NATURE OF WORK: Electrical Contract - Classroom Modernization

1. **DESIGNED BY:** Blackney Hayes Architects
2. **DESCRIPTION OF CHANGE:** COR 002 - Provide the labor, material and equipment necessary to trace-out existing circuits feeding the lights in the Nurse's Office 209, remove the damaged wires and then furnish and install new raceway using 10 LF of 3/4" EMT with fittings, 36 LF of #12 THHN wire, 30 LF of #12/2C MC cable and one 4" box with cut outs and cover.
3. **EXPLANATION:** Additional work implemented to remediate an existing unforeseen condition. The circuits were damaged during the specified concrete coring.

Note: The contractor's cost proposal of \$1,422.00 extra was reviewed and was determined to be reasonable.

4. Due to the work associated with this modification of contract the following specific contract completion date shall be revised as follows: No change.

5. **PRIOR AMENDMENTS:**

<u>1</u>	Additions:	<u>\$ 411.00</u>
<u>0</u>	Deletions:	<u>\$ 0.00</u>
<u>1</u>	Total:	<u>\$ 411.00</u>

6. **CONTRACT SUMMARY:**

Original Amount:	<u>\$ 210,570.00</u>
Current Amount:	<u>\$ 210,981.00</u>
This change order:	<u>\$ 1,422.00</u>
Current as revised:	<u>\$ 212,403.00</u>
% of CO's/Award:	<u>0.87%</u>

7. **FUNDING:** 8Q16-065-7290-4642-4561-07
8. The Facility Condition Index (FCI) at this location is 42.07%.
9. The School Progress Report (SPR) at this location is 20.

RM/JJO

**OFFICE OF CAPITAL PROGRAMS
MODIFICATION OF CONTRACT
SUMMARY**

DATE: August 16, 2018

CHANGE ORDER NO: 2

TO CONTRACT: B-039 C of 2016/17

AWARDED: 5/18/2017

LOCATION: Allen M. Stearne Elementary School
1655 Unity Street

CONTRACTOR: TE Construction Services, LLC
1520-B Campus Drive
Warminster, Pennsylvania 18974

NATURE OF WORK: General Contract - Classroom Modernization

1. **DESIGNED BY:** Blackney Hayes Architects
2. **DESCRIPTION OF CHANGE:** COR 001 - Provide the labor, material and equipment necessary to relocate (8) eight wireless access point boxes in room 200, 201, 202, 203, 204, 206, 210 and 211 below the new ceiling height.
3. **EXPLANATION:** Additional work implemented to rectify design omission(s).

Note: The contractor's cost proposal of \$218.00 extra was reviewed and was determined to be reasonable.

4. Due to the work associated with this modification of contract the following specific contract completion date shall be revised as follows: No change.

5. **PRIOR AMENDMENTS:**

<u>1</u>	Additions:	<u>\$ 870.00</u>
<u>0</u>	Deletions:	<u>\$ 0.00</u>
<u>1</u>	Total:	<u>\$ 870.00</u>

6. **CONTRACT SUMMARY:**

Original Amount:	<u>\$ 365,275.00</u>
Current Amount:	<u>\$ 366,145.00</u>
This change order:	<u>\$ 218.00</u>
Current as revised:	<u>\$ 366,363.00</u>
% of CO's/Award:	<u>0.29%</u>

7. **FUNDING:** 8Q16-065-7290-4642-4541-07
8. The Facility Condition Index (FCI) at this location is 42.07%.
9. The School Progress Report (SPR) at this location is 20.

