

# THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: SCHOOL REFORM  
COMMISSION

TITLE: MEETINGS

ADOPTED: October 5, 2011

REVISED: September 15, 2016

	<p style="text-align: center;">006. MEETINGS</p> <p>Section 1. <u>Purpose</u></p> <p>This policy governs the conduct and order of business for all School Reform Commission (“SRC”) meetings. The SRC reaffirms the right of the public to be present at all public regularly scheduled and special meetings of the SRC. The SRC 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 SRC, and matters that are or may come before the SRC.</p> <p>Pol. 903 The SRC encourages the public to attend SRC 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.</p> <p>Section 2. <u>Definitions</u></p> <p><b>Chairperson or Chair</b> – Refers to the individual who presides over the work of the entire SRC, including presiding over all SRC meetings.</p> <p>SC 696 <b>Commissioner</b> - A member of the SRC appointed pursuant to state law.</p> <p>65 Pa. C.S.A. Sec. 703 <b>Emergency Meeting</b> – A meeting of the SRC called for the purpose of dealing with a real or potential emergency involving a clear and present danger to life or property.</p> <p>65 Pa. C.S.A. Sec. 707, 708 <b>Executive Session</b> – A meeting of the SRC that is not open to the public because certain briefings, matters permitted by the Sunshine Act, and/or certain privileged or legally confidential information are being discussed.</p> <p><b>Planning Meeting</b> - A public meeting of the SRC where no formal action is taken, but where individual Commissioners review and deliberate on resolutions submitted by the district in anticipation of taking a formal action at a later date.</p> <p>Pol. 903 <b>Public Participation</b> – The reasonable opportunity for individual residents, taxpayers, or (as permitted by the SRC) individuals who have or want to do business</p>
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<p>65 Pa. C.S.A. Sec. 703</p> <p>SC 696</p>	<p>with the District, to address the SRC at regular and special meetings to comment on matters of concern, matters being considered for official action of the SRC, and matters that are or may come before the SRC prior to taking official action.</p> <p><b>Regular Meeting</b> – The routine public action meetings of the SRC that are scheduled annually, pursuant to a resolution that is adopted before the end of each school year, attended or participated in by a quorum of the members held for the purpose of deliberating SRC business or taking official action.</p> <p><b>Resolution</b> - A formal written expression of a decision, policy, intention, or opinion of the SRC.</p> <p><b>Special Meeting</b> - A meeting scheduled after the schedule of regular meetings has been established.</p> <p><b>Quorum</b> - The minimum number of Commissioners that must be present at a voting meeting in order for the SRC to take formal action on district business.</p> <p><b>Voting Meeting</b> - A meeting of the SRC where formal action is taken regarding district business by Commissioners voting on resolutions.</p>
<p>SC 407 HRC 12-209 65 Pa. C.S.A. Sec. 701 et seq</p>	<p>Section 3. <u>Parliamentary Authority</u></p> <p>All SRC meetings shall be conducted in an orderly and business-like manner. Robert’s Rules of Order, Newly Revised shall govern the SRC in its deliberations in all cases where it is not inconsistent with law, state regulations or SRC policy.</p>
<p>SC 696</p>	<p>Section 4. <u>Quorum</u></p> <p>A quorum of the SRC shall be a majority of the Commissioners appointed and currently holding office. No business shall be transacted at a meeting without a quorum of the SRC present, but the Commissioners present at such a meeting may adjourn to another time.</p> <p>Section 5. <u>Presiding Officer</u></p> <p>The Chairperson shall preside over all SRC meetings. In the absence, disability or disqualification of the Chairperson, the remaining Commissioner with the longest continuous service on the SRC shall preside over the meeting. The act of any person so designated shall be legal and binding.</p> <p>Section 6. <u>Notice</u></p>

