

**SCHOOL REFORM COMMISSION
PUBLIC MEETING
PROPOSED RESOLUTIONS**

JUNE 21, 2018

I. SCHOOL REFORM COMMISSION

SRC-1

Adoption of Proposed Policies: Policy 101 School Improvement; Policy 209.2 Diabetes Management; Policy 218 Student Conduct and Discipline; Policy 233 Suspension and Expulsion; Policy 707 Use of School Facilities; Policy 711 Use of School District Vehicles

RESOLVED, that the School Reform Commission hereby adopts the following SRC Policy, in the form attached, effective June 21, 2018:

Policy 101 School Improvement
Policy 209.2 Diabetes Management

FURTHER RESOLVED, that the School Reform Commission hereby adopts amendments to the following SRC Policies, in the forms attached, effective June 21, 2018:

Policy 218 Student Conduct and Discipline
Policy 233 Suspension and Expulsion
Policy 707 Use of School Facilities
Policy 711 Use of School District Vehicles

Description: The School Reform Commission establishes general parameters in which the daily operations of the School District are to be governed. As such, the policies (listed above and attached) have been revised and updated to align with current local, state and federal law.

These amendments to policies were developed with the support of the Pennsylvania School Boards Association (PSBA), pursuant to a contract entered into with PSBA pursuant to Resolution SRC-5, approved by the SRC on May 19, 2016. PSBA offers a comprehensive Policy Development Service that updates the SRC's Policy Manual.

Additionally, policies have been reviewed and recommended by the SRC Policy Committee, pursuant to Resolution SRC-4, approved by the SRC on March 16, 2017. The SRC Policy Committee reviews and makes recommendations to the SRC concerning all matters related to developing, updating, and recommending policies for the School District.

The policy development process consists of an in-depth analysis of the existing adopted policies maintained by the School District in relation to the requirements of federal and state laws and regulations; the impact of court and arbitration decisions and recommendations based on governance, liability and educational issues.

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, June 14, 2018. Please reference the Resolution Number and include your name and email address.

SRC-2

Limited Contracting Authority 2018-2019

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Limited Contract Review Committee, to execute, deliver and perform contracts for professional services, site licenses, or both, not to exceed \$20,000 each, for an aggregate amount not to exceed \$3,000,000.00, for periods up to but no longer than one year, and for terms commencing between July 1, 2018 and June 30, 2019, provided that: (a) the subject of each contract is professional services, site licensing or both; (b) the value of each contract and the compensation paid to any one person or entity does not exceed \$20,000 for a contract by a single School District school or office and does not exceed \$100,000 for any single contractor in a series of limited contracts approved by the Review Committee between July 1, 2018 and June 30, 2019; (c) each limited contract and the contracted services shall comply with all applicable laws, policies and procedures; (d) each limited contract is reviewed and approved by the Limited Contract Review Committee to ensure compliance with the School District's academic, business, policy and organizational goals; (e) each quarter the School Reform Commission receives a list of all contracts the Limited Contract Review Committee has approved over the previous three months; and (f) this resolution does not authorize the ratification of any contract; and be it

FURTHER RESOLVED, that the School Reform Commission authorizes the Superintendent, the Chief Operating Officer, the Chief Financial Officer, the Chief Academic Support Officer, and the General Counsel to serve or designate one or more staff to serve as members of the limited contract review committee from July 1, 2018 through June 30, 2019.

Description: This resolution seeks to continue the successful limited contract process the School District has used since 1996. Limited Contracts are for professional services and site licenses that do not exceed \$20,000 each. This system has allowed schools, learning networks and central office management to procure small engagements in an efficient process. If this resolution is adopted, the Limited Contract Review Committee (the "Review Committee") will continue to require contracts \$20,000 and under to meet the requirements set forth in this SRC resolution establishing the limited contract process.

- All expenditures must be allowed by the budget of the contract preparer, and the SRC must have previously approved the budget allowing the expenditure;
- Review Committee members designated by the School Reform Commission, Superintendent, Chief Operating Officer, Chief Financial Officer, Chief Academic Support Officer, and General Counsel have the right to review and if appropriate to approve each limited contract;
- The Finance Office and the Office of Grants Compliance must certify that funds are available and allowable for each limited contract;
- Risk Management reviews and approves (a) insurance requirements for limited contracts, and (b) certificates documenting compliance with insurance requirements;
- The Review Committee reviews and approves limited contracts using a standard protocol, communicated to contract preparers; and
- Standard Terms and Conditions (current edition June 2014) developed by the Office of General Counsel ("OGC") must be attached to the contract. Any modifications or additional vendor Terms and Conditions must be approved by OGC.

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- Current Background Checks/Clearances (up to one-year old), Pennsylvania Child Abuse, Pennsylvania Criminal History, and FBI Fingerprint must be included when students are present.

For the 2018-2019 Fiscal Year of the School District, staff will continue the successful practice of the altered term limitation implemented during 2014-2015 which permitted contracts with a period of performance of no more than one year provided that this term commences between July 1, 2018 and June 30, 2019. Previously, limited contracts had to have terms of performance ending on or before the June 30 fiscal year end. This change assisted offices in contracting for services in the spring of each fiscal year for services in the following summer and fall. In the final quarter of each fiscal year the Review Committee receives numerous contracts for the following fiscal year. This change permits better planning for contracted operations in the new fiscal year.

While this resolution grants contracting authority to the Limited Contract Review Committee, this granting of authority does not increase any School District or school budget, and schools and other offices must charge limited contracts and associated expenditures to existing available operating or grant budgets.

During the 2016-2017 fiscal year, the LCA Committee reviewed 319 Limited Contracts, and approved 286 for a total of \$2,684,705.90. Thirty-three (33) were either disapproved by the Committee or withdrawn.

Through the 3rd quarter of 2017-2018, the LCA Committee has reviewed 239 Limited Contracts, and approved 211 Limited Contracts for a total amount of \$1,911,401.71, averaging \$637,133.90 per quarter. Eighteen (18) LCs were either disapproved or withdrawn. The remaining are on hold pending resolution of various issues, i.e., proper signatures, insurance, clearances. Many of the Limited Contracts were submitted by schools for staff professional development and student centered activities such as supplemental onsite and off-site enrichment programs and arts programs. Administrative office Limited Contracts were primarily for professional development and consulting services.

SRC-3

Administration's Recommended Termination of Professional Employee

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

1. S. N.

and be it,

FURTHER RESOLVED, that the Secretary and the School Reform Commission Chair are directed to advise these professional employees of this resolution and of their right to a hearing.

SRC-4 (Pending)

Proposed Student Expulsion – A. B.

SRC-5 (Pending)

Proposed Student Expulsion – K. R.

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, June 14, 2018. Please reference the Resolution Number and include your name and email address.

SRC-6 (Pending)

Proposed Student Expulsion – B. S.

SRC-7 (Pending)

Proposed Student Expulsion – B. Z.-E.

SRC-8 (Pending City Council Action)

Authorization to Levy and Access Taxes – Real Estate Tax, Use & Occupancy Tax, School Income Tax, and Liquor by the Drink Tax

II. EDUCATION SUPPORT SERVICES

Talent

A-1

General/Categorical Funds: Approves Personnel, Terminations

RESOLVED, that the School Reform Commission hereby ratifies the appointment of the following persons to the positions, on the effective dates through May 31, 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 School Reform Commission.

A-2

Operating Budget: \$71,122 Contract with Scenario Learning – Safe Schools Training System

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia to execute, deliver, and perform a contract with Scenario Learning, for the use of the Safe Schools Training System for online employee compliance training, for an amount not to exceed \$71,122, for the period commencing July 1, 2018 through June 30, 2019.

Description: The School District of Philadelphia (SDP) is tasked with ensuring compliance with local, state, and federally mandated training requirements for all district employees around a variety of safety, health, security, emergency management, and employment topics. SDP often uses precious in-person training time to deliver these required compliance trainings rather than delivering some critical trainings using an effective online system. SDP researched several best-in-class school focused online compliance training systems, and seeks to contract with Scenario Learning to implement their SafeSchools Training System for the 2018-19 school year.

The SafeSchools Training Platform is a comprehensive online safety and compliance program specifically designed for school and district use, and includes over 300 ready-to-use online trainings, such as School Bus Safety, Sexual Harassment, Emergency Management, and Cyberbullying. SafeSchools online trainings are engaging, high-quality, and built with strong adult learning techniques, such as checks for understanding, summary quizzes, and the ability to ask questions from experts during trainings. SafeSchools compliance training library covers all of the required and recommended compliance trainings for district employees; SafeSchools is one of the few Pennsylvania Department of Education (PDE) approved vendors for Pennsylvania Act 71 and 126 trainings, and thus the platform is used by over 300 school districts in Pennsylvania. Scenario Learning can also work with District administrators to design custom courses for delivering SDP specific content should SDP need it, such as disseminating new policies and procedures.

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SDP aims to disseminate SafeSchools online trainings during the 2018-19 school year through its newly implemented Cornerstone Learning Management System. The SafeSchools online trainings are uploaded into Cornerstone for SDP to deliver and track completion employees through Cornerstone. This contract would cover access to all pre-made compliance trainings, the cost for any as-needed custom courses, and the ability to use the SafeSchools Tracking tool for delivering and tracking compliance training completion for the over 10,000 volunteers in SDP schools who would not be able to complete training through Cornerstone.

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| ABC Code/Funding Source | \$71,122.00 |
| 1100-055-9400-2831-3311 Operating | |

A-3

Operating Budget: \$987,000 Contract with HM (Highmark) – Stop Loss Insurance

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 HM Insurance (Highmark) for stop loss insurance for the self-funded employee medical program for an amount not to exceed \$987,000 for the period commencing July 1, 2018 and ending June 30, 2019.

Description: Under its self-funded arrangement with Independence Blue Cross (IBC), the School District of Philadelphia (SDP) is responsible for claims it incurs and pays. Stop loss insurance is purchased to protect against catastrophic claims, limiting the SDP's exposure.

The HM policy allows for unlimited annual and lifetime maximums. Additionally, in compliance with the Affordable Care Act, the SDP's policy does not restrict dependent eligibility or include a pre-existing condition clause.

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| ABC Code/Funding Source | \$987,000.00 |
| 9009-087-self-59m9-3311 | |

A-4

Operating Budget: \$602,640 Contract with ComPsych Corporation – Employee Assistance Program

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 ComPsych Corporation for an Employee Assistance Program (EAP) for an amount not to exceed \$602,640 for the period commencing July 1, 2018 through June 30, 2021, with two one-year renewal options through June 30, 2022 and June 30, 2023, respectively.

Description: Conner, Strong and Buckelew (CSB), the School District of Philadelphia (SDP)'s Benefits Consultant issued a Request for Proposal (RFP) for an Employee Assistance Program (EAP) vendor. EAPs are employer sponsored programs designed to alleviate workplace issues due to mental health, substance abuse, personal problems, and workplace situations, and have demonstrated results in increasing employee productivity and organizational performance.

Under the contract with ComPsych, SDP employees and their family members will have access to 24/7/365 confidential telephone support, face to face counseling sessions up to 5 sessions per issue, wellness seminars, and training and integrated Work-Life services. Such Work-Life services as FamilySource, LegalConnect, FinancialConnect are additional consultation resources provided by

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ComPsych either online or via another web-based platform. Under this contract, ComPsych would also provide key district-wide services for the SDP, including critical incident response services, which provide immediate, rapid, and expert assistance by credentialed professionals for dealing with catastrophic workplace events.

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| ABC Code/Funding Source | \$602,640.00 |
| 9009-087-self-59m9-3311 FY19 (\$200,880.00) | |
| 9009-087-self-59m9-3311 FY20 (\$200,880.00) | |
| 9009-087-self-59m9-3311 FY21 (\$200,880.00) | |

A-5

Operating Budget: \$45,000 Contract with SRC Solutions – Safe Kids Gateway Volunteer Clearance Tracking System

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 SRC Solutions for the Safe Kids Gateway volunteer clearance tracking system, to track requisite clearances for district volunteers, for an amount not to exceed \$45,000, for the period commencing July 1, 2018 through June 30, 2019.

Description: The District seeks to contract with SRC Solutions for the Safe Kids Gateway volunteer clearance management system that will assist the District's central records office to track and review required federal and state clearances for volunteers and partners who work inside of schools and administrative offices. The Safe Kids Gateway system allows the district to implement critical compliance measures related to the implementation of newly developed Policy 916 on volunteer clearances and related to Pennsylvania Act 15. Currently, clearances for non-employees who may be working in schools or administrative offices are reviewed and tracked at the school or department level, which provides limited visibility and oversight of all parties who interact with the District and may be in a District-owned building at any given time. Implementation of the Safe Kids Gateway system allows the District to centrally track, review and approve volunteer clearances, while giving schools the ability to easily view cleared individuals, thereby enhancing communication between schools and the central office.

SRC Solutions' technology will cost a total of \$45,000 for one contract year. This cost includes \$20,000 in setup fees to develop the system for the District and \$25,000 for licensing to use the system, which is calculated at a cost of \$2.00 per person for up to 12,500 partner organization staff and volunteers.

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| ABC Code/Funding Source | \$45,000.00 |
| 1100-071-9JWO-2833-3311 Operating | |

Finance

A-6

Operating Budget: \$7,493,454 Authorization of Regular Educational Payments to Other Educational Entities

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to make payments to intermediate units, school districts or other educational entities that provide an educational program to students whose parents or guardians are residents of Philadelphia and who submit proper invoices and documentation, for an aggregate amount not to exceed \$7,493,454, for the period commencing July 1, 2018 through June 30, 2019.

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, June 14, 2018. Please reference the Resolution Number and include your name and email address.

Description: An estimated 2,500 Philadelphia students in residential institutions, partial hospitalizations, unpaid foster homes, and incarceration institutions are expected to receive their regular educational programs in school districts, intermediate units and other educational institutions which are non-School District of Philadelphia facilities. Each year students are placed by the Philadelphia Departments of Human Services (DHS), Community Behavioral Health (CBH), and the Juvenile Justice System but remain legal residents of Philadelphia.

The District is responsible for payment of the educational programs for such students pursuant to law. This proposal addresses payment of services for an estimated 2,500 Regular Education Students placed by non-educational entities for the 2018-2019 fiscal year. The anticipated cost is \$7,493,454.

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| ABC Code/Funding Source | \$7,493,454.00 |
| 1100-081-9889-1131-5612 Operating | |

A-7

Operating Budget: \$20,456,466 Authorization of Special Education Direct Payments to Other Educational Entities

RESOLVED, that the School Reform Commission authorizes the School District of Philadelphia, through the Superintendent or his designee, to make payments pursuant to the Public School Code, to any Pennsylvania Intermediate Unit, School District, or educational entity that provides a special educational program to students whose parents or guardians are residents of Philadelphia, and who submit proper invoices and documentation, for an aggregate amount not to exceed \$20,456,466 for the period commencing July 1, 2018 through June 30, 2019.

Description: An estimated 1,500 Philadelphia resident students with disabilities are expected to receive their special educational programs in Pennsylvania School Districts and Intermediate Units other than the City of Philadelphia. Each year Philadelphia resident students are placed in facilities outside of the City by the Department of Human Services (DHS), Community Behavioral Health (CBH), and the Juvenile Justice System but remain legal residents of Philadelphia. The School District reimburses the host Intermediate Unit, School District or other provider for the actual cost of educating these students. This proposal addresses payment of services for an anticipated 1,500 special education students for the 2018/2019 fiscal year. The School District is required to verify Philadelphia residency of students educated in facilities and institutions outside of the City. The anticipated cost is \$20,456,466. Payments for previous years were made to the following:

IUs: Bucks County, Chester County, Colonial, Northampton, Delaware County, Montgomery County, Northeastern, Northwest Tri-County.

School Districts: Allegheny-Clarion; Bensalem; Central Bucks; Centennial; Chester Upland; Colonial; Conrad Weiser; Derry Township; East Stroudsburg Area; Easton Area; Fox Chapel Area; Franklin Area; Grove City Area; Hazelton Area; Hatboro Horsham; Lakeland; Mt. Lebanon; Marple Newtown; Neshaminy; Norristown Area; Pennsbury; Penncrest; Pittston; Pleasant Valley; Radnor Township; Reading; Rose Tree Media; Salisbury Township; Shamokin Area; Springfield Township; Tyrone Area; Upper Dublin, Upper Merion, Waynesboro Area; Western Wayne; West Chester Area; Wilson Area.

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| ABC Code/Funding Source | \$20,456,466.00 |
| 1100-081-9889-1245-3221 (\$11,440,847.00) | |
| 1100-081-9889-1245-5613 (\$9,015,619.00) | |

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, June 14, 2018. Please reference the Resolution Number and include your name and email address.

A-8**Operating Budget: \$854,639 Authorization of Special Education Direct Payments – Out-of-State Placed Students**

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to make payments pursuant to the Public School Code, to any out of state educational entity that provides a special educational program to students whose parents or guardians are residents of Philadelphia, and who submit proper invoices and documentation, for an aggregate amount not to exceed \$854,639, for the period commencing July 1, 2018 through June 30, 2019.

Description: An estimated 12 Philadelphia resident students with disabilities are expected to receive their special educational programs in institutions outside of Pennsylvania. Each year Philadelphia resident students are placed in facilities outside of the State but remain legal residents of Philadelphia. The School District reimburses the institutions for the actual cost of educating these students pursuant to state law. This proposal addresses payment of services for an anticipated 12 special education students for the 2018/2019 fiscal year.

The School District is required to verify Philadelphia residency of students educated in facilities and institutions outside of the City. The anticipated cost is \$854,639. Payments for previous years were made to the following:

Bancroft Neurohealth, Benchmark Behavioral Health Services, Devereux Colorado, Berlin Borough, Millcreek of Arkansas, etc.

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| ABC Code/Funding Source | \$854,639.00 |
| 1100-081-9889-1246-5613 Operating | |

A-9**Operating Budget: No Cost Amendment of Contract with Government Finance Officers Association – Consulting Services for Business Reengineering**

RESOLVED, that the School Reform Commission authorizes the School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform an amendment of a contract, originally entered into with the Government Finance Officers Association, pursuant to Resolution No. A-30, approved by the School Reform Commission on November 21, 2016, to purchase consulting services for business process reengineering, by extending the term of the contract from its scheduled expiration date of June 30, 2018 through June 30, 2019, for an amount not to exceed \$1,750,000, at no additional cost.

Description: This contract amendment continues a source for consulting services for business process re-engineering to support the upgrade of the District's enterprise resources planning (ERP) system. The District seeks to use these services to review and revise its core operational processes with the goal of increasing efficiencies, reducing friction costs within the system, improving service to internal and external stakeholders, and holding personnel accountable.

The challenges of integrating and streamlining services and system assets within the SDP are many and varied and include:

- *Improving operational effectiveness within a constrained budgetary environment;
- *Satisfying increasing governmental and regulatory requirements;

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- *Increasing enterprise-wide visibility with focus on cost management; and
- *Integrating systems and processes traditionally viewed as semi-independent silos.

ABC Code/Funding Source

N/A

A-10**Operating Budget: \$1,000,000 Amendment of Contract with Keystone Realty Advisors, LLC and Fellerman & Ciarimboli Law, P.C. – Real Estate Assessment and Appeal Services**

RESOLVED, that the School Reform Commission authorizes the School District of Philadelphia, through the Superintendent or his designee, to execute, deliver, and perform amendments of contracts with Keystone Realty Advisors, LLC, and Fellerman & Ciarimboli Law, P.C., to provide real estate assessment and appeals services, originally authorized by Resolution No. A-4, approved by the School Reform Commission on September 15, 2016, to increase the fee threshold from \$1,000,000, approved in Resolution A-4, to \$2,000,000, during the term of the contracts from September 9, 2016 through August 31, 2019, with an option for two one-year contract extensions.

Description: Keystone Realty Advisors, LLC serves as the primary identifier of under-assessed properties in the City of Philadelphia where the value of the underassessment exceeds the minimums established by the School District. Fellerman & Ciarimboli Law, P.C., serves as the legal representative of the School District for the purpose of valuation appeals related to the identified under-assessed properties.

The requested amendment is consistent with Resolution A-4, which anticipated that should the fee threshold be reached due to the success of the effort to identify under-assessed properties and appeal the valuations, a request for consideration of additional payment authorization would be presented to the School Reform Commission. The effort has already achieved successful settlements of valuation appeals resulting in increased tax revenues to the School District of more than \$988,000, requiring additional contingency fee payments for these services that exceed the fee thresholds approved by Resolution A-4. Contingency fees are only remitted after the School District receives additional funds resulting from the appeals.

ABC Code/Funding Source

\$1,000,000.00

A-11**Operating Budget: \$80,000 Amendment of Contract with Phoenix Capital Partners LLP – Financial Services**

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform an amendment of Contract No. 015/F14, originally entered into with Phoenix Capital Partners, LLP, pursuant to Resolution No. A-21 approved by the School Reform Commission on June 19, 2013, and amended pursuant to Resolution Nos. A-42, A-10, A-58 and A-64 approved by the School Reform Commission on June 19, 2014, June 18, 2015, June 16, 2016 and June 15, 2017, respectively, to provide financial services including, but not limited to, cash flow analysis, bond defeasement and revenue forecasting, by increasing the amount of the contract by an additional \$80,000, from the \$630,000 approved by Resolutions A-21, A-42, A-10, A-58 and A-64 to an amount not to exceed \$710,000 and by extending the term of the contract from its current scheduled expiration date of July 31, 2018 through July 31, 2019.