RM/JJO

**OFFICE OF CAPITAL PROGRAMS
MODIFICATION OF CONTRACT
SUMMARY**

DATE: August 16, 2018

CHANGE ORDER NO: 2

TO CONTRACT: B-022 C of 2014/15

AWARDED: 3/17/2016

LOCATION: William Cramp Elementary School
3449 North Mascher Street

CONTRACTOR: E J Electric, Inc.
3439 Richmond Street
Philadelphia, Pennsylvania 19134

NATURE OF WORK: Electrical Contract - Electrical Service and HVAC Upgrade

1. **DESIGNED BY:** Arora Engineers, Inc.
2. **DESCRIPTION OF CHANGE:** COR 03-Provide the labor, material and equipment necessary to extend medium voltage cable from from the new outdoor switchgear, through the manhole, an up the existing pole located across from the school on Mascher Street. Install metering equipment and circuiting at the exterior of the building. Extend EMS circuiting to relocated PECO meter. Extend 120V branch circuit power to electric heaters.
3. **EXPLANATION:** Additional work implemented to remediate an existing unforeseen condition. Existing cable within manhole was to be spliced but due to inadequate conductor length, PECO required new cable be extended from switchgear through manhole and up the existing pole. PECO required exterior meter location. PECO requirements for electric heaters not specified in the contract documents.

Note: The contractor's cost proposal of \$19,220.00 extra was reviewed, was determined to be excessive and was negotiated to a reasonable amount of \$18,500.00 extra.

4. Due to the work associated with this modification of contract the following specific contract completion date shall be revised as follows: No change.

5. PRIOR AMENDMENTS:

<u>1</u>	Additions:	\$	<u>14,000.00</u>
<u>0</u>	Deletions:	\$	<u>0.00</u>
<u>1</u>	Total:	\$	<u>14,000.00</u>

6. CONTRACT SUMMARY:

Original Amount:	\$	<u>1,332,000.00</u>
Current Amount:	\$	<u>1,346,000.00</u>
This change order:	\$	<u>18,500.00</u>
Current as revised:	\$	<u>1,364,500.00</u>
% of CO's/Award:		<u>2.43%</u>

7. **FUNDING:** 8A15-065-5470-4627-4561-09
8. The Facility Condition Index (FCI) at this location is 64.60%.
9. The School Progress Report (SPR) at this location is 41.

KG/JK

**OFFICE OF CAPITAL PROGRAMS
MODIFICATION OF CONTRACT
SUMMARY**

DATE: August 16, 2018

CHANGE ORDER NO: 3

TO CONTRACT: B-022 C of 2014/15

AWARDED: 3/17/2016

LOCATION: William Cramp Elementary School
3449 North Mascher Street

CONTRACTOR: E J Electric, Inc.
3439 Richmond Street
Philadelphia, Pennsylvania 19134

NATURE OF WORK: Electrical Contract - Electrical Service and HVAC Upgrade

1. **DESIGNED BY:** Arora Engineers, Inc.
2. **DESCRIPTION OF CHANGE:** Provide the labor, material and equipment necessary to install a square tubular, ornamental steel fence with hooked vandal proof tops (originally installed) instead of the 8' chain link fence that was specified in the contract documents. This COR represents the cost difference between the two types of fence.
3. **EXPLANATION:** Additional work implemented at the request of the school district to ensure project completeness at this location. There were several break-ins where vandalism and theft of copper wire occurred, thus dictating that a more secure fence system be provided. This type of fence is much more resistant to climbing which should prevent future vandalism and theft.

Note: The contractor's cost proposal of \$14,565.00 extra was reviewed, was determined to be excessive and was negotiated to a reasonable amount of \$14,000.00 extra.

4. Due to the work associated with this modification of contract the following specific contract completion date shall be revised as follows: No change.

5. **PRIOR AMENDMENTS:**

<u>2</u>	Additions:	<u>\$ 32,500.00</u>
<u>0</u>	Deletions:	<u>\$ 0.00</u>
<u>2</u>	Total:	<u>\$ 32,500.00</u>

6. **CONTRACT SUMMARY:**

Original Amount:	<u>\$ 1,332,000.00</u>
Current Amount:	<u>\$ 1,364,500.00</u>
This change order:	<u>\$ 14,000.00</u>
Current as revised:	<u>\$ 1,378,500.00</u>
% of CO's/Award:	<u>3.49%</u>

7. **FUNDING:** 8A15-065-5470-4627-4561-09
8. The Facility Condition Index (FCI) at this location is 64.60%.
9. The School Progress Report (SPR) at this location is 41.

