

# THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: Board  
Procedures/Bylaws  
TITLE: School Board  
Committees  
ADOPTED: August 16, 2018  
REVISED: January 27, 2022

## 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. By participating in committee meetings or by submitting written testimony in advance of meetings, members of the public acknowledge that their name, comments, and written testimony are part of the public record and may be made available with the minutes of each meeting.

The Board shall review its Committee structure during its annual organization meeting on the first Monday of December. 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 at least three (3) Board members, including a Chairperson or co-Chairpersons, appointed by the Board President. Committee members 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 or co-chairpersons, 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. Policy Committee
  - o Meets twice during the school year;
  - o Discusses and recommends the development and review of all Board policies; and
  - o Oversees the implementation of all policies adopted by the Board.

**Legal References:**

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