<p>65 Pa. C.S.A. Sec. 703, 709</p>	<p>The SRC affirms the right of the public to be present at all public regularly scheduled and special meetings of the SRC, to witness the SRC deliberations, policy formulations and decision-making. Therefore, notice of all public SRC meetings, including committee meetings, shall be in accordance with law.</p>
<p>SC 423</p>	<p>Notice of all regular and special meetings shall be given to Commissioners prior to the time of the meeting.</p>
<p>SC 421 65 Pa. C.S.A. Sec. 703, 709</p>	<p>Section 7. <u>Regular Meetings</u></p> <p>Regular public SRC meetings shall be open to the public and shall be held at a specified location in accordance with the schedule established by the SRC for the fiscal year, which shall include at least one (1) SRC meeting every two (2) months. The Chairperson shall have the discretion to alter the meeting schedule with appropriate public notice.</p> <p>The order of business for all regular meetings shall be set out in an agenda that is made available to the public no later than twenty-four (24) hours and no sooner than seventy-two (72) hours before a regular meeting is convened. The agenda shall be developed by both the Chairperson and the Superintendent, or their designees, with final approval by the Chairperson. The agenda shall include:</p>
<p>Pol. 903</p>	<ul style="list-style-type: none"> <li>a. A call to order by the Chairperson.</li> <li>b. A roll call by the Parliamentarian.</li> <li>c. Recognitions and award presentations to exemplary students.</li> <li>d. A report to the SRC from the Superintendent.</li> <li>e. Review and deliberation by Commissioners of resolutions submitted by the district.</li> </ul>
<p>Pol. 903</p>	<ul style="list-style-type: none"> <li>f. Public comment on submitted resolutions.</li> <li>g. At voting meetings, a roll call vote on submitted resolutions.</li> <li>h. Public comment on issues other than submitted resolutions.</li> <li>i. Other items deemed appropriate by the Chairperson.</li> <li>j. Adjournment.</li> </ul>
	<p>The list of proposed resolutions with full Resolved paragraphs, other than resolutions relating to quasi-judicial proceedings, shall be made available to the</p>

<p>65 Pa. C.S.A. Sec. 701 et seq</p>	<p>public on the official website of the School District at least two weeks prior to a regular public meeting.</p> <p>If a resolution is placed on the website or presented to the public less than 48 hours before a regular public meeting (“walk-on resolution”) where the resolution is to be voted on, then such resolution shall be made available to the public in one of two ways: (1) by providing separate copies of walk-on resolutions on a separate sheet of paper and identifying them as resolutions which were added within the previous 48 hours; or (2) by designating them <i>on the list</i> with an asterisk next to any such resolution, stating in parentheses the date it was added, and with a notation at the bottom of the first page of the list of resolutions stating that such resolutions are marked with an asterisk.</p> <p>At the beginning of each meeting, the SRC shall notify the public of all such resolutions which were not posted on the School District’s website as described above. In the event of such a resolution, the SRC will permit members of the public who did not register in advance or who had registered to speak on a different resolution but would also like to speak on the newly-offered resolution, to comment at the public meeting on any such resolution. Public comment on such resolutions will take place after all pre-registered speakers have completed their comments. Those who wish to speak on such resolution will be allowed to register to do so up to one hour after the start of the meeting. To the extent possible and reasonable, those who do so will be allowed to speak up to three minutes on the resolution, regardless of whether the speaker is a new speaker or has already spoken on another topic or resolution as a preregistered speaker. An individual who has registered to speak on other topics and chooses to speak on resolutions not posted on the website shall not be allowed additional time to speak on the topic of the additional resolutions or on a motion from the floor. The SRC will not vote on any such resolution until after the public has had a reasonable opportunity to comment on the proposed resolution. No more than six commenters on each side of the issue will be permitted.</p> <p>The agenda, together with all relevant reports, shall be provided to each Commissioner before the meeting.</p> <p>Section 8. <u>Special Meetings</u></p> <p>Special meetings may be called after the SRC’s regular schedule of meetings has been established to address either general or specific issues and shall be open to the public.</p> <p>The Chairperson may call for special meetings at his/her discretion and as necessary to conduct district business. The Chairperson shall call for a special meeting upon receiving written requests for a special meeting from three (3) Commissioners.</p> <p>The Chair shall determine the agenda for all special meetings. The agenda for a</p>
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	<p>special meeting shall be made available to the public no later than twenty-four (24) hours and no sooner than seventy-two (72) hours before the special meeting is convened.</p>
<p>65 Pa. C.S.A. Sec. 703, 709</p>	<p>Section 9. <u>Emergency Meetings</u></p> <p>The Chairperson 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.</p>
<p>65 Pa. C.S.A. Sec. 701 et seq Pol. 903</p>	<p>Section 10. <u>Public Participation</u></p> <p>The SRC reaffirms the right of the public to deliver comments to the SRC on matters of general concern, on formal actions of the SRC, or on deliberations regarding matters that are or may be before the SRC. District residents present at a SRC meeting may address the SRC in accordance with law and SRC policy.</p> <p>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 SRC 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.</p> <p>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 SRC may vote on the proposed resolution made from the floor at the next or later SRC action meeting after the public has been notified of the proposed resolution and has had an opportunity to comment on the proposed resolution; or, if the SRC decides to vote at that particular meeting, then the SRC may vote on that resolution only after the public is provided a reasonable opportunity to comment on the new resolution proposed from the floor.</p> <p>When a Commissioner proposes a new resolution by a motion from the floor and the chair calls for a vote at that meeting, the SRC will provide for public comment before the SRC takes action, by allowing up to three (3) speakers on each side of an issue to speak. If there are fewer than three speakers who wish to speak on each side of the issue, then the SRC will allow those speakers to comment. If no speakers request to be heard, then the SRC may proceed to vote.</p>
<p>SC 696</p>	<p>Section 11. <u>Voting</u></p> <p>All motions shall require for adoption a majority vote of the SRC, except as provided by statute or SRC policy.</p>

