

**Administrative Procedures for
Board of Education Meetings**
(Attachment for Policy No. 005)

Purpose

The purpose of these Administrative Procedures is to effectuate Policy 005: Meetings, which reaffirms the right of the public to be present at all public regularly scheduled and special meetings of the Board of Education (“Board”) and the Board’s commitment to welcoming and encouraging parents and guardians to be partners in their child’s school community. 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.

Public Participation Procedures

The Board believes the public’s involvement in education issues is critical to the academic success of The School District of Philadelphia (“District”) students and encourages the public to attend Board meetings and to participate in public comment opportunities in accordance with these procedures.

Should a member of the public wish to attend a meeting and require translation services, they should call the Board of Education office at 215-400-4010 no later than 4:00 p.m. on the business day immediately preceding the meeting they would like to attend.

Meeting locations will always be physically accessible spaces to ensure that members of the public of all abilities are able to access and attend the Board’s public meetings.

The Board’s website also allows the public to review and submit questions on specific Action Items leading up to each Action Meeting. The form to review Action Items and submit questions can be found on the [Board’s website](#).

Written Comment

Action Meetings, Committee Meetings, Special Meetings, and Board Public Hearings

Written comments must be received no later than 4:00 p.m. on the business day immediately preceding the meeting or public hearing. A copy of properly submitted and timely received written

comment will be provided to all Board Members, included in full in the record of the meeting or public hearing, and a summary of the comment will be read during the meeting or public hearing.

An exception to the above deadline will be made for members of the public who complete the speaker registration form by no later than 4:00 p.m. on the business day immediately preceding the meeting or public hearing but do not receive an email from the Office of the Board of Education confirming their registration as a speaker. These individuals will receive an email from Board staff indicating they have been placed on the waitlist and giving them until 9:00 am of the day of the meeting or public hearing to submit written comment should they choose. Such written comment will be provided to all Board Members, included in full in the record of the meeting or public hearing, and a summary of the comment will be read during the meeting or public hearing.

Instructions to submit written comment can also be translated into non-English languages on the District's website, as needed.

Written comments may be submitted in the following ways:

1. completing the Board's "Contact Us" form on the Board website, including:
 - a. the subject line "Board Comments"; and
 - b. the name of the individual submitting the comments.
2. emailing the Board at schoolboard@philasd.org, including:
 - a. the subject line "Board Comments"; and
 - b. the name of the individual submitting the comments.
3. delivering the written comment to the Board Office located at 440 N. Broad Street, Suite 101, Philadelphia, PA 19130, including:
 - a. a clear indication that the writing is intended to be a written comment; and
 - b. the name of the individual submitting the comments.

In the instance that a written comment is submitted in a non-English language, Board staff will have the comment/s translated into English and the comment will be included in the record of the meeting in English.

Note: Individuals who do not wish to share public comment, but wish to raise a concern to be addressed by the District's administration are encouraged to submit their concern to the Administration in accordance with Board Policy 906, *Addressing Student and Constituent Concerns* and its administrative procedures available on the Board's [Policy Manual webpage](#)¹ on its website.

Speaker Comment and Registration

Action and Committee Meetings

The public may share spoken comments with the Board by registering to address the Board at any regularly scheduled Action Meeting or Committee Meeting as follows:

¹ The Policy Manual is available at <https://www.philasd.org/schoolboard/policies/>