KG/JK

**OFFICE OF CAPITAL PROGRAMS
MODIFICATION OF CONTRACT
SUMMARY**

DATE: August 16, 2018

CHANGE ORDER NO: 1

TO CONTRACT: B-007 C of 2015/16

AWARDED: 4/28/2016

LOCATION: Horace Howard Furness High School
1900 South 3rd Street

CONTRACTOR: Gem Mechanical Services, Inc.
5101 Birney Highway
Aston, Pennsylvania 19014

NATURE OF WORK: Mechanical Contract - Mechanical Plant Replacement

1. **DESIGNED BY:** Gannett Fleming, Inc.
2. **DESCRIPTION OF CHANGE:** COR 01 - Provide the labor, material and equipment necessary to remove four (4) specified gas regulators and install four (4) new 3" gas regulators to allow the specified boilers to operate.
3. **EXPLANATION:** Additional work implemented to remediate an existing unforeseen condition. The gas pressure provided to the building increased between design and construction requiring the gas regulators to be replaced.

Note: The contractor's cost proposal of \$10,539.00 extra was reviewed and was determined to be reasonable.

4. Due to the work associated with this modification of contract the following specific contract completion date shall be revised as follows: No change.

5. **PRIOR AMENDMENTS:**

0	Additions:	\$ 0.00
0	Deletions:	\$ 0.00
0	Total:	\$ 0.00

6. **CONTRACT SUMMARY:**

Original Amount:	\$ 2,690,000.00
Current Amount:	\$ 2,690,000.00
This change order:	\$ 10,539.00
Current as revised:	\$ 2,700,539.00
% of CO's/Award:	0.39%

7. **FUNDING:** \$164,000 - 8A15-065-2160-4695-4691-05
\$2,526,000 - 8XXX-065-2160-4695-4691-05

8. The Facility Condition Index (FCI) at this location is 41.75%.

9. The School Progress Report (SPR) at this location is 27.

JL/JG

**OFFICE OF CAPITAL PROGRAMS
MODIFICATION OF CONTRACT
SUMMARY**

DATE: August 16, 2018

CHANGE ORDER NO: 2

TO CONTRACT: B-007 C of 2015/16

AWARDED: 4/28/2016

LOCATION: Horace Howard Furness High School
1900 South 3rd Street

CONTRACTOR: Gem Mechanical Services, Inc.
5101 Birney Highway
Aston, Pennsylvania 19014

NATURE OF WORK: Mechanical Contract - Mechanical Plant Replacement

1. **DESIGNED BY:** Gannett Fleming, Inc.
2. **DESCRIPTION OF CHANGE:** COR 02 - Provide the labor, material and equipment necessary to furnish and install four (4) new idle boiler overflow traps at each of the four (4) specified boilers in the boiler room. Work also includes 140 LF of 1" schedule 80, black steel threaded pipe, 32 each 1" 90 degree black steel, schedule 80 ells, 20 each 1" pipe unions, 4 each 1" bronze check valves, 4 each 1" bronze Y-type stainers, 240 LF of 1 1/2" pipe insulation, 8 each 1" ball valves, 4 each 1.5" x 1" reducing tees and 4 each new F&T trap assemblies to the condensate return lines.
3. **EXPLANATION:** Additional work implemented to rectify design omission(s).

Note: The contractor's cost proposal of \$17,988.00 extra was reviewed and was determined to be reasonable.

4. Due to the work associated with this modification of contract the following specific contract completion date shall be revised as follows: No change.