Description: The Office of Financial Services under the Chief Financial Officer's management is responsible for daily cash management and cash flow forecasting; debt service management and bond

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issuance; and detailed revenue projections and forecasting for the budget and five year plan. Additionally, with recent property sales there is the additional need for bond defeasement analysis. Due to lack of staffing with these particular technical skills within the office, there is a need for additional financial and treasury support services.

Phoenix Capital will provide the technical support necessary to carry out the above responsibilities in addition to helping train new staff and provide for succession planning specifically in these areas. These positions have been difficult to fill and there is an immediate need to have these services fully implemented.

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| ABC Code/Funding Source | \$80,000.00 |
| 1100-053-9600-2513-3311 Operating FY19 (\$72,777.78) | |
| 1100-053-9600-2513-3311 Operating FY20 (\$7,222.22) | |

General Counsel

A-12

Operating Budget: \$125,000 Settlement of Federal Civil Action and Public School Code Hearing – John Madden

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the General Counsel, to execute, deliver and perform a settlement agreement with John Madden, in the amount of \$125,000, payable within 60 days of approval by the School Reform Commission, in exchange for a general release of claims for damages and any other relief arising from alleged discrimination and retaliation in violation of Title VII, the ADEA, and related state law claims, and release of claims under the Pennsylvania Whistleblower Law, all attorney's fees and costs, dismissal of the federal civil action and all appeals, and withdrawal of Madden's request for reinstatement under the Public School Code and all appeals.

Description: Suit was filed in the United States District Court for the Eastern District of Pennsylvania in 2017, by John Madden, a former Director of Special Education Services, arising out of the termination of Madden's employment. Madden sought front and back pay, compensatory damages (pain and suffering), and attorney's fees. Madden also appealed his termination pursuant to the Pennsylvania Public School Code, seeking reinstatement to his former position.

In addition to disposing of the federal claims, this settlement will result in Madden withdrawing his request for reinstatement under the Public School Code, and agreeing never to seek reemployment with the School District.

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| ABC Code/Funding Source | \$125,000.00 |
| 1100-061-9370-2392-8211 Operating | |

Evaluation, Research and Accountability

A-13

Categorical/Grant Funds: \$1,125,000 Contract with National Implementation Research Network (NIRN) – Professional Development and Training Services

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 NIRN to provide professional development/training services and related coaching to principals and staff, for an amount not

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to exceed \$1,125,000.00 for the period commencing July 1, 2018 through June 30, 2021.

Description: The National Implementation Research Network (NIRN) will provide ongoing training and coaching to principals and staff in support of achieving our anchor goals. NIRN is one of the premiere organizations leading the work of implementation sciences. Through training and coaching by NIRN, schools and district staff will learn to enact NIRN's formula for successful implementation of evidenced based programs, that is, Effective Practice x Effective Implementation x Enabling Contexts = Educationally Significant Outcomes. The work will be centered around NIRN's Active Implementation Framework (AIF), which focuses on: usable innovations, the establishment of implementation drivers, the identification of implementation stages and improvement cycles, and development of effective teams. Principals and district staff will gain the skills necessary for effective and sustained implementation practice in an effort to improve school outcomes. Services from NIRN will include, but are not limited to:

1. Support in the design of a goal setting and benchmarking process for implementation that can be used across the district.
2. School-level coaching sessions to enhance and build the capacity of school leaders in an effort to effectively enact and actualize their outcome goals through effective implementation.
3. Professional development to build common knowledge, understanding and language across the district related to implementation sciences.

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| ABC Code/Funding Source | \$1,125,000.00 |
| I39JX-G68-9060-2272-3000 U Contracts (\$581,523.00) | |
| 201X-G68-9060-2272-3000 Title I (\$543,477.00) | |

A-14

Ratification of Grant Acceptance Period – First Judicial District School Diversion Program

RESOLVED, that the School Reform Commission hereby ratifies the extension by The School District of Philadelphia, through the Superintendent, of the acceptance period of a grant from the First Judicial District, originally authorized pursuant to Resolution No. A-43, approved by the School Reform Commission on May 19, 2016, by extending the acceptance period from its original scheduled expiration date of September 20, 2017 through September 30, 2018.

Description: This is an extension of a previously authorized grant program, in order to perform additional work at no cost to the District.

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| ABC Code/Funding Source | N/A |
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Student Support Services

A-15

Categorical/Grant Fund: \$90,000 Contract with Longstreet Holdings LLC – Purchase of Uniforms for Students Experiencing Homelessness

RESOLVED, that the School Reform Commission hereby authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform a contract with Longstreet Holdings LLC to purchase uniforms for students experiencing homelessness, for an amount not to exceed \$90,000, for the period commencing July 1, 2018 through June 30, 2021, with an option for two one-year extensions.

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, June 14, 2018. Please reference the Resolution Number and include your name and email address.

Description: The School Reform Commission has adopted a school uniform policy for all students. Uniforms must be worn every day, starting the first day of school in August. The District expects every student to be properly groomed and dressed for school. Dressing in an appropriate manner helps to prepare students for the working world. The uniform policy is strictly enforced in order to maintain an educational atmosphere and safe environment for all.

Homeless families often cannot afford to purchase uniforms throughout the year, as they may be living in emergency housing or other displaced familial arrangements. When uniform vouchers are readily available for these families, it removes a barrier for this population of students attending school regularly. Establishing a system to supply vouchers throughout the year is paramount to supporting homeless students' achievement of academic success and schools' reaching adequate yearly progress.

During the 2016-2017 school year, approximately 1,600 students received uniform assistance. To date in 2018, over 2,030 students have received uniform assistance. The goal is to supply at least four (4) uniforms (4 pairs of pants, 4 shirts/blouses, and 2 sweaters) for each student.

To ensure all students and their families are aware of this assistance, schools may send a letter to the parents/guardians of all students requesting that they contact the school for help in obtaining uniforms. Homeless students or parents/guardians of homeless students can then apply for uniform assistance from their school counselor, who is the point person in each school. Schools may contact the Education for Children and Youth Experiencing Homelessness Office to request assistance for the purchase of uniforms.

The Education for Children and Youth Experiencing Homelessness Office used competitive solicitations to obtain vendors who will supply the goods as described in this resolution. RFQ0184 was issued. This will be a 3 year contract, ending June 30, 2021, with the option for two (2), one (1) year renewals.

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| ABC Code/Funding Source | \$90,000.00 |
| 201X-G58-9210-1101-8914 Title I | |

A-16

Operating Budget: \$239,300 Contract with Philadelphia Outward Bound – 9th Grade Academy Program

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 Philadelphia Outward Bound School (POBS) to provide leadership and character development, teamwork, communication skills, and service learning through adventure-based experiential and expeditionary education programs for the 9th Grade Academy, for an amount not to exceed \$339,000, for the period commencing July 1, 2018 through June 30, 2019.

Description: This program, in year two of implementation, provides experiential learning opportunities that inspire the outcomes of character, leadership and service to incoming 9th grade students and educators as part of the District's 9th Grade Academy Program. As of the 2017-2018 school year, POBS has expanded its partnership with the School District to provide programs and supports that address the unique needs of freshman students in 9th Grade Academies. Over the course of three years, from 2017 through 2020, the Philadelphia Outward Bound School will develop and implement, expanding year over year, a program that will eventually provide all School District of Philadelphia public high schools with experiential learning programs for 9th grade students and teachers. Outward Bound is an innovative experiential and outdoor educational organization that inspires character development, leadership, and

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, June 14, 2018. Please reference the Resolution Number and include your name and email address.

service in all of its students and participants. Participating schools will follow a progression of facilitated leadership and team building programming that will focus on character building, peer leadership skill building, and introducing tools for communication and peer support. One-day programs will take place at Philadelphia Outward Bound School facilities in Fairmount Park and at schools for intensive, leadership programming. Longer, multi-day expeditions will venture to POBS wilderness course areas in the Delaware Water Gap or along the Appalachian Trail or Circuit Trail network in PA/NJ. All experiences are chaperoned by school-based staff and POBS staff.

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| ABC Code/Funding Source | \$239,300.00 |
| 1100-007-9KN0-2122-3291 Operating | |

A-17

Categorical/Grant Fund: \$157,500 Amendment of Contract with Dynamic Enterprise Solutions, Inc. – Data Management System for Education Leading to Employment and Career Training

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform an amendment of Contract No. 1158/F17, originally entered into with Dynamic Enterprise Solutions, Inc., pursuant to Resolution A-83, approved by the School Reform Commission on January 15, 2017, to support continued utilization of the Database for ELECT Case Management Organization system for the management of data related to its citywide pregnant and parenting teen programming, by extending the term of the contract from its original scheduled expiration date of June 30, 2018 through June 30, 2023 and by increasing the amount of the contract by an additional \$157,500 from \$181,000 authorized by Resolution A-83, to an amount not to exceed \$338,500.

Description: The School District of Philadelphia ELECT program currently provides case management services to over 1000 pregnant and parenting students per year enrolled in over 100 schools across the city. These schools include traditional public schools, charter schools and GED programs and are funded through a variety of federal, state, city and local funding sources. All of the programs are managed and coordinated by the School District's Office of Family and Community Engagement (FACE). The ELECT program is administered at school-based level through five outside District partners; Community In Schools of Philadelphia, Inc., Congreso de Latinos Unidos, Educationworks, Jewish Family Children Services, and Turning Points for Children, who qualify through a competitive RFP process.

The administrative and compliance requirements of the program necessitates the collection and analysis of significant amounts of demographic and programmatic data on students and their children.

Data collection begins with a student's first contact with the program and extends through the student's high school graduation and includes information on intake applications, enrollment, attendance, academic standing, pregnancy status, pre-natal care, medical benefits, family demographics, child health, family support, childcare needs, ongoing education services, and updated case management notation.

The data collected is used to determine a student's eligibility among different programs based on income and other risk factors, to track services including referrals and follow-up documentation, and to report to various stakeholders including federal, state and local funders on services, client demographics, and program statistics. As noted above, services and the related data collection and documentation occur at a wide array of program locations across the city, including District classrooms, partner sites, and the District's Central Office.

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, June 14, 2018. Please reference the Resolution Number and include your name and email address.

The DECO system offered by Dynamic Enterprise Solutions, Inc.(DES) was originally selected through a competitive RFP process and is being used by all Philadelphia ELECT sites.

The DECO system uses an Application Service Provider model and is web-based, services and the related data collection and documentation occur at a wide array of program locations across the city, including District classrooms, partner sites, and the District's Central Office.

Over the past six years, the District has required DES to provide numerous customized input fields and reports in order to remain in compliance with all funders and required regulations.

Extension of the current contract will enable the DECO system to continue to meet all of the various reporting and administration needs.

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| ABC Code/Funding Source | \$157,500.00 |
| 236X-G58-9JS0-1155-3291 ELECT | |

Executive

A-18

Operating Budget: \$49,755 Authorization of Payment to Council of the Great City Schools – Membership Dues

RESOLVED, that the School Reform Commission hereby authorizes the payment by The School District of Philadelphia, through the Superintendent or his designee, of membership dues to the Council of the Great City Schools, in an amount not to exceed \$49,755 for the period commencing July 1, 2018 through June 30, 2019.

Description: This resolution requests approval to pay membership dues for the Council of the Great City Schools (CGCS) for the fiscal year commencing July 1, 2018 per invoice No. 10-40049-18.

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| ABC Code/Funding Source | \$49,755.00 |
| 1100-051-9020-2361-5841 Operating | |

A-19

Approval of Official School File: Grade Organization and Grade Changes FY2018-2019

RESOLVED, that the School Reform Commission hereby approves The School District of Philadelphia's school grade changes and grade organizations for the 2018-19 school year, as set forth on the official School District school list attached hereto as Exhibit A and made a part hereof; and be it

FURTHER RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to make adjustments as needed to the School District's school list, attached hereto as Exhibit A, no later than August 15, 2018 and to notify the Pennsylvania Department of Education as necessary.

Description: This resolution with its accompanying exhibit will serve as the official record for The School District of Philadelphia with respect to school changes and grade organizations for SY 2018-19.

Each year, the District submits to the state a list of significant changes to the organization of its schools, including new school openings, school closings, school name changes, school relocations, and school grade reconfigurations. This resolution officially authorizes the submission of these changes.

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, June 14, 2018. Please reference the Resolution Number and include your name and email address.

The changes being submitted for the 2018-19 school year are:

Grade reconfigurations:

Franklin S Edmonds expanding from grades K-7 to grades K-8
 Samuel Pennypacker expanding from grades K-7 to grades K-8
 Science Leadership Academy at Beeber expanding from grades 9-12 to grades 5, 9-12
 Science Leadership Academy Middle School expanding from grades 5-6 to grades 5-7
 Strawberry Mansion High School truncating from grades 9-12 to grades 10-12
 Vaux High School: A Big Picture School expanding from grade 9 to grades 9-10

ABC Code/Funding Source

N/A

Operations

A-20

Operating Budget: \$900,000 Contract with AKRF Construction and Maintenance, Inc. (GreenUP) – Green Storm Water Infrastructure Inspection and Maintenance

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 AKRF Construction and Maintenance, Inc. (GreenUP), to provide inspection and maintenance services for existing and proposed Green Storm Water Infrastructure (GSI) sites located at various School District properties, for an amount not to exceed \$900,000, for the period commencing July 1, 2018 through June 30, 2021, with an option for a one-year renewal through June 30, 2022.

Description: This award will allow for the inspection and maintenance of existing and proposed Green Storm Water Infrastructure (GSI) sites of the School District.

Various School District sites have been constructed with above-ground and underground infiltration basins that store storm water via inlets, area drains, porous pavement, etc. These systems need to be inspected and cleaned routinely in order to operate properly.

AKRF Construction and Maintenance, Inc. is expected to conduct routine maintenance of surface and subsurface GSI features and components as well as assign and manage task-specific work order requests from the District to respective contractors based on the services, tasks and sub-tasks.

AKRF Construction and Maintenance, Inc. will be responsible for the provision of high quality maintenance and inspection services as per expected protocols and frequencies, enable the District to fulfill regulatory compliance by supporting data collection, organization and analysis to track maintenance activities, the development of technical memorandums and other reports based on inspection and maintenance activities to support communication and feedback to District staff, and the local workforce development and training, specifically the utilization of a workforce that has been trained or certified in applicable trades or specialties relating to the inspection and maintenance of GSI sites.

There are currently 22 existing GSI sites, each with their own specific needs in order to meet GSI regulatory standards. Additionally, there are seven (7) proposed sites for future inspections and maintenance.

The scope of work for these sites includes inspection and maintenance of:

Storm water tree trenches, Green roofing, Rain gardens, Swales, Storm water planters, Storm water

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basins, Storm water bumpouts, Disconnections, Infiltration/Storage trenches, Storm water trees, Pervious paving, Non-Credit trees, Cistern/Rain barrels, De-paving, and other as needed maintenance.

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| ABC Code/Funding Source | \$900,000.00 |
| 1100-033-9270-2697-4311 FY19 General Fund (\$300,000.00) | |
| 1100-033-9270-2697-4311 FY20 General Fund (\$300,000.00) | |
| 1100-033-9270-2697-4311 FY21 General Fund (\$300,000.00) | |

A-21

Categorical/Grant Fund: \$172,493 Ratification of Acceptance of Grant from Philadelphia Works, Inc. – Maintenance Trades Apprenticeship Program

RESOLVED, that the School Reform Commission hereby ratifies the acceptance with appreciation by the School District of Philadelphia, through the Superintendent, of a grant from Philadelphia Works, Inc., for an amount not to exceed \$172,493, to cover the Maintenance Trades Apprenticeship Program's personnel costs, for the period commencing October 1, 2017 through June 30, 2018.

Description: This resolution is to obtain authorization to accept a grant of \$172,493 from Philadelphia Works towards the support of the Maintenance Trades Apprenticeship Program.

In May 2017, District received a Certificate of Registration for an Apprenticeship Training Program under the standards approved by the Pennsylvania Apprentice and Training Council and the Federal Committee on Apprenticeship in the electrical and plumbing trades. The program, a partnership between the Office of Career and Technical Education (CTE) and Maintenance Management, has focused on recruiting upcoming graduates with the intention of boosting enrollment in the existing Career and Technical Education programs as well as streamlining connections to employment.

The grant of a not-to-exceed amount of \$172,493 will cover the reimbursement of cost towards salary, benefits, and overtime of the five Maintenance Apprentices for the period October 1, 2017 to June 30, 2018.

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| ABC Code/Funding Source | \$172,493.00 |
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A-22

Categorical/Grant Fund: \$45,000 Ratification of Acceptance of the Pre-Apprenticeship and Apprenticeship Program Grant from the Pennsylvania Department of Community and Economic Development

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee to accept, if awarded, a grant from the Pennsylvania Department of Community and Economic Development (DCED) for an amount up to \$45,000, to cover expenses of the Maintenance Trades Apprenticeship Program, for the period commencing May 9, 2018 through May 8, 2021.

Description: This resolution is to obtain authorization to accept a grant up to \$45,000 from the Pennsylvania Department of Community and Economic Development (DCED) towards the support of the Maintenance Trades Apprenticeship Program.

In May 2017, District received a Certificate of Registration for an Apprenticeship Training Program under the standards approved by the Pennsylvania Apprentice and Training Council and the Federal

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Committee on Apprenticeship in the electrical and plumbing trades. The program, a partnership between the Office of Career and Technical Education (CTE) and Maintenance Management, has focused on recruiting upcoming graduates with the intention of boosting enrollment in the existing Career and Technical Education programs as well as streamlining connections to employment. The District is already underway with its first cohort of 5 apprentices: (3) Electrician Apprentices and (2) Plumbing Apprentices.

The grant of a not-to-exceed amount of \$45,000 will be used to cover the below expenses of the Apprenticeship Program:

Salary/Fringes of the In-house Career and Technical Education Instructor
 Electrician tools for use by the 3 Electrician Apprentices
 Plumbing tools for use by the 2 Plumber Apprentices
 Materials, Supplies, and Equipment for use by the 5 apprentices such as wires, copper tubing, conduits, uniforms, cellphones, etc.

ABC Code/Funding Source \$45,000.00

A-23

Operating Budget: \$12,500,000 Contract with SupplyWorks – Janitorial Supplies and Services

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 SupplyWorks to provide janitorial supplies and services, for an amount not to exceed \$7,500,000, for the period commencing July 1, 2018 through June 30, 2021, with two one-year options to renew through June 30, 2023, for a total aggregate amount not to exceed \$12,500,000.

Description: The District is seeking to contract with a vendor to purchase janitorial products for its various locations. The contract will allow the District to have standard janitorial products, while ensuring high quality of the products, and quicker delivery times for all its locations.

The proposed award represents completion of the public solicitation under RFP-585: Strategic Janitorial Sourcing, issued to the public on February 23, 2018. Seventy-one (71) vendors downloaded the bid, and the District received five (5) submissions. After a thorough evaluation of the proposals, SupplyWorks scored the highest both in evaluation of their written/oral presentation as well as the pricing. SupplyWorks also proposed a better online portal and overall emerged as the recommended vendor at the end of this thorough process.

ABC Code/Funding Source \$12,500,000.00

1100-031-9270-2625-6000 FY19 General Fund (\$2,500,000.00)

1100-031-9270-2625-6000 FY20 General Fund (\$2,500,000.00)

1100-031-9270-2625-6000 FY21 General Fund (\$2,500,000.00)

1100-031-9270-2625-6000 FY22 General Fund (\$2,500,000.00)

1100-031-9270-2625-6000 FY23 General Fund (\$2,500,000.00)

A-24

Amendment of Agreement with Kelly Education Staffing – Use of Portion of the 440 Education Center

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform an amendment to a license

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agreement originally entered into with the Kelly Educational Staffing, pursuant to Resolution A-15, approved by the School Reform Commission on August 18, 2016, for approximately 650 square feet of space on the first floor of the School District of Philadelphia's Education Center, to be used for office space for staff members, by increasing the license fee by 2% each year as follows: the license fee for the period commencing September 1, 2018 through August 31, 2019 will be \$11,158.29 per year at a monthly cost of \$929.86 (17.17 per square foot), the license fee for the period commencing September 1, 2019 through August 31, 2020 will be \$11,381.46 per year at a monthly cost of \$948.46 (\$17.51 per square foot) and the license fee for the period commencing September 1, 2020 through August 31, 2021 will be \$11,609.13 per year (\$17.86 per square foot), and by extending the termination date of the license agreement from August 31, 2018 through August 31, 2021, unless terminated by either party with no fewer than 60 days written notice to the other party, provided that the Contract is still in effect and Kelly Educational Staffing is not in default beyond all applicable grace periods thereunder. Under no circumstances will the license agreement continue beyond the terms of the contract. The license fees include the School District's operating costs associated with the premises, including all utilities, building engineer, maintenance, cleaning, security and trash removal. The other terms of the license agreement must be acceptable to the School District's Office of Real Property Management, Office of General Counsel and the Office of Risk Management.

Description: The contract with Kelly Educational Staffing eliminates the daily administrative tasks of hiring, credentialing, training, managing, evaluating and retaining skilled substitute teachers. Providing space in the Administrative Building for Kelly Educational Staffing to perform their contract will provide a more efficient delivery of their services to the schools; improve communications, accessibility, and accountability; and utilize vacant space in the delivery of needed services to the School District.