1. Speaker registration will open at 4:00 p.m. on the Monday (or the first business day) of the week in which the meeting will be held.
2. Individuals must register no later than 4:00 p.m. on the business day immediately preceding the meeting at which they would like to speak.
3. Non-Student Speakers:
 - Individuals must register by submitting the speaker request form (for the meeting at which they wish to address the Board) available on the [Board's website](#)² or by calling 215-400-5959 to register with Board staff.
 - Non-English speakers can translate these instructions to their native language on the Board's website.
 - Individuals will be registered on a first come first served basis, subject to the following exceptions, with a limit of thirty (30) non-student speakers per meeting. Each speaker will be given two (2) minutes to address the Board.
4. Student Speakers:
 - Students must register by submitting the student speaker request form (for the meeting at which they wish to address the Board) available on the [Board's website](#)² or by calling 215-400-5959 to register with Board staff.
 - Non-English speakers can translate these instructions to their native language on the Board's website.
 - Students will be registered on a first come first served basis, with a limit of fifteen (15) student speakers per meeting. Each speaker will be given three (3) minutes to address the Board.
5. Individuals will be registered on a first come, first served basis, subject to the following: In order to prioritize new voices, speakers who did not speak at the most recent public Action Meeting will be given the opportunity to address the Board before speakers who spoke at the most recent public Action Meeting. Accordingly, speakers who spoke at the most recent Action Meeting will be registered after those who did not, subject to the maximum speaker limit.
6. No individual may register to speak more than once during a meeting, but may speak on multiple topics within the time limit.
7. Speakers will receive an email from the Office of the Board of Education confirming their registration. If a speaker does not receive a confirmation email, they will be placed on a primary waitlist to speak and may provide written comment as set forth above.
8. In the event a confirmed registered non-student or student speaker does not appear at the meeting for which they are confirmed to speak, speakers on the respective primary waitlist who are present in-person or virtually will be invited to fill the registered speaker vacancy in accordance with the above procedures.
 - A waitlisted non-student speaker will only be called if a confirmed non-student speaker does not appear.
 - A waitlisted student speaker will only be called if a confirmed student speaker does not appear.

² The website address is <https://www.philasd.org/schoolboard/speaker-request-form/>

- The Board will not know if or how many names will be called from the waitlist until it gets to the end of the registered speaker portion of the meeting.
- 9. A paper sign-up sheet will also be available in the back of the meeting room for in-person secondary waitlist registration up until the commencement of the student participation portion of the meeting. The secondary waitlist will apply only to the respective speaker category (non-student or student speaker) and be utilized only if all of the available speaker spots (up to 30 non-student speakers or 15 student speakers) for that category are not used by the registered speakers or the primary waitlist for the respective category.
- 10. All speakers are asked to remember that Board meetings are opportunities to engage in civil discourse. Individuals may be ruled out of order if they use vulgar, obscene, or physically threatening language.
- 11. The presiding officer may:
 - Interrupt or terminate a participant's statement or disconnect electronic access when the statement exceeds the time period allotted under these procedures or is not related to the District, a matter being considered for official action by the Board, or a matter that may come before the Board.
 - Request any individual to leave the physical meeting or disconnect electronic access when that person does not observe reasonable decorum.
 - Call a recess or adjourn to another time when the lack of public decorum interferes with the orderly conduct of the meeting.
 - Suspend or alter any of the procedures related to addressing the Board.

If a speaker indicates when registering they speak a non-English language, a translator will be provided for confirmed speakers and speakers on the primary waitlist and the speaker's time will be doubled to allow for live translation to occur.

Special Meetings & Board Public Hearings

At Special Meetings and Board Public Hearings³, the Board reserves the right to modify the speaker procedures and will make announcements about the speakers procedures for these meetings at the time of the meeting's publication.

Meeting Procedures

Audience Protocols

To maximize the ability for attendees to observe and hear the meeting, all members of the public attending the meetings shall be expected to follow the below audience protocols:

1. Electronic recording devices and cameras, in addition to those used as official recording devices, are permitted; however, all such devices, including cell phones and pagers, must be in silent mode and not be disruptive to others.
2. Limit the displaying of signs, posters, or placards inside the room where the meeting

³ Public Hearings are meetings held pursuant to the requirement set forth in section 12-1310 of the Philadelphia Home Rule Charter

is being held to appropriate locations.

3. Know that it is unlawful to disrupt public meetings and that individuals who do so may be prosecuted.
4. Understand that the presiding officer may instruct that an individual be removed if the presiding officer determines the individual is disrupting the meeting.

Public Notice

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.