5. **PRIOR AMENDMENTS:**

1	Additions:	\$ 10,539.00
0	Deletions:	\$ 0.00
1	Total:	\$ 10,539.00

6. **CONTRACT SUMMARY:**

Original Amount:	\$ 2,690,000.00
Current Amount:	\$ 2,700,539.00
This change order:	\$ 17,988.00
Current as revised:	\$ 2,718,527.00
% of CO's/Award:	1.06%

7. **FUNDING:** \$164,000 - 8A15-065-2160-4695-4691-05
\$2,526,000 - 8XXX-065-2160-4695-4691-05

8. The Facility Condition Index (FCI) at this location is 41.75%.
9. The School Progress Report (SPR) at this location is 27.

JL/JG

**OFFICE OF CAPITAL PROGRAMS
MODIFICATION OF CONTRACT
SUMMARY**

DATE: August 16, 2018

CHANGE ORDER NO: 8

TO CONTRACT: B-037 C of 2010/11

AWARDED: 8/20/2015

**LOCATION: Mayfair Elementary School
3001 Princeton Avenue**

**CONTRACTOR: Jack Cohen & Co., Inc.
9217 James St.
Philadelphia, Pennsylvania 19114**

NATURE OF WORK: Electrical Contract - Relighting and Fire Alarm System Replacement

1. **DESIGNED BY: Princeton Engineering Services, PC**
2. **DESCRIPTION OF CHANGE: COR# 008 Provide the labor, material and equipment necessary to install 16 duplex outlets in classrooms on the 1st and 2nd floors. Work includes 1,200 LF of 3/4" conduit for circuits in corridors and new classrooms. The conduit was installed from the new room locations to panel RP2A in the 2nd floor storage closet.**
3. **EXPLANATION: Additional work implemented at the request of the school district to facilitate the education process after construction of additional classrooms.**

Note: The contractor's cost proposal of \$28,809.00 extra was reviewed and was determined to be reasonable.

4. **Due to the work associated with this modification of contract the following specific contract completion date shall be revised as follows: No change.**

5. PRIOR AMENDMENTS:

<u>7</u>	Additions:	<u>\$ 55,389.00</u>
<u>0</u>	Deletions:	<u>\$ 0.00</u>
<u>7</u>	Total:	<u>\$ 55,389.00</u>

6. CONTRACT SUMMARY:

Original Amount:	<u>\$ 2,457,868.00</u>
Current Amount:	<u>\$ 2,513,257.00</u>
This change order:	<u>\$ 28,809.00</u>
Current as revised:	<u>\$ 2,542,066.00</u>
% of CO's/Award:	<u>3.42%</u>

7. **FUNDING: 8Q11-065-8300-4625-4561-10**
8. **The Facility Condition Index (FCI) at this location is 45.92%.**
9. **The School Progress Report (SPR) at this location is 30.**

JL/FR

**OFFICE OF CAPITAL PROGRAMS
MODIFICATION OF CONTRACT
SUMMARY**

DATE: August 16, 2018

CHANGE ORDER NO: 7

TO CONTRACT: B-037 C of 2010/11

AWARDED: 8/20/2015

**LOCATION: Mayfair Elementary School
3001 Princeton Avenue**

**CONTRACTOR: Jack Cohen & Co., Inc.
9217 James St.
Philadelphia, Pennsylvania 19114**

NATURE OF WORK: Electrical Contract - Relighting and Fire Alarm System Replacement

1. **DESIGNED BY: Princeton Engineering Services, PC**
2. **DESCRIPTION OF CHANGE: COR# 003 Provide the labor, material and equipment necessary to plaster, prime, and paint the brown-coat ceilings in rooms 187 & 182. The ceiling area is 778 sq ft.**
3. **EXPLANATION: Additional work implemented at the request of the school district to facilitate the coordination of ongoing abatement activities.**

Note: The contractor's cost proposal of \$13,340.00 extra was reviewed, was determined to be excessive and was negotiated to a reasonable amount of \$12,854.00 extra.