ABC Code/Funding Source

\$34,148.00

A-25

License Agreement with Mastery Charter School Simon Gratz Campus – Staff Parking Lot

RESOLVED, that the School Reform Commission authorizes the School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform a license agreement with Mastery Charter School Simon Gratz Campus ("Mastery Gratz") for the parking lot on the Simon Gratz High School property located at 1798 Hunting Park Avenue, Philadelphia, for a license fee of \$13,897.79 per year, payable at the rate of \$1,158.15 per month, for the period commencing July 1, 2018 through June 30, 2019, contingent upon the renewal of the Mastery Gratz charter. Mastery Gratz will be responsible for (i) any and all necessary improvements to the site, including, but not limited to fencing, striping of parking spaces, surface repairs, security at the entrance/exit gate and (ii) payment of any and all taxes assessed and imposed upon the School District and/or on the income received by the School District by virtue of the license agreement. The School District may terminate the license agreement upon thirty (30) days advance notice. The other terms of the license agreement must be acceptable to the School District's Office of Real Property Management, Office of General Counsel and the Office of Risk Management.

Description: Mastery Gratz intends to use the parking lot on the Simon Gratz High School property located at 1798 Hunting Park Avenue, Philadelphia, PA 19140 for parking spaces for their staff. Mastery Gratz will be responsible for (i) any and all necessary improvements to the site, including, but not limited to fencing, striping of parking spaces, surface repairs and security at the entrance/exit gate and (ii) payment of any and all taxes assessed and imposed upon the School District and/or on the income received by the School District by virtue of the license agreement. The School District may terminate the license agreement upon thirty (30) days advance notice. Mastery Gratz will provide satisfactory evidence

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of insurance and will indemnify the School District for any claims for damages or liability that arise from use of the site for parking. The license agreement is contingent upon the renewal of the Mastry Gratz charter.

ABC Code/Funding Source

\$13,897.79

A-26

License Agreement with KIPP West Philadelphia Preparatory Charter School – Use of Portion of John P. Turner Middle School

RESOLVED, that the School Reform Commission authorizes the School District of Philadelphia, by and through the Superintendent or his designee, to execute, deliver and perform a license agreement with KIPP West Philadelphia Preparatory Charter School ("KIPP West Prep"), contingent upon the renewal of the KIPP West Prep charter, for use of part of the John P. Turner School (approximately 32,185 square feet), as a charter school facility from July 1, 2018 through June 30, 2019, at a license fee of \$358,025.94 per year (cost of \$11.12 per square foot- \$29,835.50 per month) to be paid monthly, which amounts include the School District's operating costs of all utilities, snow removal, trash pick-up, a building engineer, a custodial assistant, facilities maintenance and supplies. Such license agreement shall terminate in the event that the charter is nonrenewed or revoked. KIPP West Prep shall be responsible for any costs related to security and repairs due to vandalism. The terms of the license agreement must be acceptable to the School District's Office of General Counsel and Office of Risk Management.

Description: The School Reform Commission (SRC) granted a charter to KIPP West Philadelphia Preparatory Charter School (Charter School) to operate a charter school beginning July 1, 2009. The SRC renewed the Charter School's charter in 2012 for five-year term through June 30, 2017. The School District has agreed to allow the Charter School to use approximately 32,185 square feet, including use of part of the gym and part of the cafeteria, at the John P. Turner Middle School, 5900 Baltimore Avenue, Philadelphia, PA 19143, for a one-year period under a License Agreement at a license fee of \$358,025.94 per year at a cost of \$11.12 per square foot, to be paid monthly.

ABC Code/Funding Source

\$358,025.94

A-27

Lease Renewal with Quality Community Health Care, Inc. at George Meade School

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute a one-year renewal of the lease agreement with Quality Community Health Care, Inc. (QCHC), originally entered into with QCHC for use as a federally-funded school-based community health center at General George C. Meade Elementary School pursuant to Resolution No. A-21, approved by the School Reformed Commission on April 16, 2008, and subsequently renewed, under which QCHC will pay the School District of Philadelphia an amount not to exceed \$8,700.00 per year, for the period commencing on July 1, 2018 through June 30, 2019. The School District will be responsible for utilities and snow and ice removal. QCHC will be responsible for its custodial staff, minor maintenance and repairs, trash and recycling pick-up, security, disposal of medical wastes, and a proportionate share of costs for the building engineer for overtime. The terms of the renewal lease must be acceptable to the School District Office of General Counsel and the Office of Risk Management.

Description: The leasing of this space QCHC at General George C. Meade Elementary School will offer primary care services to all children of the General George C. Meade School and their families, as well as

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, June 14, 2018. Please reference the Resolution Number and include your name and email address.

to the entire community. Services will be provided by the QCHC primary health care team, which consists of a pediatrician, internal medicine physician, health educator, family practice physician assistant, EMT/medical assistant and support staff. The following types of medical services are offered to the students at the General George C. Meade School: routine physical injuries, vision, dental and blood pressure screening, immunizations, nutrition education and weight management, and referrals for health services which cannot be provided at the health center.

In conformity with covenants in its bond financing of real property, the School District bases rental rates on its out of pocket expenses when leasing its buildings to third parties. The \$8,700.00 annual lease amount will be paid by QCHC to the District in monthly installments based on 1,550 square feet at a rental rate of \$5.61 per square foot.

This Resolution seeks to renew a lease agreement first approved by SRC resolution A-21 on April 16, 2008 and appropriately renewed seven times since that date.

ABC Code/Funding Source

\$8,700.00

A-28

Lease Renewal with Quality Community Health Care at Jay Elementary School

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform an eighth one-year renewal of the existing Lease Agreement with Quality Community Health Care, Inc., for use as a federally-funded school-based community health center at Jay Cooke Elementary School, originally entered into pursuant to Resolution A-19, approved by the School Reform Commission on January 10, 2007, and thereafter renewed by resolutions approved by the School Reform Commission at appropriate intervals, at the rental rate of \$11,566.80 per year, to be paid in monthly installments, for the for the period commencing July 1, 2018 through June 30, 2019.

Description: The Lease Agreement with Quality Community Health Care, Inc. for use as a community health center at Jay Cooke Elementary School that was originally entered into pursuant to Resolution A-19 approved by the School Reform Commission (SRC) on January 10, 2007, and thereafter renewed by approval of the SRC, will be renewed hereby based on 2,100 square feet at a rental rate of \$5.51 per square foot, to be paid monthly. This rate is competitive and covers the School District's operating costs. Due to its tax-exempt status, the District does not profit from this arrangement.

The School District will continue to be responsible for all utilities and snow and ice removal. Quality Community Health Care, Inc. will continue to be responsible for its custodial staff, minor maintenance and repairs, trash and recycling pick-up, security, disposal of medical wastes, and a proportionate share of costs for the building engineer for overtime. The terms of the renewal must be acceptable to the School District of Philadelphia's Office of General Counsel and Office of Risk Management.

The following types of services are offered to students at the Jay Cooke School: routine physical exams; diagnosis and treatment of acute and chronic illness; treatment of minor injuries; vision, dental and blood pressure screenings; immunizations; nutrition education and weight management; and referrals for health services which cannot be provided at the health center.

ABC Code/Funding Source

\$11,566.80

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, June 14, 2018. Please reference the Resolution Number and include your name and email address.

A-29**Operating Budget: \$857,660.64 Renewals of Lease Agreements with Various Lessors for Additional Space; Utilities**

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform renewals of lease agreements, originally entered into and renewed separately with Metropolitan Baptist Church, Saint Ambrose Catholic Church, Saint Charles Boromeo Catholic Church, Saint Paul's Baptist Church, Salvation Army, St. James United Methodist Church, pursuant to Resolutions approved by the School Reform Commission, for additional space needed for Franklin Learning Center, Powel Elementary School, Olney Elementary School, Franklin Elementary School, and Arthur Elementary School, for an aggregate rental amount not to exceed \$557,660.64, and to pay utilities at the leased sites for an amount not to exceed \$300,000, for an aggregate total amount not to exceed \$857,660.64, for the period commencing July 1, 2018 through June 30, 2019.

Description: Review of projected enrollment for the 2018-2019 school year at these schools indicates that available space in their buildings is insufficient. Accordingly, leases are still necessary to accommodate their program needs. Leased facilities have provided classrooms, lunchrooms, food preparation areas, lavatories, offices, storage, and indoor/outdoor areas for these educational programs.

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| ABC Code/Funding Source | \$857,660.64 |
| 1100-031-9FP0-2628-4411 FY19 Operations (\$557,660.64) | |
| 1100-033-9270-2696-4241 Operating (\$20,000.00) | |
| 1100-033-9270-2697-6211 Operating (\$65,000.00) | |
| 1100-033-9279-2697-6221 Operating (\$200,000.00) | |
| 1100-033-9270-2697-6241 Operating (\$15,000.00) | |

A-30**Operating Budget: \$1,104,000 Contract with Evolution Energy Partners, LLC – Utility Billing Audit & Reporting – Subject to Funding**

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 Evolution Energy Partners, LLC for utility billing audit and reporting services and development of energy conservation initiatives, plus a contingent shared-savings fee based on the School District's recovery of over payments of utilities, to reduce School District utility costs, for an amount not to exceed \$1,104,000, for the period commencing July 1, 2018 through June 30, 2021, with two one-year options to renew through June 30, 2023, for a total aggregate amount not to exceed \$1,840,000.

Description: This contract allows for the Evolution Energy Partners, LLC to perform utility bill audit and reporting for the School District's utility bills including electric, natural gas, water, heating oil and steam for heating for FY19, FY20, and FY21 starting with utility bills dated July 1, 2018 through June 30, 2021. Under this resolution, the contracted vendor for the utility bill audit is responsible for providing the following services for the electric, natural gas, steam, water, heating oil and sewer accounts:

- 1) Ongoing bill auditing for the next 36 months
- 2) Provide monthly reports of error-based savings to date
- 3) Provide monthly reports of the school-based consumption and usage data
- 4) Provide data interface into the EPA's Energy Star Portfolio Manager
- 5) School Based Comprehensive Energy Cost and Consumption Report

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, June 14, 2018. Please reference the Resolution Number and include your name and email address.

- 6) Provide a report on Monthly Energy Commodities Procurement performance
- 7) Implementation of any energy efficient projects recommended by Evolution Energy Partners, LLC and approved by The School District of Philadelphia
- 8) Check billing rates against the contract rates
- 9) Online access to utility data and reporting
- 10) Open/close accounts
- 11) Other Value Added Services

Evolution Energy Partners, LLC will handle utilities accounts management as a liaison of The School District of Philadelphia by adding and removing accounts per request, transferring in accounts from a third party upon approval, transferring out accounts to a third party upon approval, transferring accounts from one energy supplier to another, and Charter Schools utilities accounts reconciliation. There are currently twenty-one (21) Renaissance Charter Schools that share various operational responsibilities with the School District of Philadelphia. Some Renaissance Charter Schools opted to use District's energy management program and some Renaissance Charter Schools opted out of the District's energy management program. Evolution Energy Partners, LLC will provide reports to the District on their utilities consumption and costs if the District carries the Charter School's utilities costs. The utilities costs gets reimbursed to the District at the end of each fiscal year.

Evolution Energy Partners, LLC may suggest non-capital projects that will save money or further ensure the completeness and accuracy of the District's billing and reporting process. These services will be provided based on additional non-recurring fees, but savings from these projects are not subject to Performance Based Revenue Sharing fees. Examples of projects include utilities account verification and clean-up project by site visits, power factor correction project, energy audit of a school upon request, and T12 Light Bulb and Ballast phasing-out plan.

In consideration of the feasible savings, The School District of Philadelphia and the Evolution Energy Partners, LLC agree to the following fee schedule payable to Evolution Energy Partners, LLC:

- 1) Fixed Monthly Fee of \$6,700 or \$80,400 annually:
For this monthly fee, Evolution Energy will will provide the above listed services to the School District.
- 2) Performance based fee structure is:
 - 15% of the recovered savings up to \$1,000,000;
 - 12% of the recovered savings from \$1,000,001 to \$2,700,000;
 - 10% of the recovered savings above \$2,700,000

In addition to the fixed monthly fee, the District will be paying a performance fee based on the savings Evolution could bring back to the District. In order to process the commissions per the above rates, Evolution Energy has to either obtain actual checks/credit memos from Utility companies or prove the savings/reductions on actual invoices. As the District receives blanket bills, sometimes there may be charges on the invoices that do not belong to the District's locations, there may be sales tax, or sometimes there are estimated read charges on the meters instead of actual reads, all of which Evolution will work to investigate. If, for example, these savings/findings are within \$1,000,000, the District will pay 15% of the savings amount to Evolution Energy as their performance fee.

- 3) Other energy savings projects - up to \$100,000:
Facilities Management also plans to engage with Evolution Energy Partners, LLC for additional

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capacities to realize more savings by investing in energy conserving initiatives such as 1) Electricity Power Factor Correction Project 2) Energy Efficiency Audit, 3) Advising The District on energy commodities procurement strategies and 4) Other as needed projects.

To summarize, Facilities has put a cap of \$368,000 that includes the monthly fixed fees of \$6,700, the performance based fee, and the other energy savings projects.

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| ABC Code/Funding Source | \$1,104,000.00 |
| 1100-033-9270-2697-3311 FY19 General Fund (\$368,000.00) | |
| 1100-033-9270-2697-3311 FY20 General Fund (\$368,000.00) | |
| 1100-033-9270-2697-3311 FY21 General Fund (\$368,000.00) | |
| 1100-033-9270-2697-3311 FY22 General Fund (\$368,000.00) | |
| 1100-033-9270-2697-3311 FY23 General Fund (\$368,000.00) | |

A-31

Operating Budget: \$130,000 Amendment of Contract with Time Advantage, Inc. - Biometric Time and Attendance Reporting System

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform a third amendment of a contract, originally entered into with Time Advantage, Inc., pursuant to Resolution No. A-55, approved by the School Reform Commission on June 18, 2015, and amended by Resolution No. A-28 approved by the School Reform Commission on June 16, 2016 and Resolution No. A-8 approved by the School Reform Commission on May 18, 2017, by increasing the amount of the contract by an additional \$130,000, from the \$390,000 authorized by Resolutions A-55, A-28 and A-8, to an amount not to exceed \$520,000, subject to funding, and by extending the term of the contract from its amended scheduled expiration date of June 30, 2018 through June 30, 2019.

Description: Facilities Management uses a bio-metric time and attendance system, which is designed to verify an individual's identity based on unique personal characteristics, as an essential management tool to monitor more than 1,100 field-based employees in Facilities Management. The Department uses the bio-metric time-clock system to view each employee's attendance and process payroll. This proposed amendment will allow the School District to maintain the current level of service for this system, including the hardware maintenance.

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| ABC Code/Funding Source | \$130,000.00 |
| 1100-037-9270-2618-3311 Operating | |

A-32

Cafeteria Fund: \$69,010 Acceptance of FRAC/Kellogg Breakfast in the Classroom Expansion Grant

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to accept with appreciation, the donation from the Food Research and Action Center and the Kellogg's Corporate Citizenship Fund of up to \$69,010 for expansion of student breakfast in the classroom meal delivery in twenty additional District schools during the 2018-19 school year.

Description: The Food Services Division currently provides daily breakfast and daily lunch meals to students in all school locations as well as daily twilight dinner meals in high poverty need locations. All

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meals are provided at no cost to students and their families regardless of family income.

Over the past several years the Food Services Division has expanded its breakfast delivery beyond traditional cafeteria service to include 'Grab & Go' and 'Breakfast in the Classroom' programs given the demonstrated link between improved student nutrition and improved academic performance. These alternative breakfast delivery models are now operational in 72% of our school locations in addition to cafeteria breakfast meal delivery which is available in 100% of our school locations.

Acceptance of this proposed FRAC/Kellogg grant will facilitate Food Services' expansion of our 'Breakfast in the Classroom' delivery model to an additional twenty (20) school locations at no financial cost to the District.

\$39,010 of the proposed grant award will be utilized by Food Services for the purchase of new commercial cafeteria equipment for our breakfast program. The \$30,000 balance of the proposed grant award will be made available for purchase of additional school supplies and support materials in ten selected school locations utilizing Breakfast in the Classroom student meal delivery during the 2018-19 school year with individual school awards of \$3,000 each.

Additional school locations proposed for SY 2018-19 implementation of 'Breakfast in the Classroom' meal delivery under this proposed grant are:

Avery Harrington Elementary School; James Blaine Elementary School; Bridesburg Elementary School; Feltonville Intermediate Elementary School; Southwark Elementary School; Franklin Elementary School; Andrew Morton Elementary School; James Sullivan Elementary School; John Welsh Elementary School; Francis Scott Key Elementary School; Prince Hall Elementary School; Henry Lea Elementary School; Alexander Adaire Elementary School; William Cramp Elementary School; T. M. Pierce Elementary School; Edward Steel Elementary School; Fox Chase Elementary School; Ethan Allen Elementary School; Alain Locke Elementary School; and Julia Ward Howe Elementary School.

Schools which will receive individual school supply/ educational material awards of \$3,000 each during the 2018-19 school year provided they continue 'Breakfast in the Classroom' student meal delivery for three consecutive years (SY 2018-21 inclusive) are:

Prince Hall Elementary School; Henry Lea Elementary School; Alexander Adaire Elementary School; William Cramp Elementary School; T.M. Pierce Elementary School; Edward Steel Elementary School; Fox Chase Elementary School; Ethan Allen Elementary School; Alain Locke Elementary School; and Julia Ward Howe Elementary School.

Acceptance of this proposed grant award will require execution of a formal Memorandum of Understanding (MOU), in a format acceptable to the Office of General Counsel, between the District and the Kellogg's Corporate Citizenship Fund under which the District agrees to: a) make 'Breakfast in the Classroom' participation data available to the Food Research and Action Center, and b) maintain 'Breakfast in the Classroom' student meal delivery in at least twenty additional school locations for a period of three consecutive years (SY 2018-21 inclusive).

ABC Code/Funding Source

\$69,010.00

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, June 14, 2018. Please reference the Resolution Number and include your name and email address.

9001-029-9360-2495-6311 Cafeteria Fund (\$30,000.00)

9001-030-9360-2390-7671 Cafeteria Fund (\$39,010.00)

A-33

Various Funds: \$2,000,000 Authorization of Purchase Order Contracting Authority

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Executive Director of the Office of Procurement Services or his or her designee, to execute, deliver and perform purchase order contracts for supplies, for an amount not to exceed \$20,100 each, for an aggregate amount not to exceed \$2,000,000, subject to funding, for the period commencing July 1, 2018 through December 30, 2018, provided that: (a) the subject of each contract is supplies; (b) the amount of each contract and the compensation paid to any one person or entity does not exceed \$20,100 by a single District school or office; (c) each purchase order contract shall comply with all applicable laws, policies and procedures; (d) each purchase order contract is reviewed and approved by the Office of Procurement Services to ensure compliance with the School District's academic, business, policy and organizational goals; and (e) this resolution does not authorize the ratification of any contract; and be it

FURTHER RESOLVED, that the School Reform Commission authorizes the School District of Philadelphia, through the Executive Director of the Office of Procurement Services, or his or her designee, to execute, deliver and perform applications for temporary short-term credit relationships for the purchase of supplies under commercially reasonable terms and conditions.

Description: This authorization establishes a process by which schools and offices can make purchases of goods that are not already otherwise governed by a central School District SRC resolution. These purchases can include items like audio visual equipment, small appliances, art and music supplies, and specific special education supplies.

If this resolution is adopted, the Office of Procurement Services will require purchases of supplies for \$20,100 and under to meet the requirements set forth in this SRC resolution establishing purchase orders.

1. All expenditures must be allowed by the budget of the purchase order prepared, and the SRC must have previously approved the budget allowing the expenditure;
2. The Office of Procurement Services reviews and approves purchase orders to ensure compliance with all applicable laws, policies and procedures;
3. The Office of Management and Budget, through the Advantage system, must certify that funds are available for each purchase order;
4. The Office of Grants Compliance must certify that items to be purchased are allowable when the preparer is using grant funds;
5. Standard terms and conditions for purchase orders (current edition June 2015) developed by the Office of General Counsel (OGC) or modified terms and conditions approved by the District with the assistance of OGC, must be attached to the purchase order.

While this resolution grants contracting authority to the Office of Procurement Services, this grant does not increase any School District or school budget, and schools and other offices must charge purchase orders and associated expenditures to existing available operating or grant budgets.

ABC Code/Funding Source

\$2,000,000.00

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, June 14, 2018. Please reference the Resolution Number and include your name and email address.

Various

A-34

Operating Budget: \$1,000,000 Contract with Jacob’s Music, B & H Photo, West Music, and Robert M. Sides – Musical Instruments and Equipment

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, pursuant to COSTARS contract 034-074, BuyBoard contract proposal number 539-17, COSTARS contract 034-043 and TCPN contract: R160901, to purchase musical instruments and equipment from Jacobs Music Co., Inc., B&H foto Electronics Co., West Music, Co., and Robert M. Sides, Inc., for an aggregate amount not to exceed \$1,000,000, subject to available funding, for the period commencing June 22, 2018 through June 30, 2018.

Description: This contract establishes a source for the purchase of musical equipment and instruments for classrooms across the District. Items to be purchased include band and orchestral instruments, digital instruments, and digital recording and music production equipment.

There has not been a designated supply budget provided to all schools for musical instruments and music classroom equipment for more than ten years. These resources will allow teachers to provide well-rounded instruction leading to graduation and college and career readiness as aligned with Anchor Goal 1, and whole child instruction in support of Anchor Goal 2. Furthermore, these much-needed resources are critical for attracting and retaining talented teachers and principals as outlined in Anchor Goal 3.

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| ABC Code/Funding Source | \$1,000,000.00 |
| 1100-007-9EP0-1106-7000 Operating | |

A-35

Operating Budget: \$101,500 Contract with Warwick Music Group – Pre-Instruments pBone and pBuzz

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 Warwick Music Group, to purchase pre-instruments, for an amount not to exceed \$101,500, subject to funding, for the period commencing from June 22, 2018 through June 30, 2018.