<p>SC 518 65 Pa. C.S.A. Sec. 706</p> <p>65 Pa. C.S.A. Sec. 705</p> <p>SC 433</p> <p>Pol. 800, 801</p> <p>65 Pa. C.S.A. Sec. 703, 709</p>	<p>All votes on motions and resolutions shall be by an oral roll call vote.</p> <p>The Chairperson or any Commissioner may make a motion for a vote on any combination of submitted resolutions at regularly scheduled or special voting meetings.</p> <p>Section 12. <u>Minutes</u></p> <p>The SRC shall cause to be made, and shall retain as a permanent record of the district, minutes of all open SRC meetings. Said minutes shall be comprehensible and complete and shall show:</p> <ul style="list-style-type: none"> <li>a. Date, place, and time of the meeting.</li> <li>b. Names of Commissioners present.</li> <li>c. Presiding officer.</li> <li>d. Substance of all official actions taken.</li> <li>e. Record by individual Commissioner of the roll call votes</li> <li>f. Recorded votes and a record by individual Commissioners of all votes taken.</li> <li>g. Names of all residents who appeared officially and the subject of their testimony.</li> </ul> <p>Each Commissioner shall be provided with a copy of the minutes of the last meeting prior to the next regular meeting.</p> <p>The minutes of SRC meetings shall be approved at the next succeeding meeting and signed by the Secretary.</p> <p>Notations and any audio or video recordings shall not be the official record of a public SRC meeting but may be available for public access, upon request, in accordance with SRC policy. Any notations and/or audiovisual recordings of a SRC meeting shall be retained and disposed of in accordance with the district's records retention schedule.</p> <p>Section 13. <u>Adjournment</u></p> <p>The SRC may at any time recess or adjourn to an adjourned meeting at a specified date and place, upon the majority vote of those present. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon. Notice of the rescheduled meeting shall be given in accordance with law.</p>
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65 Pa. C.S.A.  
Sec. 707, 708

Section 14. Executive Session

The SRC 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. The presiding officer shall announce the reason for holding the executive session; the announcement can be made at the public meeting prior to or after the executive session.

The SRC may discuss the following matters in executive session:

- a. Employment issues.
- b. Labor relations.
- c. Purchase or lease of real estate.
- d. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation.
- e. 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 SRC 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 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 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 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 actions based on discussions held in executive session shall be taken at a public meeting.

<p>65 Pa. C.S.A. Sec. 703, 709</p> <p>65 Pa. C.S.A. Sec. 701 et seq</p>	<p>Section 15. <u>Committee Meetings</u></p> <p>Committee meetings may be called at any time by a committee co-chairperson, with proper public notice.</p> <p>A majority of the total membership of a committee shall constitute a quorum.</p> <p>Unless held as an executive session, committee meetings shall be open to the public, other Commissioners, and the Superintendent.</p> <p>Section 16. <u>Delegation Of Responsibility</u></p> <p>The SRC directs the Superintendent to develop procedures necessary to implement this policy.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 407, 421, 423, 433, 518, 609, 696, 1075</p> <p>Home Rule Charter – 12-208, 12-209, 12-310</p> <p>Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.</p> <p>School Reform Commission Policy – 800, 801, 903</p>
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