

Board Operating Guidelines for Board of Education Parent and Community Advisory Council

(Attachment for Policy 004.2)

Purpose

The purpose of the Board Operating Guidelines is to effectuate Policy 004.2: Parent and Community Advisory Council (“PCAC”), which establishes PCAC as the link between school communities and the Board of Education (“Board) by promoting engagement with the Board and The School District of Philadelphia (“District”).

Procedures

The Board encourages the participation of parents and community in District governance and believes their voice and involvement in the governance process is critical to the success of the District. PCAC consists of members representing diverse stakeholder groups and geographies who each serve for a two-year term.

When the application window opens, Board staff will distribute application materials over various platforms such as posting on the [District’s website](#), through social media, announcements during Board meetings, and email.

Qualifications

To serve as a member of PCAC, individuals shall meet the following requirements, at a minimum:

1. be a current resident of the City of Philadelphia;
2. be at least (18) years of age; and
3. be affiliated with a District or charter school (parent/caregiver or a community member with a demonstrated commitment to improving the quality of education for the children of Philadelphia).

Expectations

PCAC members shall be expected to:

1. Act as champions for public education in Philadelphia, supporting District governance by communicating the interest and concerns of public school communities to the Board;
2. Take on responsibility to encourage stakeholder engagement and awareness of the decision making process through the hosting of community conversations and other means;

3. Represent a diversity of stakeholder voices including, but not limited to: caregivers, community members, teachers, and others; and
4. Be available to attend and participate in monthly PCAC meetings, where a light meal and/or refreshments will be made available at in-person sessions as well as parking when possible.

Application

An individual who is a current resident of the City of Philadelphia, at least (18) years of age, and affiliated with a District or charter school may complete the online application form available on the Board's website during the application time window or submit a completed application to the Office of the Board of Education via email to schoolboard@philasd.org.

All application materials and forms will be available in the District's English and non-English languages and will be written using accessible language.

The application process will be communicated to the public in the Spring through a communications toolkit including flyers, social media, District-wide and community-facing email communications, the FACE office, press releases, trusted messenger communications through existing PCAC members, and updates on the Board's website.

Final Selection

Board staff will conduct the initial screening of applicants including reviewing submitted applications and conducting phone screenings. Selected applicants will be offered an initial interview with the designated Board PCAC Liaison(s) and Board staff.

Board staff, in collaboration with the PCAC Liaison(s) will identify applicants for any necessary second and final round interviews.

The PCAC Liaison(s) will select the individuals to serve on the Parent and Community Advisory Council for a two-year term.

It is the intent of PCAC, based on the applicant pool, to select individuals that represent a variety of zip codes to include diversity of voice.

Applicants who are selected to serve as a Parent and Community Advisory Council member will be asked to sign a letter of commitment for the duration of their term.

Vacancies

In the event that a PCAC member is unable to complete their term for any reason, their seat will remain unfilled until another member is appointed during the next application time window.