Description: This contract establishes a source for pre-instruments for music instruction, namely the pBone and pBuzz. Both of these instruments are designed to be used by students at the early stages of instruction. They are made of lightweight plastic so their weight is not an obstacle to use. Additionally, the plastic does not dent or break when dropped. Bright color options are designed to engage students.

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| ABC Code/Funding Source | \$101,500.00 |
| 1100-007-9EP0-1106-7000 Operating | |

A-36

Operating Budget: \$12,000,000 Purchase of Maintenance Supplies from Various Vendors – 3 years

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, pursuant to blanket purchase agreements of supplies and/or a combination of supplies and services, to purchase maintenance supplies from Billows Electric, Brookaire, CAPP USA, Colonial, Ferguson, HD Supply, Hilti, Independent Hardware, JF Martin, Laird Plastics, Security and Data Technologies and Sherwin Williams, for an aggregate amount not to exceed

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, June 14, 2018. Please reference the Resolution Number and include your name and email address.

\$12,000,000, subject to funding, for the period commencing July 1, 2018 through June 30, 2021.

Description: The issuance and award of RFQ-186 is intended to permit the School District Facilities and Maintenance departments to qualify multiple vendors who provide facilities, engineering and maintenance supplies and equipment in order to allow the facilities and maintenance staff to have access to storefronts in locations throughout the city of Philadelphia near schools.

The following vendors are being awarded:

Billows Electric; Brookaire; CAPP USA; Colonial; Ferguson; HD Supply; Hilti; Independent Hardware; JF Martin; Laird Plastics; Security and Data Technologies; and Sherwin Williams.

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| ABC Code/Funding Source | \$12,000,000.00 |
| 1100-031-9270-2623-6132 FY19 (\$4,000,000.00) | |
| 1100-031-9270-2623-6132 FY20 (\$4,000,000.00) | |
| 1100-031-9270-2623-6132 FY21 (\$4,000,000.00) | |

A-37

Cafeteria Fund: \$900,000 Contract with W. B. Mason – Detergents and Disposables

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, pursuant to the requirements contract of supplies and/or a combination of supplies and services, to execute, deliver and perform a contract with W. B. Mason, to purchase detergents and disposables, for an amount not to exceed \$900,000, subject to funding, for the period commencing from July 1, 2018 through June 30, 2019.

Description: This contract establishes a source for detergents and disposables. This includes a variety of disposable items necessary for cafeteria and kitchen operations as well as cleaning materials. This contract will be managed and overseen by the Office of Food Services.

This proposed award represents completion of the public solicitation under A18-65918, Detergents and Disposables, issued by Procurement on February 28, 2018. It was sent to over Forty (40) vendors and several area assist agencies. Fifteen (15) companies downloaded the solicitation. Of those, four (4) vendors submitted proposals.

The vendors that submitted proposals were Imperial Bag & Paper Co., Camden Bag & Paper, Penn Jersey Paper, and W. B. Mason.

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| ABC Code/Funding Source | \$900,000.00 |
| 9001-029-9360-2495-6311 Cafeteria Fund | |

A-38

Operating Budget: \$25,000 Contract with United Refrigeration, Inc. – Refrigeration/Freezer Parts

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, pursuant to blanket purchase agreement of supplies and/or a combination of supplies and services, for purchases costing \$25,000 or more, to purchase refrigeration and freezer parts from United Refrigeration, Inc, for an amount not to exceed \$200,000, subject to funding, for the period commencing July 1, 2018 through June 30, 2019.

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, June 14, 2018. Please reference the Resolution Number and include your name and email address.

Description: This proposed award represents the completion of the public solicitation under A18-65919, Refrigerator/Freezer Parts, issued by Procurement on 04/06/2018. This solicitation was sent to seventeen (17) vendors including our host of area assist agencies. Six (6) companies downloaded the solicitation and of those, two (2) vendors responded. This award establishes a source for the purchase of refrigerator and freezer parts used by the Office of Food Services to repair and replace parts in cafeteria refrigeration equipment.

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| ABC Code/Funding Source | \$25,000.00 |
| 9001-030-9360-2644-6311 Cafeteria Fund | |

A-39**Various Funds: \$1,500,000 Contract with School Specialty – School Supplies**

RESOLVED, that the School Reform Commission authorizes the School District of Philadelphia, through the Superintendent or his designee, pursuant to the National IPA Contract #R141608, to execute, deliver and perform a contract with School Specialty for school supplies, for an amount not to exceed \$1,500,000, subject to funding, for the period commencing July 1, 2018 through June 30, 2019.

Description: These contracts establish a cost-effective source for school supplies necessary for District schools to support a variety of instructional goals. The proposed award will be made via National IPA Contract #R141608.

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| ABC Code/Funding Source | \$1,500,000.00 |
| Various | |

A-40**Various Funds: \$3,500,000 Contract with Office Depot – School Supplies**

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 Office Depot, for an amount not to exceed \$3,500,000 subject to funding, for the period commencing July 1, 2018 through June 30, 2019.

Description: This contract establishes a cost-effective source for office supplies, necessary to support the operation of District schools and offices. The proposed award will be made via National IPA Contract #R141703.

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| ABC Code/Funding Source | \$3,500,000.00 |
| Various | |

A-41**Operating Budget: \$250,000 Contract with Herman Goldner, Company – Boiler Burner Service & Repair**

RESOLVED, that the School Reform Commission authorizes the School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform contracts with Herman Goldner, Co. to perform boiler burner service and repairs at various School District locations, for a total amount not to exceed \$250,000, for the period commencing July 1, 2018 through June 30, 2019.

Description: This contract establishes an additional source for boiler burner services and repairs at various locations throughout the School District of Philadelphia. This contract will be managed and utilized by

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, June 14, 2018. Please reference the Resolution Number and include your name and email address.

the Office of Maintenance Management.

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| ABC Code/Funding Source | \$250,000.00 |
| 1100-031-9270-2621-4312 Operating | |

A-42

Operating Budget: \$250,000 Contract with Herman Goldner, Company – on-Call Piping Repairs
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 Herman Goldner, Co. to perform piping repairs at various School District locations, for a total amount not to exceed \$250,000, for the period commencing July 1, 2018 through June 30, 2019.

Description: This contract establishes a source for piping repairs at various locations throughout the School District of Philadelphia. This contract will be managed and utilized by the Office of Maintenance Management.

The proposed award represents the completion of public solicitation GSC-012: On-Call Piping Repairs, issued by Procurement on April 23, 2018. The solicitation was sent to over 40 vendors as well as our host of area agencies. Five (5) companies downloaded the solicitation and of those, one (1) responded.

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| ABC Code/Funding Source | \$250,000.00 |
| 1100-031-9270-2621-4551 Operating | |

A-43

Operating Budget: \$600,000 Contract with Veolia – Steam; Contract with City of Philadelphia Water Revenue Bureau – Water and Sewer Services

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 Veolia for steam heat for Franklin Learning Center, Masterman High School and Greenfield Elementary School, for an amount not to exceed \$600,000, for the period commencing July 1, 2018 through June 30, 2019; and be it

FURTHER 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 the City of Philadelphia Water Revenue Bureau for water and sewer services for all School District buildings, for an amount not to exceed \$6,850,000, for the period commencing July 1, 2018 through June 30, 2019.

Description: This proposed award establishes a source for steam heat, water, and sewer services for the District. All District buildings use water and sewer services; only Franklin Learning Center, Masterman High School, and Greenfield Elementary School are currently on the steam loop.

Contracts with other commodities, i.e. electricity, natural gas, and heating oil, are not included in this resolution because contracts have been executed through FY18 via the District's long-term energy procurement program.

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| ABC Code/Funding Source | \$600,000.00 |
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Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, June 14, 2018. Please reference the Resolution Number and include your name and email address.

1100-033-9270-2696-4241 FY19 (\$6,850,000.00)

1100-033-9270-2697-6281 FY19 (\$600,000.00)

A-44

Various Funds: \$12,500,000 Contract with Various Vendors – Textbooks and Instructional Aids

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, pursuant to the requirements contract of supplies and/or a combination of supplies and services, to execute, deliver, and perform contracts with various vendors to purchase textbooks and instructional aids, for an aggregate amount not to exceed \$12,500,000, subject to funding, for the period commencing June 22, 2018 through June 30, 2019.

Description: This award establishes various sources for individual schools and administrative offices to purchase textbooks and instructional aids. This award represents the completion of RFQ-185, Textbooks and Instructional Aids, issued by Procurement on March 22, 2018. Approximately 101 vendors downloaded the solicitation and 42 vendors submitted proposals.

ABC Code/Funding Source

\$12,500,000.00

Various

A-45

Operating Budget: \$40,000 Contract with Laird Plastics -- Window Replacement Materials at SLA 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 Laird Plastics, for the purchase of window replacement materials for renovations at SLA Beeber, for an amount not to exceed \$40,000, for the period commencing June 22, 2018 through completion of the project.

Description: This contract establishes a source for materials related to window replacement as part of the scheduled renovations at the SLA Beeber School. The contract will be managed and overseen by the Office of Maintenance.

The proposed award represents the completion of the public solicitation under A18-65921: Window Coverings, issued by Procurement on April 12, 2018. The solicitation was sent out to seventeen (17) vendors as well as our host area assist agencies. Five (5) companies downloaded the solicitation and of those, two (2) responded.

The vendors that submitted a bid were Laird Plastics and Ralph Friendland.

ABC Code/Funding Source

\$40,000.00

1100-031-9270-2623-6132 Operating

A-46

Operating Budget: \$200,000 Contract with Onieda Fire Protection, Inc. -- Fire Sprinkler Repair & Maintenance

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 Oneida Fire Protection, Inc., to perform fire sprinkler repairs and maintenance at various School District of Philadelphia locations, for an amount not to exceed \$200,000, for the period commencing June 22, 2018

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, June 14, 2018. Please reference the Resolution Number and include your name and email address.

through June 30, 2019.

Description: This contract establishes an additional source for fire sprinkler repair and maintenance services at various locations throughout the School District of Philadelphia. This contract will be managed and utilized by the Office of Maintenance Management.

The proposed award represents the completion of public solicitation GSC-010: Fire Sprinkler Repair & Maintenance, issued by Procurement on April 25, 2018. The solicitation was sent to over 30 vendors as well as our host of area agencies. Five (5) companies downloaded the solicitation and of those, one (1) responded.

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| ABC Code/Funding Source | \$200,000.00 |
| 1100-031-9270-2621-4131 Operating | |

A-47

Operating Budget: \$250,000 Contract with Bornmann Manufacturing Co. – Radiator Covers

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 Bornmann Manufacturing Co., to purchase radiator covers at various School District locations, for a total amount not to exceed \$250,000, subject to funding, for the period commencing July 1, 2018 through June 30, 2019.

Description: This contract establishes a source for radiator covers at various locations throughout the School District of Philadelphia. This contract will be managed and utilized by the Office of Maintenance Management.

The proposed award represents the completion of public solicitation A18-65923: Radiator Covers, issued by Procurement on May 3, 2018. Six (6) companies downloaded the solicitation and of those, one (1) responded.

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| ABC Code/Funding Source | \$250,000.00 |
| 1100-031-9270-2623-6132 Operating | |

A-48

Capital Fund: \$1,395,500 Contract with Mobilease Modular Space Inc. – Modular Classroom Facilities at Solis-Cohen

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 Mobilease Modular Space Inc, to purchase and install modular classroom facilities at Solomon Solis-Cohen Elementary School, for an amount not to exceed \$1,395,500, subject to funding, for the period commencing from July 1, 2018 through June 30, 2020.

Description: This contract establishes a source for a twelve-classroom modular classroom facility for Solomon Solis Cohen Elementary School as well as related services such as engineering, site preparation, installation, and coordination with state and local officials to ensure legal compliance.

This temporary modular facility is needed to relocate students from 2 wings of the existing school so the construction activities of the new school does not interrupt school operation. The temporary modular classroom facility will provide space for students during the construction phase of the new school, which is scheduled to start in October 2018.

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, June 14, 2018. Please reference the Resolution Number and include your name and email address.

The proposed award represents the completion of public solicitation A18-65920: Installation & Rental of Modular Classrooms, issued by Procurement on April 12, 2018. Six (6) companies downloaded the solicitation and of those, one (1) responded.

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| ABC Code/Funding Source | \$1,395,500.00 |
| 8A18-065-8340-4523-7631 FY19 (\$697,750.00) | |
| 8A18-065-8340-4523-7631 FY20 (\$697,750.00) | |

A-49

Capital Fund: \$2,754,000 Contract with Weatherproofing Technologies, Inc./Tremco – Roof Replacement and Resurfacing at Wister and Finletter Schools

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 Weatherproofing Technologies, Inc./Tremco, to provide roof replacement and resurfacing services at John Wister Elementary School and the Thomas K. Finletter School, for an aggregate amount not to exceed \$2,754,000, subject to funding, for the period commencing July 1, 2018 through June 30, 2019.

Description: This contract establishes a source for the roofing materials and installation services needed to replace the roofs at John Wister Elementary and the Thomas K. Finletter School. Both projects were approved as part of the FY2018 capital budget. The roof at Wister has exceeded its useful life and is causing leaks throughout the school. While a Renaissance Charter School operates in the Wister building, the District is the building owner and per the license agreement is responsible for capital improvements. The roofs covering the Finletter School's auditorium and little school house are also deteriorating and causing leaks. As part of the project, the main building's roof, which is in average condition, will be resurfaced with a 20-year warranty.

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| ABC Code/Funding Source | \$2,754,000.00 |
| 8A18-065-6430-4637-4541 Wister, FY19 (\$1,154,000.00) | |
| 8A18-065-7270-4637-4541 Finletter, FY19 (\$1,600,000.00) | |

A-50

Operating Budget: \$75,000 Contract Amendment with U. S. Computing, Inc. (aka SEON) – Transportation Management System

RESOLVED, that the School Reform Commission authorizes the School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform an amendment of Contract No. 427/F13, originally entered into with U.S. Computing, Inc. (aka SEON) pursuant to Resolution No. A-12, approved by the School Reform Commission on December 20, 2012, and amended pursuant to Resolution A-42, approved by the School Reform Commission on June 15, 2017, by increasing the amount of the contract by an additional \$75,000, from the \$1,635,951 approved by Resolutions A-12 and A-42, to an amount not to exceed \$1,710,951 and by extending the term of the contract from its amended expiration date of June 30, 2018 through June 30, 2019.

Description: Since the implementation of the U.S. Computing, Inc's (aka SEON) COMPASS software in SY15-16, Transportation has been using it as a main means of communication among a) more than 500 schools, b) nearly 30 bus garages and c) the Department of Transportation Services for daily transportation changes. In addition, COMPASS is the only tool to determine transportation eligibility to provide bus transportation services to over 40,000 students via more than 1,900 routes and SEPTA transpass to 63,000 students.

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, June 14, 2018. Please reference the Resolution Number and include your name and email address.

ABC Code/Funding Source \$75,000.00
1100-027-9590-2713-3311 Operating

A-51

Capital Fund/Categorical/Grant Fund: \$2,500,000 Contract with Rohrer Bus Company; Acceptance of Grant from the Environmental Protection Agency – Purchase of School Buses
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 Rohrer Bus Company, to purchase school buses, for an amount not to exceed \$2,500,000, subject to funding, for the period commencing July 1, 2018 through July 30, 2019; and be it

FURTHER RESOLVED, that the School Reform Commission authorizes the School District of Philadelphia to accept with appreciation if awarded, a grant from the Environmental Protection Agency through the Clean Diesel Funding Assistance Program, for an amount up to \$1,500,000; and be it

FURTHER RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, conditioned on acceptance of this grant, to execute, deliver and perform a contract with Rohrer Bus Company, to purchase additional school buses, for an amount not to exceed \$1,500,000.

Description: A Request for Proposal (RFP) was issued on July 26, 2016 for the purpose of acquiring new school buses in replacement of aging buses in the active District bus fleet. In response to that RFP, the District selected Rohrer Bus Company to provide services, and with Resolution A-23, was authorized to purchase buses through July 30, 2019 in the amount of \$4,100,000. The full \$4,100,000 was used to purchase 40 buses in 2017, and aging buses are in the process of being auctioned off to the public.

As part of the Capital Improvements Projects for FY19, Transportation plans to purchase 25 additional buses to replace aging vehicles for an amount not to exceed \$2,500,000 that will be funded through capital funds. These buses will be a combination of 48, 54 and 66 passenger conventional style buses, with and without wheelchair lifts, and will replace older buses that are in disrepair.

There are currently 280 active route buses in service and operated by the School District of Philadelphia. The buses are utilized daily to transport 4,426 students daily, as well as servicing day trips and after school programs.

ABC Code/Funding Source \$2,500,000.00
8A18-065-9590-4000-9591 Capital (\$2,500,000.00)
Grant Funding (\$1,500,000.00)

A-52**Memorandum of Understanding with City of Philadelphia Department of Human Services – Share Costs of Transporting Foster Children**

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform a Memorandum of Understanding with The City of Philadelphia Department of Human Services, for a shared-cost program for the transportation of foster children living in Philadelphia and attending their school of origin, by which the City will reimburse the School District one-half of the transportation cost of these students, up to approximately \$75,000.00 per fiscal year, for the period commencing July 1, 2018 through June 30,

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, June 14, 2018. Please reference the Resolution Number and include your name and email address.

2021.

Description: This program provides students in foster care with the opportunity to continue attending their school of origin. The goal of this program is to have the educational process continue as uninterrupted as possible while students are in foster care. To achieve this goal, daily transportation would be provided to foster children to and from their school of origin. The School District and the City's Department of Human Services will share the cost of transporting foster children equally.

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| ABC Code/Funding Source | \$75,000.00 |
| 1100-027-9590-2721-5131 Operating | |

A-53

Operating Budget: \$285,000 Contract with AlarmNet Services Cellular/Network Alarm Monitoring 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 AlarmNet Inc., to establish and maintain the School District Police Dispatch Center as a central monitoring station for communications serving the fire alarm systems and intrusion alarm systems throughout the School District, for an amount not to exceed \$60,000, for the period commencing July 1, 2018 through June 30, 2019, and with three options to extend for an additional year through June 30, 2022, for an annual amount per extension not to exceed \$75,000, for a total aggregate amount not to exceed \$285,000.

Description: AlarmNet, administering a Honeywell International communications system (AlarmNet is a corporate affiliate of Honeywell), will provide cellular communication services for all security and fire alarm systems throughout the School District. The School District will install cellular communicators attached to every alarm and fire alarm system throughout the School District, in all facilities. These communicators, along with installed network drops, will allow the School District to maintain communications with its alarm systems and fire alarm systems once the School District ends use of copper phone lines in June 2018. Otherwise, once the School District disconnects these phone lines, we would lose all ability to monitor for break-ins and fires at School District schools and other facilities. This project assures that we can continue to monitor all locations for both security and fire safety. When completed, we will monitor via cellular communications, with network backup. This contract allows for cellular network communications via AlarmNet (Honeywell) to receive and decode the cellular signals and transfer them to our dispatch center's alarm receivers.

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| ABC Code/Funding Source | \$285,000.00 |
| 1100-034-9560-2662-3291 Operating | |

A-54

Capital Fund: \$214,060 Amendment of Contract with Schneider Electric -- Security Cameras RESOLVED, that the School Reform Commission authorizes the School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform an amendment to a contract with Schneider Electric for the installation of conduit and wiring for CCTV security equipment, originally authorized pursuant to Resolution A-53, approved by the School Reform Commission on April 26, 2018, to increase the amount of the contract by an additional \$214,060, from the original \$785,524 approved by Resolution A-53, to an amount not to exceed \$999,584, subject to funding, for the period July 1, 2018 through June 30, 2019.

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, June 14, 2018. Please reference the Resolution Number and include your name and email address.

Description: This amendment increases the authorization amount for the District's contract with Schneider Electric, to install conduit and wiring necessary for CCTV security equipment. The increased authorization is necessary to account for an error in the vendor's original pricing proposal.

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| ABC Code/Funding Source | \$214,060.00 |
| 8D16-065-9GH0-2660-7000 Capital | |

A-55

Capital Fund: \$1,500,000 Contracts with Batta, KEM, Criterion, Vertex, and CMI - Professional Indoor Air Quality Consulting Services, Air Quality Emissions Consulting Services, and Radon Testing Consulting Services

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform contracts separately with Batta, Inc., KEM, Inc., Criterion, Inc, Vertex, Inc., and CMI, Inc., to provide professional indoor air quality consulting services, air quality emissions consulting services, and radon testing consulting services, for an amount not to exceed \$1,500,000, for the period commencing June 22, 2018 through June 30, 2023.

Description: The School District of Philadelphia publicly solicited a Request for Proposals/Qualifications (RFP/RFQ) on March 28, 2018 to obtain public competitive proposals from pre-qualified firms to perform professional indoor air quality consulting services, air quality emissions consulting services, and radon testing consulting services to support the School District of Philadelphia's Indoor Environmental Quality (IEQ) Management Program that is based upon the US Environmental Protection Agency's Indoor Air Quality Tools for Schools guidelines. All proposals were evaluated based upon each firm's technical capabilities, professional experience, personnel experience, qualifications and certifications. Additionally, each firm's administrative proposals were reviewed including insurance coverage, City of Philadelphia tax compliance and MWBE participation commitment levels.