4. **Due to the work associated with this modification of contract the following specific contract completion date shall be revised as follows: No change.**

5. **PRIOR AMENDMENTS:**

<u>6</u>	Additions:	<u>\$ 42,535.00</u>
<u>0</u>	Deletions:	<u>\$ 0.00</u>
<u>6</u>	Total:	<u>\$ 42,535.00</u>

6. **CONTRACT SUMMARY:**

Original Amount:	<u>\$ 2,457,868.00</u>
Current Amount:	<u>\$ 2,500,403.00</u>
This change order:	<u>\$ 12,854.00</u>
Current as revised:	<u>\$ 2,513,257.00</u>
% of CO's/Award:	<u>2.25%</u>

7. **FUNDING: 8Q11-065-8300-4625-4561-10**
8. **The Facility Condition Index (FCI) at this location is 45.92%.**
9. **The School Progress Report (SPR) at this location is 30.**

JL/FR

**OFFICE OF CAPITAL PROGRAMS
MODIFICATION OF CONTRACT
SUMMARY**

DATE: August 16, 2018

CHANGE ORDER NO: 11 TO CONTRACT: B-800 C of 2015/16 AWARDED: 2/16/2017

**LOCATION: Murrell Dobbins Area Vocational Technical School
2150 West Lehigh Avenue**

**CONTRACTOR: Ernest Bock & Sons, Inc.
2800 Southhampton Road
Philadelphia, Pennsylvania 19154**

NATURE OF WORK: General Contract - Major Renovation

1. **DESIGNED BY: BWA Architecture & Planning, P.C.**
2. **DESCRIPTION OF CHANGE: COR 06 - Provide the labor, material and equipment necessary to revise the hardware set for Door 100C.1 from set #57.0 to set #30.1 and for Door 200A.1 from hardware set #58.0 to set #57.0.**
3. **EXPLANATION: Additional work implemented to rectify design omission(s).**

Note: The contractor's cost proposal of \$3,327.00 extra was reviewed, was determined to be excessive and was negotiated to a reasonable amount of \$1,295.00 extra.

4. **Due to the work associated with this modification of contract the following specific contract completion date shall be revised as follows: No change.**

5. PRIOR AMENDMENTS:

10	Additions:	\$ 252,398.00
0	Deletions:	\$ 0.00
10	Total:	\$ 252,398.00

6. CONTRACT SUMMARY:

Original Amount:	\$ 16,195,000.00
Current Amount:	\$ 16,447,398.00
This change order:	\$ 1,295.00
Current as revised:	\$ 16,448,693.00
% of CO's/Award:	1.56%

**7. FUNDING: 8Q16-065-4060-4620-4541
8XXX-065-4060-4620-4541**

8. **The Facility Condition Index (FCI) at this location is 40.76%.**
9. **The School Progress Report (SPR) at this location is 18.**

JL/JJO

**OFFICE OF CAPITAL PROGRAMS
MODIFICATION OF CONTRACT
SUMMARY**

DATE: August 16, 2018

CHANGE ORDER NO: 3

TO CONTRACT: B-042 C of 2016/17

AWARDED: 5/18/2017

**LOCATION: Joseph Pennell Elementary School
1800 Nedro Avenue**

**CONTRACTOR: TE Construction Services, LLC
1520-B Campus Drive
Warminster, Pennsylvania 18974**

NATURE OF WORK: General Contract - Classroom Modernization

1. **DESIGNED BY: Blackney Hayes Architects**
2. **DESCRIPTION OF CHANGE: COR 05- Provide the labor, material and equipment necessary to custom build and install a 3 -piece laminate panel sink base for the double sinks in the Head Start rooms P-1 and P-2.**
3. **EXPLANATION: Additional work implemented at the request of the school district to ensure project completeness at this location.**

Note: The contractor's cost proposal of \$5,978.00 extra was reviewed and was determined to be reasonable.