Six firms submitted proposals on April 27, 2018 in response to the RFP/RFQ. One firm did not properly complete documents required from the RFP and/or mislabeled documents. Five pre-qualified and selected firms met the pre-established criteria and requirements set forth in the RFP/RFQ. Staff from the District's Office of Capital Programs Contract Unit and Environmental Unit participated in the review and selection of the firms.

The entire fund of \$1,500,000 for professional indoor air quality consulting services will be pooled, thereby providing flexibility in the selection of the appropriate firm to perform professional indoor air quality consulting services, air quality emissions consulting services, and radon testing consulting services on specific assigned projects. Firms will be selected to perform specific assigned projects based on RFP/RFQ technical rankings, RFP/RFQ costs rankings, project schedule deadlines, firm's current workload, firm's ability to complete particular work assignment on-time and on-budget, and expertise of firm personnel required for particular work assignment.

The IEQ Program provides a comprehensive approach to maintaining healthy school environments which directly impacts student academic performance and student and teacher health. The IEQ consulting contracts provide services related to inspection, evaluation, testing/sampling, reporting, training and tracking of IEQ parameters within schools, on an as-needed basis, for a period beginning June 22, 2018 through June 30, 2023.

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, June 14, 2018. Please reference the Resolution Number and include your name and email address.

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| ABC Code/Funding Source | \$1,500,000.00 |
| 8A18-065-9AL0-4693-3411 Capital (\$300,000.00) | |
| 8XXX-065-9AL0-4693-3411 Capital (\$1,200,000.00) | |

A-56

Capital Fund: \$3,125,000 Contracts with Batta, Inc., KEM, Inc., Kleinfelder, Inc., Oxford, Inc., CMI, Inc., and West Chester, Inc. - Professional Geotechnical and Environmental Site Assessments Consulting Services

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform contracts separately with Batta Environmental Associates, Inc., KEM Partners, Inc., Kleinfelder, Inc., Oxford, Inc., CMI Inc., and West Chester, Inc., to provide professional geotechnical consulting services and environmental site assessments consulting services, for an aggregate amount not to exceed \$3,125,000 for the period commencing June 22, 2018 through June 30, 2023.

Description: The School District of Philadelphia publicly solicited a Request for Proposals/Qualifications (RFP/RFQ) on March 28, 2018 to obtain public competitive proposals from pre-qualified firms to perform professional geotechnical consulting services for the Capital Improvement Program, to conduct mandated environmental site assessments as required by federal, state and local laws, for all sites where soil would be impacted for new facility construction, new addition to an existing facility, and/or an exterior site development such as a playground, garden or recreation area, by professional geotechnical and geo-environmental science consultants, as well as to conduct required testing, laboratory analysis, reporting and monitoring of underground storage tanks during removal and replacement, soil/groundwater investigations, tank permitting and testing, site contamination remediation design, the completion of Phase I and Phase II environmental site assessments, and associated public involvement program requirements, on an as-needed basis, for a period beginning June 22, 2018 through June 30, 2023. Six firms submitted proposals in response to the RFP/RFQ. Six pre-qualified and selected firms met the pre-established criteria and requirements set forth in the RFP/RFQ. All proposals were evaluated based upon each firm's technical capabilities, professional experience, personnel experience, qualifications and certifications. Additionally, each firm's administrative proposals were reviewed including insurance coverage, City of Philadelphia tax compliance and MWBE participation commitment levels. Staff from the District's Office of Capital Programs Contract Unit and Environmental Unit participated in the review and selection of the firms.

The entire fund of \$3,125,000 for professional geotechnical consulting services will be pooled, thereby providing flexibility in the selection of the appropriate firm to perform professional geotechnical consulting services or environmental site assessments consulting services on specific assigned projects. Firms will be selected to perform specific assigned projects based on RFP/RFQ technical rankings, RFP/RFQ costs rankings, project schedule deadlines, firm's current workload, firm's ability to complete particular work assignment on-time and on-budget, and expertise of firm personnel required for particular work assignment.

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| ABC Code/Funding Source | \$3,125,000.00 |
| 8A18-065-9AL0-4232-3411 Capital (\$625,000.00) | |
| 8XXX-065-9AL0-4232-3411 Capital (\$2,500,000.00) | |

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, June 14, 2018. Please reference the Resolution Number and include your name and email address.

A-57**Capital Fund: \$11,180,000 Contracts with Batta, Inc., Vertex, KEM, Inc., REPSG, Inc., Criterion, West Chester, Inc., G&C, Inc., Synertech, Inc., and USA, Inc.- Professional Environmental Design and Testing Services**

RESOLVED, that the School Reform Commission authorizes, through the Superintendent or his designee, to execute, deliver and perform contracts separately with Batta, Inc., KEM, Inc., REPSG, Inc., Criterion, Vertex, Inc., West Chester, Inc., G&C, Inc., Synertech, Inc., and USA, Inc., to provide professional environmental design and testing consulting services, for an amount not to exceed \$11,180,000, for the period commencing June 22, 2018 through June 30, 2023.

Description: The School District of Philadelphia publicly solicited a Request for Proposals/Qualifications (RFP/RFQ) on December 16, 2017 to obtain public competitive proposals from pre-qualified firms to perform professional environmental design and testing services for the Capital Improvement Program, for professional services that include testing, laboratory analysis, design services, site inspection, quality assurance, and regulatory compliance monitoring for asbestos, lead and mold abatement and remediation projects, on an as-needed basis, for a period beginning June 22, 2018, through June 30, 2023. Nine firms submitted proposals in response to the RFP/RFQ. Nine pre-qualified and selected firms met the pre-established criteria and requirements set forth in the RFP/RFQ. All proposals were evaluated based upon each firm's technical capabilities, professional experience, personnel experience, qualifications and certifications. Additionally, each firm's administrative proposals were reviewed including insurance coverage, City of Philadelphia tax compliance and MWBE participation commitment levels. Staff from the District's Office of Capital Programs Contract Unit and Environmental Unit participated in the review and selection of the firms.

The entire fund of \$11,180,000 for professional environmental design and testing services will be pooled, thereby providing flexibility in the selection of the appropriate firm to perform professional environmental design and testing consulting services on specific assigned projects. Firms will be selected to perform specific assigned projects based on RFP/RFQ technical rankings, RFP/RFQ costs rankings, project schedule deadlines, firm's current workload, firm's ability to complete particular work assignment on-time and on-budget, and expertise of firm personnel required for particular work assignment.

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| ABC Code/Funding Source | \$11,180,000.00 |
| 8A18-065-9AL0-4541-3411 Capital (\$2,236,000.00) | |
| 8XXX-065-9AL0-4541-3411 Capital (\$8,944,000.00) | |

A-58**Capital Fund: \$500,000 Contracts with Criterion Laboratories, Inc. and Access Training - Professional Environmental and Safety Training Consulting Services**

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform contracts separately with Criterion Laboratories, Inc. and Access Training, to provide professional environmental and safety training consulting services on an as-needed basis, for an aggregate amount not to exceed \$500,000 for the period commencing June 22, 2018 through June 30, 2023.

Description: The School District is required to provide certified training for personnel who are involved in asbestos, lead, and mold abatement activities, to adhere to federal, state, and local laws and regulations. The School District employs eighteen (18) technicians who perform asbestos, lead, and mold abatement activities throughout the School District and, therefore, require this certified training. Sixty (60) trades

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Maintenance, Custodial, and Facilities personnel also require certified training so that they can perform their trades work, such as steam fitting and plumbing, while in an asbestos-containing work environment. Furthermore, all Maintenance, Custodial, and Facilities personnel (approximately 1,000) must receive certified 2-hour Asbestos Awareness and Lead Paint Repair/Renovation training.

The School District performs renovation/construction and maintenance work on a continuous basis that often impacts asbestos containing materials and lead-based paint. To maintain a safe environment for the education of children attending Philadelphia public schools, the asbestos-containing materials and lead-based paint associated with various projects must be identified and properly abated by specially-trained School District personnel.

Approval of the \$100,000 per year will cover the costs associated with all required training for the School District's in-house asbestos and lead abatement team, as well as for all Maintenance, Custodial, and Facilities personnel.

On March 28, 2018, the School District advertised a Request for Proposal (RFP) to solicit proposals from firms to perform professional environmental and safety training consulting services. Two firms responded to the RFP. All proposals were evaluated based upon each firm's technical capabilities, professional experience, personnel experience, qualifications and certifications. Additionally, each firm's administrative proposals were reviewed including insurance coverage, City of Philadelphia tax compliance and MWBE participation commitment levels. Staff from the District's Office of Capital Programs Contract Unit and Environmental Unit participated in the review and selection of the firms. Each firm met the requirements set forth in the RFP. Two firms were selected to perform professional environmental and safety training consulting services on an as-needed basis. The entire fund for professional environmental and safety training consulting services will be pooled, thereby providing flexibility in the selection of the appropriate firm to perform environmental and safety training consulting services on specific assigned projects. Firms will be selected to perform specific assigned projects based on RFP technical rankings, RFP costs rankings, project schedule deadlines, firm's current workload and availability to perform assignments, firm's ability to complete particular work assignment on-time and on-budget, and expertise of firm personnel required for particular work assignment.

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| ABC Code/Funding Source | \$500,000.00 |
| 8000-065-9AL0-4693-3291 Capital (\$100,000.00) | |
| 8XXX-065-9AL0-4693-3291 Capital (\$400,000.00) | |

A-59

Various Funds: \$252,366 Authorization of Net Cost Change Orders

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia through the Superintendent or his designee, to execute, deliver and perform amendments of the attached contracts with electrical, general, mechanical, and plumbing contractors for work at the school locations in the attached contracts, for an aggregate amount not to exceed \$252,366.00.

Description: This resolution seeks approval for various revisions to the on-going construction projects as detailed on the attached Modification of Contract documents for work at John Bartram High School, Frankford High School, Penn Treaty Middle School, Richmond Elementary School, William McKinley Elementary School, Edward Heston Elementary School, Joseph E. Hill/Samson Freedman Middle School, Parkway Center City, James Rhoads Elementary School, Tanner Duckrey Elementary School, General George C. Meade Elementary School, and Benjamin Rush Middle School. Changes include items

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designated as errors or omissions, differing site conditions, unforeseen conditions, and revisions requested by School District representatives. Change orders approved to rectify errors or omissions will be further reviewed by the Offices of Capital Program and General Counsel for possible recovery of costs through the professional liability insurance policies of the design professionals, negotiations, and filing of claims or lawsuits against the design professionals.

ABC Code/Funding Source \$252,366.00
Various

A-60

Capital Fund: \$15,386,126 Capital Awards I – Electrical, General, Mechanical and Plumbing Contracts for Various Schools

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform contracts separately with the lowest responsible bidders: D'Angelo Bros., Inc. for Paving Replacement and Storm Water Management at the Lankenau High School; Brightline Construction for Paving Replacement and Storm Water Management at the Morris E Leeds Middle School; Gessler Construction Company for Paving and Storm Water Management at the Wm. Rowen Elementary School; Pannulla Construction Company for Mechanical Plant Replacement at the Edwin M. Stanton School; Gem Mechanical Services, Inc. for Boiler Replacement at the Edwin M. Stanton School; Hyde Electric Corp. for Boiler Replacement at the Edwin M. Stanton School; BSI Construction for major renovation at the Woodrow Wilson Middle School; Dolan Mechanical, Inc. for major replacement at the Woodrow Wilson Middle School; Herman Goldner Company for major renovation at the Woodrow Wilson Middle School and Mulhern Electric Company, Inc. at the Woodrow Wilson Middle School, for an aggregate amount not to exceed \$15,386,126.00, for the period commencing June 22, 2018 through completion of the projects.

Description:

Spec: B-085 C General Contract - Paving Replacement and Storm Water Management of 2016/17
Lankenau High School
201 Spring Lane, Philadelphia PA
* D'Angelo Bros., Inc. - \$527,500.00
68 East Brighthurst Street
Philadelphia, Pennsylvania 19144

This contract covers the labor, material, and equipment necessary for the paving replacement at Lankenau High School. The work includes the removal of existing asphalt and concrete pavement and the replacement of asphalt pavement and sub-bases; storm water management construction including the construction of one (1) bio-infiltration basin and associated outlet control structures, piping, and landscaping; and curb replacement. The Facilities Condition Index (FCI) at this location is 39.89%. The School Progress Report (SPR) at this location is 42.

The bids for this project were publicly advertised on 3/28/2018, 4/2/2018, and 4/4/2018 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 4/24/2018. After review of the bids and a de-scoping meeting it was determined that D'Angelo Bros., Inc. was the lowest responsible bidder with a bid of \$527,500.00.

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, June 14, 2018. Please reference the Resolution Number and include your name and email address.

Spec: B-086 C General Contract - Paving and Storm Water Management of 2016/17
Morris E. Leeds Middle School
1100 East Mount Pleasant Avenue
*Brightline Construction - \$1,396,000.00
550 State Road, Suite 100
Bensalem, Pennsylvania 19020

This contract covers the general construction labor material, and equipment for the paving and storm water management at this location. The work includes the removal of existing pavement within the rear school yard; removal of interior site chain link fence; construction of new full depth asphalt pavement; construction of seven (7) surface bio-infiltration storm water management cells; installation of a double-sided basketball backstop including pole and footing; placement of pavement markings and post-mounted signage. The Facilities Condition Index (FCI) at this location is 43.97%. The School Progress Report (SPR) at this location is 42.

The bids for this project were publicly advertised on 4/11/2018, 4/16/2018, and 4/18/2018 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 5/8/2018. After review of the bids and a de-scoping meeting it was determined that Brightline Construction was the lowest responsible bidder with a bid of \$1,396,000.00.

Spec: B-088 C General Contract - Paving and Stormwater Management of 2016/17
William Rowen Elementary School
6841 North 19th Street
*Gessler Construction Co., Inc. (W) - \$617,700.00
565 East St. Andrews Drive
Media, Pennsylvania 19063

This contract covers the labor, material, and equipment necessary for the re-paving at Rowen Elementary School. The work includes the removal of existing asphalt and concrete pavement within the side and rear school yard; construction of new full depth asphalt pavement in a portion of the schoolyard; installation of a small area of concrete paving overlay; construction of one (1) surface bio-infiltration storm water management practice, including seeding; installation of one - double sided basketball backstop including pole and footing; placement of pavement markings. The Facilities Condition Index (FCI) at this location is 37.30%. The School Progress Report (SPR) at this location is 23.

The bids for this project were publicly advertised on 4/5/2018, 4/10/2018, and 4/12/2018 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 5/1/2018. After review of the bids and a de-scoping meeting it was determined that Gessler Construction Co., Inc. was the lowest responsible bidder with a bid of \$617,700.00.

Spec: B-122 C General Contract - Mechanical Plant Replacement of 2016/17
Edwin M. Stanton Elementary School
1700 Christian Street
* Pannulla Construction Co., Inc. - \$139,000.00
454-456 Conarroe St., Ste. 1
Philadelphia, Pennsylvania 19128

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, June 14, 2018. Please reference the Resolution Number and include your name and email address.

This contract covers the general construction labor, material, and equipment to renovate the boiler room and selected HVAC components of the facility. The work includes partial demolition and masonry re-pointing of the chimney; chimney cap and flashing; overhead coiling door; and concrete pads for mechanical equipment. The Facilities Condition Index (FCI) at this location is 36.42%. The School Progress Report (SPR) at this location is 45.

The bids for this project were publicly advertised on 3/19/2018, 3/24/2018, and 3/26/2018 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 5/1/2018. After review of the bids and a de-scoping meeting it was determined that Pannulla Construction Co., Inc. was the lowest responsible bidder with a bid of \$139,000.00.

Spec: B-123 C Mechanical Contract - Boiler Replacement of 2016/17 Edwin M. Stanton
Elementary School - 1700 Christian Street
*Gem Mechanical Services, Inc. (W) - \$1,348,000.00
5101 Birney Highway
Aston, Pennsylvania 19014

This contract covers the mechanical construction labor, material, and equipment to renovate the boiler room and selected HVAC components of the facility. The work includes remove existing and install new steam boilers, condensate pumps, boiler feed unit, blow down separator; air/dirt separators, water treatment equipment, breeching, combustion air louvers and dampers, ductwork, piping, controls, and accessories; new fan motor, drive assembly, steam heating coils, selected ductwork, air filters, piping, controls, and accessories for the existing house fan system; HVAC air distribution system cleaning for the existing house fan system; install new radiator valves, controls, and accessories throughout the facility for equipment existing to remain; provide a new backflow preventer serving the HVAC make-up water piping; remove selected and install new gas piping; provide a new gas-fired unit heater, vent piping, gas piping, controls, and accessories; new back draft dampers and selected ductwork for existing roof ventilators. The Facilities Condition Index (FCI) at this location is 36.42%. The School Progress Report (SPR) at this location is 45.

The bids for this project were publicly advertised on 3/19/2018, 3/24/2018, and 3/26/2018 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 4/17/2018. After review of the bids and a de-scoping meeting it was determined that Gem Mechanical Services, Inc. was the lowest responsible bidder with a bid of \$1,348,000.00.

Spec: B-124 C Electrical Contract - Boiler Replacement of 2016/17
Edwin M. Stanton Elementary School - 1700 Christian Street
*Hyde Electric Corporation - \$196,500.00
3441 Bowman Street
Philadelphia, Pennsylvania 19129

This contract covers the electrical construction labor, material, and equipment to renovate the boiler room and selected HVAC components of the facility. The work includes provide new electrical wiring, conduit, phase changer, panels, duct detectors and annunciator, and accessories to support HVAC upgrades; and provide new LED lighting in mechanical spaces. The Facilities Condition Index (FCI) at this location is 36.42%. The School Progress Report (SPR) at this location is 45.

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, June 14, 2018. Please reference the Resolution Number and include your name and email address.

The bids for this project were publicly advertised on 3/19/2018, 3/24/2018, and 3/26/2018 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 4/17/2018. After review of the bids and a de-scoping meeting it was determined that Hyde Electric Corporation was the lowest responsible bidder with a bid of \$196,500.00.

Spec: B-804 C General Contract - Major Renovation of 2016/17
Woodrow Wilson Middle School - 1800 Cottman Avenue
*BSI Construction, LLC - \$5,008,000.00
735 Birch Avenue
Bensalem, Pennsylvania 19020

This contract covers the general construction labor, material, and equipment necessary for the major renovations to the Woodrow Wilson Middle School. The work includes exterior work: window lintel replacement, masonry restoration, and concrete wall repairs; replacement of hollow metal doors, frames, and hardware; wood door and decorative metal frame restoration; glazing and exterior painting. Interior work includes gypsum wall board partitions and plaster repair; wood doors including frames and hardware; glazing, new resilient tile and resinous flooring, and refinishing of wood and polished concrete floors; acoustical panel ceilings, interior painting, casework, display boards, and signage; asbestos and lead paint abatement. Site Improvements: Replacement of concrete plaza deck and waterproofing, concrete wall and paving repairs, site retaining wall and masonry stair repair; new metal bridge, stairs, ramp, and railings; new decorative metal fencing; new asphalt pavement; concrete spectator seating wall, synthetic turf field and track, and athletic equipment; exterior plantings and storm sewer repairs; environmental remediation associated with removal of underground fuel tank. The Facilities Condition Index (FCI) at this location is 42.08%. The School Progress Report (SPR) at this location is 36.

The bids for this project were publicly advertised on 3/15/2018, 3/20/2018, and 3/22/2018 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 4/26/2018. After review of the bids and a de-scoping meeting it was determined that BSI Construction, LLC was the lowest responsible bidder with a bid of \$5,008,000.00.

Spec: B-805 C Mechanical Contract - Major Renovation of 2016/17
Woodrow Wilson Middle School - 1800 Cottman Avenue
*Dolan Mechanical, Inc. - \$2,597,000.00
638 Johnson Road
Sicklerville, New Jersey 08081

This contract covers the mechanical construction labor, material, and equipment necessary for the major renovations to the Woodrow Wilson Middle School. The work includes boiler, stack and breeching replacement; combustion air plenum, ventilation fans, and cleaning of ductwork; house fan upgrades; gas service modification; gas fired unit heaters, water softener unit, and pumps; new split-system AC rooftop unit; replace radiator control valves and traps, abate and re-insulate all piping; and replacement of underground fuel tank. The Facilities Condition Index (FCI) at this location is 42.08%. The School Progress Report (SPR) at this location is 36.

The bids for this project were publicly advertised on 3/15/2018, 3/20/2018, and 3/22/2018 in several local newspapers and posted on the School District's Capital Programs Website. The award is recommended to

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the responsive and responsible bidder who met the technical and construction specifications. Bids were publicly opened on 4/26/2018. After review of the bids and a de-scoping meeting it was determined that Dolan Mechanical, Inc. was the lowest responsible bidder with a bid of \$2,597,000.00.

Spec: B-806 C Plumbing Contract - Major Renovation of 2016/17

Woodrow Wilson Middle School - 1800 Cottman Avenue

*Herman Goldner Co., Inc. - \$210,500.00

7777 Brewster Avenue

Philadelphia, Pennsylvania 19153-2698

This contract covers the plumbing construction labor, material, and equipment necessary for the major renovations to the Woodrow Wilson Middle School. The work includes new hot water heater, sump pumps, and plumbing fixtures. The Facilities Condition Index (FCI) at this location is 42.08%. The School Progress Report (SPR) at this location is 36.

The bids for this project were publicly advertised on 3/15/2018, 3/20/2018, and 3/22/2018 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 4/26/2018. After review of the bids and a de-scoping meeting it was determined that Herman Goldner Co., Inc. was the lowest responsible bidder with a bid of \$210,500.00.

Spec: B-807 C Electrical Contract - Major Renovation of 2016/17

Woodrow Wilson Middle School - 1800 Cottman Avenue

*Mulhern Electric Company, Inc. - \$3,345,926.00

1828 Eckard Avenue

P. O. Box #256

Abington, Pennsylvania 19001

This contract covers the electrical construction labor, material, and equipment necessary for the major renovations to the Woodrow Wilson Middle School. The work includes upgrade of secondary distribution equipment; repair of emergency power systems; new receptacles and devices; new lighting and controls; new clock system; and security cameras. The Facilities Condition Index (FCI) at this location is 42.08%. The School Progress Report (SPR) at this location is 36.

The bids for this project were publicly advertised on 3/15/2018, 3/20/2018, and 3/22/2018 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 4/26/2018. After review of the bids and a de-scoping meeting it was determined that Mulhern Electric Company, Inc. was the lowest responsible bidder with a bid of \$3,345,926.00.

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| ABC Code/Funding Source | \$15,386,126.00 |
| 8A18-065-6540-4200-4541 Capital (\$527,500.00) | |
| 8A18-065-6100-4200-4541 Capital (\$1,396,000.00) | |
| 8A18-065-7530-4200-4541 Capital (\$617,700.00) | |
| 8A18-065-2450-4623-4541 Capital (\$139,000.00) | |
| 8A18-065-2450-4623-4591 Capital (\$1,348,000.00) | |
| 8A18-065-2450-4623-4561 Capital (\$196,500.00) | |

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, June 14, 2018. Please reference the Resolution Number and include your name and email address.

8B18-065-8120-4658-4541 Capital (\$5,008,000.00)
8B18-065-8120-4658-4591 Capital (\$2,597,000.00)
8B18-065-8120-4658-4551 Capital (\$210,500.00)
8B18-065-8120-4658-4561 Capital (\$0.00)
8B18-065-8120-4658-4561 Capital (\$3,345,926.00)

A-61

Capital Fund: \$1,079,450 Capital Awards II – General, Plumbing and Electrical Contracts for New Livestock Center at Walter Biddle Saul School for Agricultural Sciences

RESOLVED, that the School Reform Commission authorizes the School District of Philadelphia, through the Superintendent, or his designee, to execute, deliver, and perform general construction, plumbing, and electrical contracts separately with Pannulla Construction Company, Inc., Carolina Plumbing & Heating, Inc., and Jack Cohen & Company, Inc. at the Walter Biddle Saul School for Agricultural Sciences' New Livestock Center at an aggregate cost of \$1,079,450.00, for the period of June 22, 2018 through project completion.

Description:

Spec: B-011 C General Contract - New Livestock Center of 2017/18
Walter Biddle Saul HS for Agricultural Sciences - 7100 Henry Avenue
*Pannulla Construction Co., Inc. - \$754,000.00
454-456 Conarroe St., Ste. 1
Philadelphia, Pennsylvania 19128

This contract covers the general construction labor, material and equipment to construct a new livestock center. The work includes coordination activities as required to perform duties of the lead contractor, excavation, grading and backfill, concrete footings, masonry, metal fabrications, rough carpentry and framing, barn doors, ceilings, thermal insulation, metal roof panels, metal wall panels, doors and frames, overhead coiling doors, vinyl windows, painting, signage, toilet and bath accessories, lockers, animal pens, casework and counter tops, and all appliances. The Facilities Condition Index (FCI) at this location is 30.49%. The School Progress Report (SPR) at this location is 30.

The bids for this project were publicly advertised on 3/28/2018, 4/2/2018, and 4/4/2018 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 5/1/2018. After review of the bids and a de-scoping meeting it was determined that Pannulla Construction Co., Inc. was the lowest responsible bidder with a bid of \$754,000.00.

Spec: B-012 C Plumbing Contract - New Livestock Center of 2017/18
Walter Biddle Saul HS for Agricultural Sciences - 7100 Henry Avenue
*Carolina Plumbing & Heating, Inc. (M) - \$90,000.00
4014 Balwynne Park Rd
Philadelphia, Pennsylvania 19131

This contract covers the plumbing construction labor, material and equipment to construct a new livestock center. The work includes excavation and backfill for piping installation, water distribution piping, domestic water piping, sanitary piping and sewage pump, vent piping, floor drains, electric domestic water heater, plumbing fixtures, piping insulation, and exhaust fans. The Facilities Condition Index (FCI) at this location is 30.49%. The School Progress Report (SPR) at this location is 30.

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, June 14, 2018. Please reference the Resolution Number and include your name and email address.

The bids for this project were publicly advertised on 3/28/2018, 4/2/2018, and 4/4/2018 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 5/1/2018. After review of the bids and a de-scoping meeting it was determined that Carolina Plumbing & Heating, Inc. was the lowest responsible bidder with a bid of \$90,000.00.

Spec: B-013 C Electrical Contract - New Livestock Center of 2017/18
Walter Biddle Saul HS for Agricultural Sciences - 7100 Henry Avenue
*Jack Cohen & Co., Inc. - \$235,450.00
9217 James St.
Philadelphia, Pennsylvania 19114

This contract covers the electrical construction labor, material and equipment to construct a new livestock center. The work includes excavation and backfill, utility poles, electrical feeders, fiber optic cable, underground power and communication duct banks, electrical power conductors and cables, raceways, panel boards, receptacles, switches, lighting fixtures, video surveillance equipment and power and control wiring for items furnished by other prime contracts. The Facilities Condition Index (FCI) at this location is 30.49%. The School Progress Report (SPR) at this location is 30.

The bids for this project were publicly advertised on 3/28/2018, 4/2/2018, and 4/4/2018 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 5/1/2018. After review of the bids and a de-scoping meeting it was determined that Jack Cohen & Co., Inc. was the lowest responsible bidder with a bid of \$235,450.00.

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| ABC Code/Funding Source | \$1,079,450.00 |
| 8B18-065-6040-4658-4541 Capital (\$754,000.00) | |
| 8B18-065-6040-4658-4551 Capital (\$90,000.00) | |
| 8B18-065-6040-4658-4561 Capital (\$235,450.00) | |

A-62

Capital Fund: \$1,500,000 Contract Amendments with Various Vendors for Supplemental Professional Architectural Design Services for Classroom Modernization

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform amendments of separate indefinite demand/indefinite quantity (IDIQ) contracts for professional architectural design services, originally entered into with The Sheward Partnership, JMT Architecture, USA Architects, Planners and Interior Designers, PA, Vitetta Group Incorporated, LAN Associates, Schrader Group Architects, Kimmell Bogrette Architecture, Crabtree, Rohrbaugh & Associates, NORR, and Roth Marz Partnership, PC, pursuant to Resolution A-11, approved by the School Reform Commission on December 15, 2016, and as amended pursuant to Resolution A-10, approved by the School Reform Commission on April 27, 2017, by increasing the amount of the contract by an additional \$1,500,000.00 from the \$5,200,000.00 previously approved by Resolutions A-11 and A-10, to an aggregate amount not to exceed \$6,700,000.00, for the period commencing June 22, 2018 to December 15, 2019.

Description: On July 24, 2016, 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, professional firms to perform supplemental professional architectural design

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, June 14, 2018. Please reference the Resolution Number and include your name and email address.

services to the District. A total of twenty (20) firms responded to this RFP/RFQ on August 9, 2016.

Evaluation of the technical proposals and rankings were performed by a four-person Evaluation Committee consisting of the Office of Capital Programs' Design Management staff, Contract Compliance staff and Fiscal Control staff. After administrative review by Contract Compliance and technical evaluations of submitted proposals, (10) ten firms were selected by the Evaluation Committee based on pre-established criteria.

The (10) ten selected firms were deemed qualified to perform professional architectural design services in support of the amended 2017 Capital Budget, approved by the School Reform Commission (SRC) on May 26, 2016 and the District's 5-year Capital Improvement Plan (CIP). The CIP priorities include constructing new facilities and additions, renovation of existing facilities, life-cycle replacements and maintaining the physical integrity of existing buildings to meet code requirements and educational programing needs.

An additional \$1,500,000.00 in design fees is needed to perform classroom modernizations to eleven (11) elementary schools: Louis Farrell, James Rhoads, Joseph E. Brown, Morton McMichael, John H. Taggart, John H. Webster, William H. Hunter, Anna B. Day, William Rowen, Edward T. Steel, and George W. Childs. Design is to be completed in May 2018 and construction of the approximately 148 classrooms is to be completed by school opening 2018.

The entire fund of \$6,700,000.00 for Supplemental Professional Architectural Design Services will be pooled among the (10) ten firms to provide the Office of Capital Programs flexibility in the selection of the appropriate firm to perform the required services on specific assigned projects.

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| ABC Code/Funding Source | \$1,500,000.00 |
| 8A18-065-9620-4541-3411 Capital | |

A-63

Capital Fund: \$150,000 Contract with F X Bonnes Associates, Inc. – Professional Architectural and Engineering Services for CTE Improvements at Randolph Career and Technical High School

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 F X Bonnes Associates, Inc. for architectural and engineering design services for a major renovation at the Randolph Career and Technical High School for an amount not to exceed \$150,000 for the period commencing June 22, 2018 through construction project completion.

Description: The adopted Capital Improvement Program (CIP) for FY2017-18 includes a major renovation at Randolph Career and Technical High School at 3101 Henry Ave. The project scope of work includes the following: complete renovation of the welding lab, new welding booths, new theory classroom that provides modern learning environment, and replacement of the ventilation system to improve indoor air quality. The estimated construction budget for this project is \$2,000,000.

On April 9, 2018, the School District's Office of Capital Programs publicly advertised and issued a Request for Proposals (RFP) to obtain public competitive proposals from qualified firms to provide professional design and engineering services for this project. Four (4) firms responded to this RFP on May 8, 2018.

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, June 14, 2018. Please reference the Resolution Number and include your name and email address.

Evaluation of the technical proposals and rankings were performed by a (3) three person Evaluation Committee consisting of the Capital Programs' Design, Construction and Planning staff. After administrative review by Contract Compliance and technical evaluations of the submitted proposals, (2) two firms were selected by the Evaluation Committee based on pre-established criteria. The two (2) selected for oral interviews on May 21, 2018 were F X Bonnes Associates, Inc. and BWA Architecture + Planning.

The evaluation committee selected F X Bonnes Associates, Inc. as the most technically qualified firm. The proposed fee from F X Bonnes Associates, Inc. for design and engineering services is 6 % of the estimated construction budget. The School District is including an additional \$30,000 to cover reimbursable expenses to bring the total design fee up to \$150,000.

The Facility Condition Index (FCI) score at this location is 45.31%. The SY20162017 School Progress Report (SPR) is 26 (Watch).

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| ABC Code/Funding Source | \$150,000.00 |
| 8D18-065-6090-4658-3411 Capital | |

A-64

Capital Fund: \$977,347 Contract with USA Architects, Planners and Interior Designers PA – Professional Architectural and Engineering Services for Addition and Major Renovation at Ethan Allen Elementary School

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 USA Architects, Planners and Interior Designers, PA for architectural and engineering design services for the construction of an addition and major renovations at the Ethan Allen Elementary School for an amount not to exceed \$977,347 for the period commencing June 22, 2018 through construction project completion.

Description: The adopted Capital Improvement Program (CIP) for FY2017-18 includes an addition and major renovations at the Ethan Allen Elementary School located at 6329 Battersby St. The project scope of work includes the following : addition of nine (9) classrooms, a gymnasium, façade repair, replacement of building components including roof, exterior doors, ceiling tile, floors, interior door hardware, electrical service upgrade, electrical panelboards, interior and exterior lights, exit signs, fire alarm, security camera system, clock system, localized temperature controls, accessibility upgrades, educational space upgrades to support the early literacy initiative, power and data upgrades for existing classroom SmartBoards, and new paint at walls and interior doors. The estimated construction budget for this project is \$13,841,000.

On March 28, 2018, the School District's Office of Capital Programs publicly advertised and issued a Request for Proposals (RFP) to obtain public competitive proposals from qualified firms to provide professional design and engineering services for this project. Eleven (11) firms responded to this RFP on April 30, 2018.

Evaluation of the technical proposals and rankings were performed by a four person Evaluation Committee consisting of Capital Programs' Design Management staff, Contracts Compliance staff and Fiscal Control staff. After administrative review by Contract Compliance and technical evaluations of submitted proposals, (6) six firms were selected by the Evaluation Committee based on a pre-established

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, June 14, 2018. Please reference the Resolution Number and include your name and email address.

criteria.

The six (6) firms selected for oral interviews on May 22, 2018, were USA Architects, Planners and Interior Designers, PA, Crabtree, Rohrbaugh & Associates, Kelly Maiello Architects and Planners, Rodgers Partners Architects + Urban Designers, Godshall, Kane, O'Rourke Architects, LLC and The Sheward Partnership LLC.

The evaluation committee selected USA Architects, Planners and Interior Designers PA as the most technically qualified firm. The proposed fee from USA Architects, Planners and Interior Designers PA for design and engineering services is 6.7 % of the estimated construction budget. The School District is including an additional \$50,000 to cover reimbursable expenses to bring the total design fee up to \$977,347.

The Facility Condition Index (FCI) score at this location is 63.33%. The SY2016-2017 School Progress Report (SPR) is 37 (Watch).

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| ABC Code/Funding Source | \$977,347.00 |
| 8D16-065-8200-4400-3411 Capital | |

A-65 (Pending)

Acceptance of Donation of Schoolyard Improvements from the Lindy Charitable Foundation for the Eleanor C. Emlen School; License and Right of Entry with Intech Construction, Inc. for the installation of Schoolyard Improvements at the Eleanor C. Emlen Elementary School

A-66 (Pending)

Capital Fund: Contract with USA Architects – Professional Architectural and Engineering Services – Major Renovations and Addition at Richmond Elementary School

A-67 (Pending)

Capital Fund: Amendments of Contracts with various vendors for Professional Supplemental Staffing Services

A-68 (Pending)

Capital Fund: Amendment of Contract with Elliott-Lewis Corporation – Relocation of the Urban Technology Program (UTP) at Benjamin Franklin High School to 440 North Broad Street

A-69 (Pending)

Capital Fund: Contract with TBD Architects- Professional Architectural and Engineering Services for CTE Improvements at Swenson Arts and Technology High School

A-70 (Pending)

Capital Fund: Contract with TBD Architects- Professional Architectural and Engineering Services for Major Renovations at Andrew Hamilton Elementary School

A-71 (Pending)

Capital Fund: Capital Award III -General, Electrical, Mechanical and Plumbing Contracts for Major Renovations at the Benjamin Franklin High School

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, June 14, 2018. Please reference the Resolution Number and include your name and email address.

III. EDUCATION SERVICES***Academic – Acceptance/Donation*****B-1****Donation: \$5,000,000 Acceptance of Donated Support and Services from The GRAMMY Music Education Coalition**

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to accept with appreciation, if awarded, the donation of supports and services valued at up to \$5,000,000 through a grant agreement with GRAMMY Music Education Coalition to increase active sustained music education participation by Philadelphia public school youth.

Description: The School District of Philadelphia's Office of The Arts & Academic Enrichment, in alignment with Action Plan 3.0, is implementing a strategic redesign of music education curriculum and programs to ensure access and equity for all students. The GRAMMY Music Education Coalition (GMEC) is a philanthropic organization interested in supporting the goal of more students actively participating in public school music education on a sustained basis. GMEC works as a transitional, philanthropic investor focused on positive systems change and will partner with The Fund for the School District of Philadelphia for the purpose of acquiring increased funding and advocacy to support music education activities in The School District of Philadelphia. Donations acquired through these efforts will provide resources and funding support to all schools in the District, including the growth and sustainability of existing music programs as well as the addition of new music programs in schools where programs do not currently exist. GMEC services will include strategic staffing, advocacy through local and national campaigns, and alignment with corresponding organizations.

ABC Code/Funding Source

\$5,000,000.00

B-2**Extension of Acceptance Period of Grant from Philadelphia Works, Inc. – U.S. Department of Labor Summer Jobs and Beyond: Career Pathways for Youth Grant**

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to amend the acceptance period of a grant from Philadelphia Works, Inc., originally authorized pursuant to Resolution No. B-10, approved by the School Reform Commission on August 18, 2016, to provide the supports needed to continue implementation of the U.S. Department of Labor Summer Jobs and Beyond: Career Pathways for Youth grant that connects youth with employment, education, and/or the supportive services needed to earn a secondary credential, gain employment skills and enter a viable career pathway, by extending the acceptance period from July 1, 2018 through December 31, 2018.

Description: This resolution seeks approval to continue grant activities through December 31, 2018 using the remaining funds from the original sub-grant award to the School District's Re-engagement Center. Philadelphia Works, Inc. was awarded a grant from the U.S. Department of Labor (DOL) to implement the Summer Jobs and Beyond Grant, entitled "The Hub." The purpose of The Hub project is to connect youth with employment, education, and/or the supportive services that they need to succeed in gaining skills and entering a viable career pathway. As lead partners in the grant, Philadelphia Works, Inc. and Philadelphia Youth Network (PYN) have worked with a variety of local and system-level partners to implement a multi-faceted approach to provide youth with work experience opportunities and exposure to in-demand job sectors.

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, June 14, 2018. Please reference the Resolution Number and include your name and email address.

The Hub is a place-based strategy that specifically targets youth ages 16-24 in the West Philadelphia Promise Zone. Both in-school and out-of-school youth who reside in the West Philadelphia Promise Zone can receive education and employment services at The Hub location. The School District's Re-engagement Center (REC) is embedded in The Hub project as a service offered to young people at the project location in West Philadelphia. The REC will maintain its core functions of providing enrollment counseling for re-entry into high school and direct connections to high school programs that best fit youth needs. Two co-located REC staff who are funded by the grant will continue to work collaboratively with other staff at the project location to streamline services, leverage resources, and refer students to high school programs and supportive services.

ABC Code/Funding Source

N/A

B-3**Categorical/Grant Fund: \$150,000 Acceptance of STEM (SIGHT) Grant from the Institute of Electrical and Electronics Engineers – Philadelphia High School for Girls**

RESOLVED, that the School Reform Commission ratifies the acceptance with appreciation by The School District of Philadelphia, through the Superintendent or his designee, of a grant in an amount not to exceed \$150,000 from the Institute of Electrical and Electronics Engineers to expand, enhance and create new innovative STEM opportunities at the Philadelphia High School for Girls, for the period commencing June 1, 2018 through August 31, 2022.

Description: Through the use of the IEEE SIGHT (Special Interest Group on Humanitarian Technology) grant monies, the STEM Society of Women (at the Philadelphia High School for Girls) intends to provide the following services: after school STEM related activities, opportunities to pursue independent scientific research, summer internships, and college and career readiness counseling. As a result, they would expect to see an increase in the students who participate in STEM membership, science and mathematics grades, and enrollment in AP, Honors, IB science or mathematics courses, etc.

ABC Code/Funding Source

\$150,000.00

Academic – Contracts/Payments**B-4****Operating Budget: \$480,000 Contract with Pearson – ReadyGen Consultants**

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 Pearson Learning Group to provide professional development services for instructional staff at 142 elementary schools that have purchased Ready-Gen English Language Arts instructional resources through their ReadyGen Specialists, for an amount not to exceed \$480,000.00, for the period commencing July 1, 2018 through June 30, 2019.

Description: During the 2016-2017 school year, the School District of Philadelphia purchased new K-12 English Language Arts (ELA) anthologies and reading books for the entire district. The contract included two years of professional development for teachers to support transition to the new materials. 142 elementary schools selected Pearson's ReadyGen books for their school. The District is seeking to contract with Pearson to provide additional professional development for instructional staff at the 142 schools.

Three (3) ReadyGen specialists will work directly with instructional staff and school leaders serving

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, June 14, 2018. Please reference the Resolution Number and include your name and email address.

Kindergarten through Grade 5. The ReadyGen specialists will support building employee expertise in high quality, evidence-based early literacy instruction to drive the District's literacy goal. The ReadyGen Specialist will be able to provide schools with ongoing structured professional development upon request. They will provide direct training and professional development as well as job-embedded coaching with individual teachers to enhance teacher knowledge of and use of the ReadyGen materials.

In addition, teachers will have access to online professional development modules to support ongoing teacher training needs through ReadyGen.

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| ABC Code/Funding Source | \$480,000.00 |
| 1100-007-9440-2251-3291 Operating | |

B-5

Various Funds: \$1,560,000 Amendment of Contract with Carnegie Learning, Inc. – Professional Development for Summer Math Institute and Additional Math Institute Specialists

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform an amendment of Contract No. 0654/F16, originally entered in to with Carnegie Learning, Inc., pursuant to Resolution B-3, approved by the School Reform Commission on March 15, 2018, by increasing the amount of the contract by an additional \$1,560,000.00 from \$9,616,174.03, approved by Resolution B-3, to a total amount not to exceed \$11,176,174.03.

Description: Carnegie Learning is currently contracted to facilitate our week long intensive summer Mathematics Institute which provides intensive grade-level mathematics professional development to over 800 teachers and approximately 45 principals. The Office of Curriculum, Instruction, and Assessment provides Mathematics coaching (12 coaches), through Carnegie Learning, for all teachers from participating schools.

This resolution seeks authorization to amend the contract with Carnegie Learning, Inc. to allow schools that are no longer supported by the Office of Curriculum, Instruction, and Assessment (OCIA) the option to purchase a Math Institute Specialist to support teachers during the 2018-2019 school year.

This amendment also funds two Math Institute Specialists to support GEARUP Schools. The Math Institute Specialists will be contracted solely through Carnegie Learning, Inc. and will not be recruited or hired as employees of The School District of Philadelphia.