4. **Due to the work associated with this modification of contract the following specific contract completion date shall be revised as follows: No change.**

5. PRIOR AMENDMENTS:

<u>2</u>	Additions:	\$	<u>2,053.00</u>
<u>0</u>	Deletions:	\$	<u>0.00</u>
<u>2</u>	Total:	\$	<u>2,053.00</u>

6. CONTRACT SUMMARY:

Original Amount:	\$	<u>396,700.00</u>
Current Amount:	\$	<u>398,753.00</u>
This change order:	\$	<u>5,978.00</u>
Current as revised:	\$	<u>404,731.00</u>
% of CO's/Award:		<u>2.02%</u>

7. **FUNDING: 8Q16-065-6340-4642-4541-07**
8. **The Facility Condition Index (FCI) at this location is 58.92%.**
9. **The School Progress Report (SPR) at this location is 34.**

KG/JG

**OFFICE OF CAPITAL PROGRAMS
MODIFICATION OF CONTRACT
SUMMARY**

DATE: August 16, 2018

CHANGE ORDER NO: 4

TO CONTRACT: B-010 C of 2016/17

AWARDED: 5/18/2017

LOCATION: Benjamin B. Comegys Elementary School
5100 Greenway Avenue

CONTRACTOR: Mulhern Electric Company, Inc.
1828 Eckard Avenue
P. O. Box #256
Abington, Pennsylvania 19001

NATURE OF WORK: Electrical Contract - Mechanical Plant Installation

1. **DESIGNED BY:** Gannett Fleming, Inc.

2. **DESCRIPTION OF CHANGE:** COR 04 & 05- Provide the labor, material and equipment necessary to furnish and install a Nema 1 hinged 12" x 12" x 6" junction box for the siren and strobe light for the gas detection unit, provide a 24V power supply for the unit, provide a sequencer for the two hot water pumps and a control cable from the sequencer to the heat timer panel.

3. **EXPLANATION:** Additional work implemented to rectify design omission(s).

Note: The contractor's cost proposal of \$2,839.00 extra was reviewed, was determined to be excessive and was negotiated to a reasonable amount of \$2,585.00 extra.

4. Due to the work associated with this modification of contract the following specific contract completion date shall be revised as follows: No change.

5. **PRIOR AMENDMENTS:**

<u>3</u>	Additions:	<u>\$ 15,876.00</u>
<u>0</u>	Deletions:	<u>\$ 0.00</u>
<u>3</u>	Total:	<u>\$ 15,876.00</u>

6. **CONTRACT SUMMARY:**

Original Amount:	<u>\$ 340,666.00</u>
Current Amount:	<u>\$ 356,542.00</u>
This change order:	<u>\$ 2,585.00</u>
Current as revised:	<u>\$ 359,127.00</u>
% of CO's/Award:	<u>5.41%</u>

7. **FUNDING:** 8Q16-065-1260-4695-4561-05

8. The Facility Condition Index (FCI) at this location is 31.68%.

9. The School Progress Report (SPR) at this location is 5.

KG/JJO

**OFFICE OF CAPITAL PROGRAMS
MODIFICATION OF CONTRACT
SUMMARY**

DATE: August 16, 2018

CHANGE ORDER NO: 5

TO CONTRACT: B-010 C of 2016/17

AWARDED: 5/18/2017

**LOCATION: Benjamin B. Comegys Elementary School
5100 Greenway Avenue**

**CONTRACTOR: Mulhern Electric Company, Inc.
1828 Eckard Avenue
P. O. Box #256
Abington, Pennsylvania 19001**

NATURE OF WORK: Electrical Contract - Mechanical Plant Installation

1. **DESIGNED BY: Gannett Fleming, Inc.**
2. **DESCRIPTION OF CHANGE: COR 07- Provide the labor, material and equipment necessary to connect the remote audible alarm and float switches to sump pumps 1A, 1B, and 2.**
3. **EXPLANATION: Additional work implemented to rectify design omission(s).**

Note: All work was performed on a time and material basis verified by School District personnel.

4. **Due to the work associated with this modification of contract the following specific contract completion date shall be revised as follows: No change.**

5. PRIOR AMENDMENTS:

<u>4</u>	Additions:	<u>\$ 18,461.00</u>
<u>0</u>	Deletions:	<u>\$ 0.00</u>
<u>4</u>	Total:	<u>\$ 18,461.00</u>

6. CONTRACT SUMMARY:

Original Amount:	<u>\$ 340,666.00</u>
Current Amount:	<u>\$ 359,127.00</u>
This change order:	<u>\$ 2,118.00</u>
Current as revised:	<u>\$ 361,245.00</u>
% of CO's/Award:	<u>6.04%</u>

7. **FUNDING: 8Q16-065-1260-4695-4561-05**
8. **The Facility Condition Index (FCI) at this location is 31.68%.**
9. **The School Progress Report (SPR) at this location is 5.**

KG/JJO

**OFFICE OF CAPITAL PROGRAMS
MODIFICATION OF CONTRACT
SUMMARY**

DATE: August 16, 2018

CHANGE ORDER NO: 5

TO CONTRACT: B-097 C of 2014/15

AWARDED: 4/28/2016

**LOCATION: Martin Luther King High School
6100 Stenton Avenue**

**CONTRACTOR: Mulhern Electric Company, Inc.
1828 Eckard Avenue
P. O. Box #256
Abington, Pennsylvania 19001**

NATURE OF WORK: Electrical Contract - HVAC Major Renovation

1. DESIGNED BY: Haks

2. DESCRIPTION OF CHANGE: COR 7- Provide the labor, material and equipment necessary to demo and remove ten (10) existing chain hung two lamp light fixtures in the boiler room, furnish and install (10) new 2 lamp x 4 ft industrial chain hung LED fixtures with emergency power battery packs, replace the lamps in ten (10) light fixtures, clean the fixtures and re-hang with new chain mounts.

3. EXPLANATION: Additional work implemented at the request of the school district to ensure project completeness at this location.

Note: The contractor's cost proposal of \$21,586.00 extra was reviewed, was determined to be excessive and was negotiated to a reasonable amount of \$13,151.00 extra.

4. Due to the work associated with this modification of contract the following specific contract completion date shall be revised as follows: No change.

5. PRIOR AMENDMENTS:

<u>4</u>	Additions:	<u>\$ 79,993.00</u>
<u>0</u>	Deletions:	<u>\$ 0.00</u>
<u>4</u>	Total:	<u>\$ 79,993.00</u>

6. CONTRACT SUMMARY:

Original Amount:	<u>\$ 565,000.00</u>
Current Amount:	<u>\$ 644,993.00</u>
This change order:	<u>\$ 13,151.00</u>
Current as revised:	<u>\$ 658,144.00</u>
% of CO's/Award:	<u>16.48%</u>

**7. FUNDING: \$10,000 - 8A15-065-6060-4695-4561-05
\$555,000 - 8XXX-065-6060-4695-4561-05**

8. The Facility Condition Index (FCI) at this location is 42.86%.

**9. The School Progress Report (SPR) at this location is 8.
KG/FR**

**OFFICE OF CAPITAL PROGRAMS
MODIFICATION OF CONTRACT
SUMMARY**

DATE: August 16, 2018

CHANGE ORDER NO: 6

TO CONTRACT: B-010 C of 2016/17

AWARDED: 5/18/2017

**LOCATION: Benjamin B. Comegys Elementary School
5100 Greenway Avenue**

**CONTRACTOR: Mulhern Electric Company, Inc.
1828 Eckard Avenue
P. O. Box #256
Abington, Pennsylvania 19001**

NATURE OF WORK: Electrical Contract - Mechanical Plant Installation

1. **DESIGNED BY: Gannett Fleming, Inc.**
2. **DESCRIPTION OF CHANGE: COR 6- Provide the labor, material and equipment necessary to relocate and add one power receptacle including conduit and wire for the gas meter to a location inside the building.**
3. **EXPLANATION: Additional work implemented to remediate an existing unforeseen condition. PGW chose to leave the meter inside of the building instead of moving it outside per the original plans. The receptaclet had to be moved to accommodate this change.**

Note: The contractor's cost proposal of \$1,757.00 extra was reviewed, was determined to be excessive and was negotiated to a reasonable amount of \$1,355.00 extra.