Schools will be able to purchase a Math Specialist out of their own budget for either half a year or a full year. Two Math Institute Specialists will support the teachers of the following GEARUP schools: Edison, Fels, Penn Treaty, Kensington HS, Kensington Health Science, Kensington CAPA, Ben Franklin, Overbrook, West Philadelphia, School of the Future, Frankford, and Martin Luther King.

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| ABC Code/Funding Source | \$1,560,000.00 |
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B-6

Various Funds: \$2,000,000 Contract with City Year Philadelphia, Inc. – In-School Comprehensive Support Services for SY 2018-2019

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 City Year Philadelphia

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, June 14, 2018. Please reference the Resolution Number and include your name and email address.

to provide students with math and literacy tutoring, intervention and academic support activities, attendance and behavior coaching/mentoring, after school programs, report card conferences, and positive climate and service activities in schools, for an amount not to exceed \$2,000,000, and not to exceed \$200,000 per school for the period commencing July 1, 2018 through June 30, 2019.

Description: City Year Philadelphia is an education focused, nonprofit organization that unites young people of all backgrounds for a year of full-time service to keep students in school and on track to graduation. City Year has worked in successful collaboration with the District over the past twenty years. City Year AmeriCorps members are persons 18- 25 years of age, who make a one-year, full-time service commitment to working in Philadelphia's elementary, middle, and high schools. Teams of Corps members represent a diverse population as defined by race, culture, class, and education level. City Year may deploy to any but not necessarily all of the following schools in School Year 2018-2019: Bethune Elementary, Blaine Elementary, Cramp Elementary, Duckrey Elementary, Edison High, Frankford High, Grover Washington Jr. Middle, Harding Middle, WD Kelley Elementary, Kensington High, Kensington Health Science Academy, Thurgood Marshall Elementary, McClure Elementary, McKinley Elementary, Olney Elementary, Penn Treaty High, Roosevelt Elementary, Southwark Elementary, and Sullivan Elementary.

Through this collaboration, City Year will continue to work intensively with students, teachers, principals and school staff to enhance academic support and intervention, attendance and behavior coaching and mentoring, after school enrichment activities, report card conferences, and positive school climate and service activities. Corps members will work with school staff to identify students with early warning indicators who will receive targeted and intensive supports. City Year will deploy teams of corps members managed by one City Year staff member (Impact Manager). The Managing Director, Impact Director, and the Executive Director will provide senior staff input and oversight for this program. The project will report directly to the Chief of Schools Office.

Contracted City Year services will fall into the categories described below in each of the participating schools:

ACADEMIC SUPPORT AND INTERVENTION - Provide academic support and intervention for students in grades 3-10. Services include: pull-out or push-in one-on-one or small group tutoring focused on math and literacy for a focus list of students who exhibit early warning indicators, in-class academic support focused on core classes and homework assistance after school.

ATTENDANCE AND BEHAVIOR COACHING AND MENTORING - Provide coaching and mentoring for students in grades 3-10 for a focus list of students who exhibit early warning indicators. Services include: mentor lunches, check-in/check-out goal setting, and activities to build social and emotional learning skills.

AFTER SCHOOL ENRICHMENT ACTIVITIES - Engage students in after school enrichment activities that support academic achievement and address student needs, with a focus on homework assistance, individual/small group tutoring, leadership development, music, arts, STEM, and recreational activities.

REPORT CARD CONFERENCES - Engage students quarterly to discuss student understanding of report card contents, give students space to reflect on prior accomplishments and challenges, and help students set goals for the upcoming marking period and beyond.

POSITIVE SCHOOL CLIMATE AND SERVICE ACTIVITIES - Teams may plan or support events that

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recognize outstanding or improved student attendance, behavior or academic performance as well as events that build school pride, safety and student engagement, including but not limited to fall festivals, math and literacy family nights, spirit days, career fairs, and volunteer service projects.

Corps members will be present in schools a total of 9.5 hours per day based on the start and end time of the school day, Monday through Thursday. City Year staff and corps members may be exempt from service most Fridays when they participate in professional development activities (a schedule of training days will be provided to each school by the City Year Impact Manager). Corps Members may occasionally help staff School District events on weekday evenings and weekends and they will receive service hours to provide these services. If City Year teams need to assist on other projects that will take them out of their assigned schools during the week, they will provide ample notice to all appropriate school faculty and partners.

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| ABC Code/Funding Source | \$2,000,000.00 |
| Various | |

B-7

Categorical/Grant Fund: \$500,000 Amendment of Contract with City Year of Philadelphia, Inc. – In-School Comprehensive Services in GEAR UP High Schools 2018-2019

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform an amendment of a contract with City Year Philadelphia, originally authorized pursuant to Resolution B-14, approved by the School Reform Commission on June 16, 2016, to provide students with math and literacy tutoring and academic support activities, attendance and behavior coaching, after school programs, positive climate activities, community service activities, civic engagement opportunities and college and career awareness/readiness activities in GEAR UP high schools, by increasing the amount of the contract by an additional \$500,000 from \$712,500, for a new total amount not to exceed \$1,212,500, and by extending the term of the contract from its original scheduled expiration date of September 25, 2018 through June 30, 2019.

Description: City Year Philadelphia is a youth service AmeriCorps program that has worked in successful collaboration with the district over the past eighteen years. City Year Corps Members are persons 18-25 years of age, who make a one-year, full-time service commitment to working in Philadelphia schools. Teams of Corps members represent a diverse population as defined by race, culture, class and education level. The following high schools expected to participate in the 2018-2019 school year include: Edison, Frankford, Kensington Health Sciences, Kensington, School of the Future, and Penn Treaty. Through this collaboration, City Year will continue to work intensively with students, teachers, principals and school staff to enhance academic support activities, after school activities, positive climate activities, and college and career awareness activities. Corps members will work with school staff to identify students to receive targeted and intensive supports. Services will fall into the following categories:

ACADEMIC SUPPORT: Provide academic support for students which include: providing in-class academic support (pull-out or push-in one-on-one or small group tutoring), report card conferences with students, attendance and behavior coaching/mentoring and attendance phone calls home.

COLLEGE AND CAREER PREPARATION: Under the direction of or in partnership with the school counselor, corp members will develop and implement college/career programs; assist in the development and execution of goals formalized in the Individualized Learning Plans (ILP) process as it relates to college and career awareness. Assist in the introduction and exposure of 10th grade students to college

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and career activities that will increase awareness and practical steps that are necessary to achieve goals that have been set in the ILP. This includes and is not limiting to assisting in the planning and implementation of college and career fairs, career day(s) and registration for PSAT.

AFTER SCHOOL ENRICHMENT ACTIVITIES: Engage students in after school enrichment activities that support academic achievement and address student needs, with a focus on homework assistance, individual/small group tutoring, character building and leadership development activities.

POSITIVE SCHOOL CLIMATE: Teams may plan or support events that recognize outstanding or improved student attendance, behavior or academic performance as well as events that build school pride, safety and student engagement, including but not limited to fall festivals, math and literacy family nights, spirit days, etc.

COMMUNITY SERVICE AND CIVIC ENGAGEMENT: Engage students in community service and civic service projects that help them fulfill community service requirements towards graduation and prepare them to be productive and engaged citizens. Services include developing school and community service projects in addition to other leadership development activities. Corps members will be present in schools a total of 9.5 hours per day based on the start and end time of the school. Corps members will occasionally help staff district events on weekday evenings and weekends.

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| ABC Code/Funding Source | \$500,000.00 |
| 38BX-G58-97A0-2260-3291 GEAR UP | |

B-8

Categorical/Grant Fund: \$2,710,000 Contracts with The Princeton Review, Philadelphia Education Fund, CoolSpeak, Trizen, College Possible, Communities in Schools, and Paradigm Shift – GEAR UP Comprehensive College Readiness Programming 2018-2019

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver, and perform contracts separately with The Princeton Review, Philadelphia Education Fund (PEF), CoolSpeak, Trizen, College Possible, Communities in Schools and Paradigm Shift, to provide college readiness curriculum and supports for students in GEAR UP high schools, for an aggregate amount not to exceed \$2,710,000.00, for the period commencing July 1, 2018 through September 24, 2021.

Description: The GEAR UP Program is designed to increase the academic performance and preparation for postsecondary education for GEAR UP students, increase the rate of high school graduation and enrollment in postsecondary education for GEAR UP students, and increase students' and their families' knowledge of postsecondary education options, preparation, and financing.

This resolution seeks authorization to contract with multiple vendors who will provide grant-critical services to participating students in GEAR UP schools over the 2018-2021 school years. All the vendors named in this award are slated to serve all 12 GEAR UP high schools, which are: Benjamin Franklin, Frankford, Kensington, Kensington Health Sciences Academy, Kensington CAPA, Martin Luther King, Overbrook, Penn Treaty, Samuel Fels, School of the Future, Thomas Edison, and West Philadelphia.

During this time, GEAR UP will focus on the following six high-leverage areas: leadership development and mentoring, academic support and tutoring, college and career support, parent engagement, financial literacy and summer programming. This group of vendors will provide engaging learning experiences in

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one or more of the aforementioned categories. These vendors were carefully selected through RFP 572 and RFP 590. All GEAR UP activities are tightly aligned with the District's college and career goals for students, specifically anchor goal 1.

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| ABC Code/Funding Source | \$2,710,000.00 |
| 38bx-g58-97a0-2260-3291 GEAR UP | |

B-9

Categorical/Grant Fund/Operating Budget: \$270,000 Contracts with Explore Colleges and All Aboard Tours and Travel LLC – 2018-2020 GEAR UP

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent, or his designee, to execute, deliver and perform an amendment of Contract No. 574/F17, originally entered into with Explore Colleges Inc. pursuant to Resolution, B-9 approved by the School Reform Commission on June 16, 2016 by increasing the amount of the contract by an additional \$180,000 from \$90,000 approved by Resolution B-9, to an amount not to exceed \$270,000, and by extending the term of the contract from its original scheduled expiration date of September 25, 2018 through September 24, 2020, to provide customized enhanced college tours for GEAR UP College Readiness Collaborative Communities schools; and be it

FURTHER RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent, or his designee, to execute, deliver and perform an amendment of Contract No. 575/F17, originally entered into with All Aboard Tours and Travel, LLC, pursuant to Resolution, B-9 approved by the School Reform Commission on June 16, 2016 by increasing the amount of the contract by an additional \$90,000 from \$90,000 approved by Resolution B-9, to an amount not to exceed \$180,000, and by extending the term of the contract from its original scheduled expiration date of September 25, 2018 through September 24, 2020, to provide customized enhanced college tours for GEAR UP schools.

Description: Explore Colleges Inc. and All Aboard Tours and Travel, LLC, will support the GEAR UP grant by guiding early preparation for post-secondary education through college and career planning, as well as increasing awareness of post-secondary options. This will be achieved via deliberate, interactive single and multi-day campus tours (during the academic school year, with opportunities for college trips to support GEAR UP summer enrichment programs) for students from GEAR UP designated high schools, which include: Benjamin Franklin, Edison, Frankford, Fels, Kensington CAPA, Kensington Health Sciences, Kensington Urban/Business, School of the Future, Martin Luther King Jr., Overbrook, Penn Treaty, and West Philadelphia.

During their college visit experience, students will learn about campus enrollment, academic programs, tuition rates, housing options, admissions requirements, and campus life. This information will provide students with valuable insight into what is needed for their college exploration process.

Both Explore Colleges and All Aboard have been selected as college experience vendors for their level of professionalism, tour curriculum, quality of the visit experience, and their capacity to accommodate the varied requests of all GEAR UP Collaborative Readiness Collaborative Communities schools. Explore Colleges and All Aboard submitted quotes for services under The District's Title I grants policies. Both vendors were screened and selected based on their level of professionalism by customizing the college campus experience, their quality of enhanced visit experience, and their capacity to accommodate

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throughout the academic year, in addition to any requests during the summer months.

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| ABC Code/Funding Source | \$270,000.00 |
| 38BX-G58-97A0-2260-3291 GEAR UP | |

B-10

Operating Budget: \$52,000 Amendment of Contract with PeerForward (formerly College Summit) 2018-2019

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver, and perform an amendment of a contract with College Summit, Inc., originally authorized pursuant to Resolution B-4, approved by the School Reform Commission on May 18, 2017, to implement the PeerForward Program and increase the college enrollment rate of high school seniors at Northeast High School and George Washington High School, by increasing the amount of the contract by an additional \$52,000 to the original \$26,000 for a new total amount not to exceed \$78,000, and by extending the term of the contract from its original scheduled expiration date of August 31, 2018 through June 30, 2019.

Description: This resolution is seeking authorization to amend the contract with PeerForward to provide the PeerForward Program for Northeast High School and George Washington High School. PeerForward provides high schools with the additional capacity needed to support all students on a path to college and career. Northeast High School is currently receiving services for the PeerForward Program, which ends on August 31, 2018, and wishes to continue the program. Since this will be the first year of services for George Washington High School, services will begin during the summer months.

The PeerForward Program will work with school administrators to identify eight 12th grade students and eight 11th grade students from both Northeast High School and George Washington High School who will serve on the Peer Leader Team throughout the 2018-19 academic year. The Peer Leader Team will be trained and coached to support increased college enrollment and college preparation efforts. Training entails transformational workshops held on college campuses and pushes participants to realize their talents, learn the ins-and-outs of the college admissions process, and master powerful leadership skills and community organizing techniques.

If the program is renewed for subsequent academic years, the eight 11th graders would continue on the Peer Leader Team as 12th graders the next year, and eight new 11th graders would be identified to join the team.

During the past five years, Northeast High School has consistently made positive gains with college enrollment, which has prompted interest from George Washington High School in implementing the program.

If the decision is made to extend the project beyond the 2019 school year, we will have the vendor enter into an RFP process.

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| ABC Code/Funding Source | \$52,000.00 |
| 1100-007-97A0-1423-3291 Operating | |

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, June 14, 2018. Please reference the Resolution Number and include your name and email address.

B-11**Categorical/Grant Fund/Operating Budget: \$800,000 Contract with College Board SAT/PSAT and Advanced Placement**

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 The College Board to deliver and score the PSAT 8/9, PSAT, and SAT as well as Advanced Placement Assessments in all School District of Philadelphia high schools for an amount not to exceed \$800,000 for the period commencing July 1, 2018 through June 30, 2019.

Description: The College Board is a mission driven organization that was created to connect students to higher education opportunities. The company will provide School District of Philadelphia students in grades 9 through 11 with the Preliminary Scholastic Aptitude Test (PSAT) and students in grade 12 with the Scholastic Aptitude Test (SAT). In addition, College Board will provide students participating in Advanced Placement (AP) classes with the assessment for the course and professional development for teachers and administrators.

During the fall of 2017 over 30,000 School District of Philadelphia students in grades 9 through 12 participated in taking the PSAT or the SAT exam during the school day district wide. This opportunity provided students with early exposure to college readiness exams and gave them the ability to be one step closer to college preparedness. In addition, students were able to receive free personalized online resources and practice exams tailored to their strengths and weaknesses based on their SAT/PSAT scores. The PSAT results also assisted schools in identifying students who had the potential to pass advanced placement courses and score a 3 or higher out of 5 on an AP exam, which qualifies them to receive college credits.

The District recognizes the importance of this initiative and the benefits of students taking the SAT/PSAT exams at their school, in a familiar environment during the day. School day testing helps ensure that all students have equal access to preliminary college exams and helps remove barriers that students face around weekend test administration.

Moreover, during the 2017-2018 school year over 3,000 high school students across the district are enrolled in advanced placement courses and will participate in upcoming advanced placement testing provided by The College Board. AP exams provide students with an opportunity to measure their knowledge of the rigorous coursework they learned throughout the year in specific subjects. In addition, students will have the opportunity to earn college credits based on the results of their of their exams. The College Board will also provide professional development opportunities for teachers and administrators that will focus on specific content areas as well as best practices around instruction. This will allow educators to stay abreast of the ever-changing educational landscape and provide students with the most up to date and accurate information.

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| ABC Code/Funding Source | \$800,000.00 |
| 1100-004-9KT0-124B-3291 (\$400,000.00) | |
| 201X-G04-9KT0-2386-3291 (\$400,000.00) | |

Questions/Comments are due at SRC@philasd.org no later than 4:30 p.m. on Thursday, June 14, 2018. Please reference the Resolution Number and include your name and email address.

B-12**Operating Budget: \$24,500 Contract with American Athletic Courts, Inc. – Track Surface Repairs – Lincoln High School**

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 American Athletic Courts, Inc. for the removal and replacement of the existing track drainage system and repair of defective track surface at the Abraham Lincoln High School athletic field, for an amount not to exceed \$24,500, for the period commencing June 22, 2018 through June 30, 2018.

Description: American Athletic Courts, Inc. will remove and replace the existing defective track trench drainage system, install new drains, and concrete. In addition, the company will asphalt patch as needed and repair the defective track surface.

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| ABC Code/Funding Source | \$24,500.00 |
| 1100-004-9JQ0-3252-3291 Operating | |

B-13**Various Funds: \$900,000 Amendment of Contract with Renaissance Learning STAR – Universal Screeners for Response to Instruction and Intervention**

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver and perform an amendment of Contract No. 513/FY14, originally entered into with Renaissance Learning STAR Enterprises, to provide the use of Renaissance STAR, a literacy/math universal screener for grades 6-12, pursuant to Resolution B-25 approved by the School Reform Commission on August 17, 2017, by increasing the amount of the contract by an additional \$900,000 from \$2,529,875 authorized by Resolution B-25, to \$3,429,875 and by extending the term of the contract from its original scheduled expiration date of June 30, 2018, through June 30, 2019.

Description: STAR assessments are used to monitor student growth throughout the year, to estimate students' understanding of state standards, and predict students' performance on the state test. In addition, STAR helps teachers determine appropriate instructional levels and skills that students are ready to learn and to identify students who may be at risk for not meeting grade-level academic expectations, or in need of enrichment. Students are screened at least of three times per year to determine academic status against grade-level standards. The STAR assessments have already been successful in identifying gaps in achievement for District students and determining the appropriate tiered supports to address their needs. Universal screening enables the District to focus on the fidelity of implementation of Anchor Goal I and selection of evidence-based tools, with consideration for responsiveness and recognition of student strengths.

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| ABC Code/Funding Source | \$900,000.00 |
| Various | |

B-14**Categorical/Grant Fund: \$48,545 Contract Amendment with Render Circus, LLC – Video Library of Excellent Teaching Practices**

RESOLVED, that the School Reform Commission authorizes The School District of Philadelphia, through the Superintendent or his designee, to execute, deliver, and perform an amendment of Contract No. 064/F18, originally entered into with Render Circus, LLC, pursuant to Resolution B-17, approved by

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the School Reform Commission on August 18, 2016, to increase the number of video clips in the Video Library of Excellent Teaching Practices, by increasing the amount of the contract by an additional \$48,545 from the \$80,960 approved by Resolution B-22, to an amount not to exceed \$129,505, and by extending the term of the contract from its original scheduled expiration date of August 31, 2018 through August 31, 2019.

Description: In 2016, the District contracted with Render Circus to create the Exemplary Teaching Video Library. Taylor Krauss of Render Circus is a freelance filmmaker with over 15 years experience filming in classrooms around the country for The College Board, Yale University and other educational institutions. An RFQ process was used in April 2016 to identify this vendor based on capacity/bandwidth, experience, quality of services, pricing and IT compatibility.

The Exemplary Teaching Video Library is a professional development tool launched in August 2017 that is accessible via the School District of Philadelphia's website. It isolates discrete skills through short video clips and provides educators with concrete examples of best teaching practices in the context of the District. During the 2017-2018 school year, featured video clips were shared with principals and teachers weekly to encourage them to use the library. As of March 2018, there have been over 4,000 views of the 75 videos.

Extending the contract with Render Circus will cover the cost of additional filming, including several videos for the Office of Specialized Services (OSS) that capture evidence-based teaching practices in literacy and behavior support. Each OSS video will consist of three clips. The first clip will begin with the educator introducing the focus area, summarizing the relevant research, and discussing the classroom implications. In the second clip, the professional will briefly demonstrate a classroom strategy related to the focus area. In the third clip, we will capture a classroom teacher implementing the evidence-based strategies with students in real time. Lastly, OSS staff will utilize each video in a blended learning format. During face to face training and professional development with Professional Learning Communities, staff will showcase the videos to enhance instruction.

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| ABC Code/Funding Source | \$48,545.00 |
| 334X-G69-9KS0-2272-3291 Title II | |

B-15

Operating Budget: \$89,300 Contract with Communities in Schools of Philadelphia – Feltonville School of Arts and Sciences

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 Communities in Schools of Philadelphia to provide and coordinate intensive student supports and work with school leadership to identify, manage, coordinate, and implement social service initiatives for families at Feltonville School of Arts and Sciences for an amount not to exceed \$89,300 for the period commencing July 1, 2018 through June 30, 2019.

Description: Communities in Schools of Philadelphia (CISP) will partner with Feltonville School of Arts and Sciences (FSAS) to provide an intensive evidence-based, effective Site Coordinator model for the school's students and community. In support of FSAS's vision to create a community school type model that provides a supportive environment where students feel physically and emotionally safe and parents are collaborative partners, FSAS is seeking CISP expertise in research-based models of Integrated Student Services and Total Quality Systems to provide tailored, coordinated, and accessible services to students

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and families. CISP will perform its role by assigning one full time Site Coordinator at FSAS and by working closely with the school leadership team to manage, coordinate, and implement initiatives within the school to ensure school goals are met.