4. **Due to the work associated with this modification of contract the following specific contract completion date shall be revised as follows: No change.**

5. **PRIOR AMENDMENTS:**

<u>5</u>	Additions:	<u>\$ 20,579.00</u>
<u>0</u>	Deletions:	<u>\$ 0.00</u>
<u>5</u>	Total:	<u>\$ 20,579.00</u>

6. **CONTRACT SUMMARY:**

Original Amount:	<u>\$ 340,666.00</u>
Current Amount:	<u>\$ 361,245.00</u>
This change order:	<u>\$ 1,355.00</u>
Current as revised:	<u>\$ 362,600.00</u>
% of CO's/Award:	<u>6.43%</u>

7. **FUNDING: 8Q16-065-1260-4695-4561-05**
8. **The Facility Condition Index (FCI) at this location is 31.68%.**
9. **The School Progress Report (SPR) at this location is 5.**

KG/JJO

**OFFICE OF CAPITAL PROGRAMS
MODIFICATION OF CONTRACT
SUMMARY**

DATE: August 16, 2018

CHANGE ORDER NO: 6

TO CONTRACT: B-097 C of 2014/15

AWARDED: 4/28/2016

LOCATION: Martin Luther King High School
6100 Stenton Avenue

CONTRACTOR: Mulhern Electric Company, Inc.
1828 Eckard Avenue
P. O. Box #256
Abington, Pennsylvania 19001

NATURE OF WORK: Electrical Contract - HVAC Major Renovation

1. **DESIGNED BY:** Haks
2. **DESCRIPTION OF CHANGE:** COR 09-Provide the labor, material and equipment necessary to extend conduit and relocate one (1) Exit light in Gym Vestibule 12 to accommodate the cabinet unit heater..
3. **EXPLANATION:** Additional work implemented to remediate an existing unforeseen condition. The size, location and configuration of the CUH partially blocked visual access to the existing exit fixture.

Note: The contractor's cost proposal of \$272.00 extra was reviewed and was determined to be reasonable.

4. Due to the work associated with this modification of contract the following specific contract completion date shall be revised as follows: No change.

5. **PRIOR AMENDMENTS:**

<u>5</u>	Additions:	<u>\$ 93,144.00</u>
<u>0</u>	Deletions:	<u>\$ 0.00</u>
<u>5</u>	Total:	<u>\$ 93,144.00</u>

6. **CONTRACT SUMMARY:**

Original Amount:	<u>\$ 565,000.00</u>
Current Amount:	<u>\$ 658,144.00</u>
This change order:	<u>\$ 272.00</u>
Current as revised:	<u>\$ 658,416.00</u>
% of CO's/Award:	<u>16.53%</u>

7. **FUNDING:** \$10,000 - 8A15-065-6060-4695-4561-05
\$555,000 - 8XXX-065-6060-4695-4561-05

8. The Facility Condition Index (FCI) at this location is 42.86%.

9. The School Progress Report (SPR) at this location is 8.

JL/FR

**SCHOOL REFORM COMMISSION
THE SCHOOL DISTRICT OF PHILADELPHIA
SUMMARY OF CHANGE ORDERS
August 16, 2018**

TOTAL CHANGE ORDERS:	<u>21</u>
TOTAL EXTRAS:	<u>\$ 284,770.00</u>
TOTAL CREDITS:	<u>\$ 0.00</u>
TOTAL NET COST:	<u>\$ 284,770.00</u>