The CISP Site Coordinator will participate in, coordinate, or assist with the following types of services and events: 1) individualized, personalized supports and opportunities for youth, particularly youth experiencing behavioral and attendance issues; 2) parent workshops and meetings; 3) student leadership skills groups; 4) family out of school time activities; 5) attendance and positive behavior intervention and supports (PBIS) teams; 6) group workshops; 7) inter-school collaboration for students and their families; 8) homework/project clubs; 9) career fairs; 10) drug and alcohol education; 11) flexible on-site one-on-one behavioral health counseling; 12) case management team; 13) one-on-one Tier III case management; 14) whole school events; and 15) crisis teams.

In addition, the CISP Site Coordinator will deliver, document, analyze and report on core initiative functions within the school, including: assessment and planning, used to determine school strengths and needs based conversations with the principal; participation on the school's leadership team; and the utilization of the CISP's Annual Site Plan. The Annual Site Plan is gathered from the information from the needs assessment conducted at the beginning of the school year to create measurable goals and action steps, which are regularly monitored by CISP and is developed in conjunction with the principal to support progress towards attaining priority school goals.

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| ABC Code/Funding Source | \$89,300.00 |
| 1100-015-7500-1103-3291 Operating | |

B-16

Operating Budget \$51,000 Contract with TBD – Music Education Software

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 TBD VENDOR, to purchase music education software, for an amount not to exceed \$51,000, subject to funding, for the period commencing June 22, 2018 through June 30, 2018.

Description: The proposed award represents the completion of the public solicitation under RFP-593, Music Education Software, issued by procurement on May 23, 2018. Through the RFP process, vendors were evaluated for products utilizing cloud-based functionality and integration of music education tools with a learning management system. Preferred features accommodate composition and sequencing, recording, music theory, digital sheet music, class instruction, and individual student learning and practice with tools for assessment and grading. The implementation of this purchase will serve thirty elementary schools with school-wide site licenses and an additional thirty middle and high schools through per-student licensing for all students enrolled in music courses. Participating schools will be selected based on a needs-assessment survey administered by the Office of The Arts and Academic Enrichment to general music classroom teachers. Elementary schools, subject to change, include Cook-Wissahickon School; Nebinger, George W.; Loesche, William H.; Willard, Frances; Sullivan, James J.; Fox Chase School; Mayfair School; Bryant, William; Holme, Thomas; Henry, Charles W.; Bache-Martin School; Hancock Demonstration School; Moffet, John; Powel, Samuel; Marshall, Thurgood; Overbrook Elementary School; Brown, Joseph H.; Greenberg, Joseph; Lowell, James R.; Kenderton; Spruance, Gilbert; Morton, Thomas G.; Childs, George W.; Brown, Henry A.; Southwark School; Gompers, Samuel; Sharswood, George W.; Kelly, John B.; Houston, Henry; Hamilton, Andrew; Webster, John; Logan, James; Waring, Laura W.; de Burgos, Julia; Marshall, John; Meredith, William; Rhoads, James; Widener Memorial

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School; and Stanton, Edwin M. Middle and high schools, subject to change, include Kensington High School For Creative and Performing Arts; Clemente, Roberto; Mastbaum, Jules E.; Tilden, William; Fels, Samuel; Wilson, Woodrow; Lincoln, Abraham; Frankford High School; The Arts Academy at Benjamin Rush; High School of the Future; Hill-Freedman World Academy; Northeast High School; Franklin, Benjamin; Edison, Thomas; Baldi School; South Philadelphia High School; and Bartram, John.

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| ABC Code/Funding Source | \$51,000.00 |
| 1100-007-9ep0-1106-7000 Operating | |

B-17 (Pending)

Operating Budget: \$150,000 Contract Amendment with New Venture Fund – Philadelphia Academy of School Leaders

IV. INTERMEDIATE UNIT

None Submitted

THE SCHOOL DISTRICT OF PHILADELPHIA

No. 101 (NEW)

SECTION: 100 Programs

TITLE: School

Improvement

ADOPTED: June 21, 2018

REVISED:

101 SCHOOL IMPROVEMENT (NEW)

Purpose

The School Reform Commission is committed to ensuring that all students have access to high quality academic instruction in safe, supportive, and welcoming schools.

Authority

The SRC has the authority to annually assess individual public school quality and performance and establish a process to identify schools that require support, prioritize school improvement efforts, and provide students, families, and the public with information to compare school quality and performance across the district.[1][2][3][4][5]

Therefore, it shall be the policy of the District to establish an accountability tool to annually assess school quality, performance, and school environment. The accountability tool shall be used to identify and celebrate successes, strategically focus resources for the greatest impact, track student group progress and school performance against district goals, and provide students, families, and the public with the ability to compare school quality and performance across the district.

It shall also be the policy of the District to establish a process to evaluate school quality and performance to prioritize areas needing interventions and supports, enable evidence-based decisions about school intervention, support continual school improvement and efficient operation, and make recommendations to ensure the greatest access to high quality opportunities. The school assessments and interventions shall be consistent with federal and state laws and rules as designed and implemented by the Commonwealth of Pennsylvania.

Delegation of Responsibility

The Superintendent or designee shall establish an accountability tool to annually evaluate individual school quality and performance, identify schools for priority interest, create academic improvement plans, and publish information to provide students, families, and the public with information to compare school quality and performance across the district.[6][7]

Legal References:

1. 24 P.S. 211
2. 24 P.S. 221

3. 24 P.S. 507
4. 24 P.S. 510
5. Philadelphia Home Rule Charter sec. 12-300
6. 24 P.S. 1001
7. Philadelphia Home Rule Charter sec. 12-400

Related Information:

1. Annual School Progress Reports
2. System of Great Schools

THE SCHOOL DISTRICT OF PHILADELPHIA

No. 209.2 (NEW)

SECTION: 200 Pupils

TITLE: Diabetes

Management

ADOPTED: June 21, 2018

REVISED:

209.2 DIABETES MANAGEMENT (NEW)

Purpose

The School Reform Commission recognizes that an effective program of diabetes management in school is crucial to:

1. Ensuring the development of a school health team to care for the student with diabetes.
2. Ensuring the immediate safety of students with diabetes.
3. Supporting efforts to maintain the long-term health of students with diabetes.
4. Ensuring that students with diabetes are ready to learn and participate fully in school activities.
5. Minimizing the possibility that diabetes-related emergencies will interfere with instructional time.
6. Ensuring that Schools are complying with state and federal laws and regulations, in the care of students with this chronic health condition.

Definitions

Diabetes Medical Management Plan (DMMP) - a document describing the medical orders or diabetes regimen developed and signed by the student's health care practitioner and parent/guardian.[2]

Individualized Education Program (IEP) – the written educational statement specific to each student with a disability requiring special education. The IEP is developed reviewed and revised in accordance with federal and state laws and regulations. [7]

Section 504 Plan – is a plan developed to assist a qualified regular education student with a physical or mental disability to maintain access to a public education and to the public educational programs offered to other students. The plan required by the student and developed by the health care provider, school team and parents, specifies the accommodations, aids and services to be implemented in school for said child.

A qualified student with a disability – a student with a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the District's educational programs, non-academic services or extracurricular activities.[1]

Trained Diabetes Personnel - non licensed school employees who have successfully completed the required training.

Authority

The SRC adopts this policy in accordance with applicable state and federal laws and regulations, and SRC policies and administrative procedures, regarding the provision of student health services.[1][2][3][4][5][6][7][8][9]

Delegation of Responsibility

The Superintendent or designee, in conjunction with the school nurse(s), shall develop administrative procedures for care and treatment of students with diabetes in the school setting.

The Superintendent or designee shall coordinate training for school employees. Such training may be included in the District's Professional Education Plan.[4][18]

The Superintendent or designee shall annually distribute to all staff, students and parents/guardians this policy along with the Code of Student Conduct.[16][19]

Legal References:

1. Pol. 103.1 - Nondiscrimination-Qualified Students With Disabilities/Protected Handicapped Students
2. 24 P.S. 1401
3. 24 P.S. 1414.5
4. 24 P.S. 1414.3
5. 24 P.S. 1414.4
6. 24 P.S. 1414.7
7. Pol. 113 - Special Education
8. Pol. 209 - Health Examinations/Screenings
9. Pol. 209.1 - Food Allergy Management
10. Pol. 113.1 - Discipline of Students With Disabilities
11. Pol. 810 - Transportation
12. 24 P.S. 1409
13. Pol. 216 - Student Records
14. Pol. 113.4 - Confidentiality of Special Education Student Information
15. 22 PA Code 12.41
16. Pol. 218 - Student Conduct and Discipline
17. Pol. 227 - Controlled Substances/Paraphernalia
18. Pol. 333 - Professional Development
19. 22 PA Code 12.3
- 24 P.S. 510
- Philadelphia Home Rule Charter - 12-300
- Pol. 210 - Use of Medications/Medical Technology

THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: 200 Pupils

TITLE: Student Conduct And
Discipline

ADOPTED: August 24, 2011

REVISED: June 21, 2018

218 STUDENT CONDUCT AND DISCIPLINE

Purpose

The School Reform Commission finds that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment in which students and employees know and abide by reasonable standards of socially acceptable behavior and respect the rights, person and property of others.

Authority

The district shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the school district during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, while traveling to and/or from school and school-sponsored activities, and in certain circumstances while off campus. [\[1\]\[2\]\[3\]\[4\]](#)

The SRC shall adopt a Code of Student Conduct in order to inform students, staff and parents/guardians of what conduct is required, what conduct is prohibited, and the consequences that may be applied. Disciplinary consequences shall be rationally related to the offense and designed to teach responsibility for one's actions. Students shall not be subject to disciplinary action because of race, sex, color, religion, sexual orientation, gender identity, national origin or handicap/disability. [\[1\]\[2\]\[3\]\[4\]\[5\]](#)

Each student is expected to adhere to and conduct themselves in accordance with law, SRC policies and district rules, the Code of Student Conduct, and the lawful directions of district employees. [\[6\]](#)

The SRC prohibits the use of corporal punishment by district staff to discipline students for violations of SRC policies and district rules and regulations. [\[7\]](#)

Any student disciplined by a district employee shall have the right to notice of the infraction and an opportunity to respond. Suspensions and expulsions shall be carried out in accordance with SRC policy. [\[8\]](#)

Kindergarten, first, and second grade students shall not be suspended from school unless their actions result in serious bodily injury.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and

regulations, the procedures set forth in the memorandum of understanding with local law enforcement and SRC policies.[4][9][10][11][12][13]

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.[14][15]
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Delegation of Responsibility

The Superintendent or designee shall ensure that reasonable and necessary rules and administrative procedures are developed to implement SRC policy governing student conduct and discipline.

The Superintendent or designee shall publish the Code of Student Conduct, which includes the consequences that may be imposed for violations of those rules, and a listing of students' rights and responsibilities. A copy of the Code of Student Conduct shall be available in each school library and school office and may be printed in student handbooks.[1][6]

The building principal shall have the authority to assign discipline to students, subject to SRC policies, district rules and regulations and to the student's due process right to notice, hearing, and appeal.[16][17]

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this SRC, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.[16]

Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.[\[7\]](#)

Referral to Law Enforcement and Required Reports

For reporting purposes, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[\[18\]\[19\]\[20\]](#)

The Superintendent, Office of School Safety, or designee shall immediately report required incidents and may report discretionary incidents committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and SRC policies.[\[13\]\[18\]\[19\]\[21\]\[22\]\[23\]](#)

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[\[13\]\[19\]\[24\]](#)

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.[\[13\]\[18\]\[25\]\[26\]\[27\]\[28\]](#)

Legal References:

1. 22 PA Code 12.3

2. 22 PA Code 12.4

3. Pol. 103 - Nondiscrimination in School and Classroom Practices

4. Pol. 103.1 - Nondiscrimination - Qualified Students With Disabilities/Protected Handicapped Students

5. 22 PA Code 12.2

6. Pol. 235 - Student Rights and Responsibilities

7. 22 PA Code 12.5

8. Pol. 233 - Suspension and Expulsion

9. 20 U.S.C. 1400 et seq

10. 22 PA Code 10.23

11. Pol. 113.1 - Discipline of Students With Disabilities

12. Pol. 113.2 - Behavior Support

13. Pol. 805.1 - Relations With Law Enforcement Agencies

14. Pol. 122 - Extracurricular Activities

15. Pol. 123 - Interscholastic Athletics

16. 24 P.S. 1317

- 17. 24 P.S. 1318
- 18. 24 P.S. 1303-A
- 19. 22 PA Code 10.2
- 20. 35 P.S. 780-102
- 21. 24 P.S. 1302.1-A
- 22. 22 PA Code 10.21
- 23. 22 PA Code 10.22
- 24. 22 PA Code 10.25
- 25. Pol. 218.1 - Weapons
- 26. Pol. 218.2 - Terroristic Threats
- 27. Pol. 222 - Tobacco
- 28. Pol. 227 - Controlled Substances/Paraphernalia

Related Information:

- 24 P.S. 510
- 24 P.S. 696
- 22 PA Code 12.1 et seq
- 22 PA Code 403.1
- 20 U.S.C. 7114
- 34 CFR Part 300
- Pol. 805 - Emergency Preparedness
- Philadelphia Home Rule Charter - 12-300

THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: 200 Pupils

TITLE: Suspension and
Expulsion

ADOPTED: August 24, 2011

REVISED: June 21, 2018

233 SUSPENSION AND EXPULSION

Purpose

This policy governs the suspension and expulsion of students from the school district. The School Reform Commission recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process.[\[1\]](#)[\[2\]](#)[\[3\]](#)

The SRC intends not only that this policy be applied when facts and circumstances clearly warrant the imposition of a suspension or expulsion, but also that expulsions are pursued by the district only when absolutely necessary and appropriate. The SRC is aware that, pursuant to state regulations, if a student is expelled from the district, it is that student's parent/guardian who is responsible for the student's continued education; however, ~~the SRC intends that the~~ District shall continue to assist all expelled students and their parents/guardians by providing alternative education options that are separate from the comprehensive school educational system from which the student was expelled.[\[1\]](#)

Definitions

Alternative education - a system of options for students that provides a high quality academic program and supports that address the diverse needs of students significantly at risk of dropping out of school, returning from court-sponsored placements, and those subject to disciplinary transfer or expulsion.

Expulsion - the exclusion of a student from the District, by a majority vote of the SRC, for a period exceeding ten (10) consecutive school days. Expulsions may be permanent or for a specified period of time.[\[1\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

In-school suspension - an exclusion from the classroom that allows a student to remain under the direct supervision of school personnel.

Long-term suspension - an exclusion from school and/or any school activity or function for a period of four (4) to ten (10) school days.

Short-term suspension - an exclusion from school and/or any school activity or function for a period of three (3) school days or less.

Suspension - the exclusion of a student from school for a period of one (1) to ten (10) consecutive school days. [\[1\]](#)

Authority

The SRC shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regulations. [\[1\]\[2\]\[3\]\[7\]\[8\]](#)

The SRC may, after a proper hearing, suspend or expel a student for such time as it deems necessary, or may permanently expel a student. [\[1\]\[4\]\[5\]](#)

Kindergarten, first, and second grade students shall not be suspended from school unless their actions result in serious bodily injury.

Regulatory Procedure

Exclusion From School - Suspension

~~The principal or person in charge of the school may suspend any student for violation(s) of the Code of Student Conduct for up to ten (10) consecutive school days and shall immediately report the suspension and the reason(s) for the suspension in writing to the Superintendent or designee. Prior approval by the Deputy Chief of the Office of Student Rights and Responsibilities is required for all suspensions exceeding eight (8) school days. [\[1\]\[5\]](#)~~

~~A student shall not be suspended for more than five (5) days at a time except in cases where the district determines that the student's continued presence poses a threat of disruption to the academic process, or a threat to the safety of the school community.~~

~~Suspensions may not be made to run consecutively beyond the ten-school day period. [\[1\]](#)~~

~~No student may be given a short-term or long-term suspension without a student conference with the building principal or designee. Prior notice of a suspension is not required where it is clear that the health, safety or welfare of the school population is threatened. [\[1\]](#)~~

~~In addition to holding a student conference, the district shall immediately notify the student's parent/guardian in writing when the student is given a long-term suspension of the opportunity for an informal hearing/parental conference to review the reason(s) for the suspension. [\[1\]\[4\]](#)~~

~~The informal hearing/parental conference shall take place as soon as reasonably possible following the commencement of a long-term suspension, but no later than the third day of the long-term suspension unless both parties agree otherwise, and shall comply with the requirements of due process.~~

~~Informal hearings/parental conferences under this provision shall be conducted by the building principal or person in charge of the school.~~

Student Conferences

~~The student conference shall notify the student of the reasons for which s/he is suspended; give the student an opportunity to respond to allegation(s); discuss the student's behavior and corrective action(s); and document the student's behavior and intervention.[1]~~

Informal Hearings/Parental Conferences

~~The purpose of the informal hearing/parental conference is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses.[4]~~

Due Process Requirements for Informal Hearing/Parental Conference

~~The student and parent/guardian shall be given written notice of the reasons for the suspension.[4]~~

~~The student and parent/guardian shall receive sufficient notice of the time and place of the informal hearing/parental conference.~~

~~The student may question any witnesses present at the informal hearing/parental conference.~~

~~The student may speak and produce witnesses who may speak at the informal hearing/parental conference.~~

~~The school district shall offer to hold the informal hearing/parental conference within the first three (3) days of a long-term suspension.~~

~~In addition, parents/guardians and students shall be notified of their rights to request to review student records and any witness statements.[9][10]~~

Exclusion From Class -- In-School Suspension

~~No student may receive an in-school suspension without notice of the reasons for which s/he is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent/guardian shall be informed of the suspension action taken by the school.[2]~~

~~Shou meeting on whether the student shall be expelled for any length of time or whether a lesser sanction shall be imposed. The SRC or its designee shall notify the student's pald the in-school suspension exceed ten (10) consecutive school days, the student and parent/guardian shall be offered an informal hearing/parental conference with the building principal. Such hearing/conference shall take place prior to the eleventh day of the in-school suspension. The procedure shall be the same as the procedure for informal hearings/parental conferences held in connection with out-of-school suspensions.[2][4]~~

~~The district shall provide for the student's education during the period of in-school suspension.[2]~~

Expulsion

~~The SRC may permanently expel from the district rolls any student whose misconduct, disobedience, and/or violation of the Code of Student Conduct warrants this sanction. No student shall be expelled without an opportunity for a formal expulsion hearing before the SRC, a duly authorized committee of the SRC, or a qualified hearing examiner appointed by the SRC.~~[1][4][5][6]

~~Expulsions shall be brought before the SRC by the Superintendent or designee, who shall notify the SRC that the district is recommending a student for expulsion.~~

~~The SRC shall weigh all of the evidence presented by the district and by the student's parents/guardians at the formal expulsion hearing before scheduling a vote on the question of whether the student should be expelled.~~

~~The SRC shall vote at a public meeting of the date of the vote prior to the vote taking place. The parents/guardians shall be afforded the opportunity to address the SRC at the public meeting, consistent with SRC policy.~~[11]

~~Expulsions shall be effective upon the affirmative vote of a majority of the SRC.~~

~~Expulsions shall be permanent unless a period of time for the expulsion is specified at the time the SRC votes on the expulsion. Expulsions for weapons-related offenses shall be for at least one (1) year; however, the SRC may consider imposing a lesser sanction for a weapons offense if recommended by the Superintendent because of special circumstances presented by the student and/or the student's parents/guardians.~~[12][13]

Expulsion Hearings

~~A formal hearing shall be required in all expulsion actions.~~[1][4][5][14]

~~If delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury, the formal hearing shall observe the due process requirements of:~~[4]

~~Notification of the charges in writing by certified mail to the student's parent/guardian:~~

~~At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when s/he demonstrates good cause for an extension.~~

~~The hearing shall be private unless the student or parent/guardian requests a public hearing.~~

~~Representation by counsel at the parent's/guardian's expense and parent/guardian may attend the hearing.~~

~~Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.~~

~~The right to request that witnesses against the student appear in person and answer questions or be cross-examined.~~

~~The right to testify, make arguments and present witnesses on the student's behalf.~~

~~A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.~~

~~The hearing shall be held within fifteen (15) school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:~~

~~The need for laboratory reports from law enforcement agencies.~~

~~Evaluations or other court or administrative proceedings are pending due to a student's invoking his/her rights under the Individuals With Disabilities Education Act (IDEA).~~

~~Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.~~

~~Adjudication~~

~~A written adjudication shall be issued after the SRC has acted to expel a student. The adjudication may include additional conditions or sanctions. [\[15\]](#)~~

~~Attendance/School Work During Suspension and Prior to Expulsion~~

~~Students serving an out-of-school suspension must make up missed exams and work, and shall be permitted to complete assignments pursuant to established guidelines. [\[1\]](#)[\[16\]](#)~~

~~Students recommended for expulsion shall be placed in their normal classes during the period prior to the formal expulsion hearing and the decision of the SRC if the formal hearing is not held within the ten-school day suspension.~~

~~If it is not possible to hold the formal hearing within the first ten (10) school days, the school district may exclude such a student from class for up to five (5) additional — fifteen (15) total— school days if, after an informal hearing/parental conference, it is determined that the student's presence in his/her normal class would constitute a threat to the health, safety or welfare of others. Any student so excluded shall be provided with alternative education.~~

~~Any further exclusion prior to a formal hearing may be only by mutual agreement. Such students shall be given alternative education, which may include home study.~~

~~Attendance/School Work After Expulsion~~

~~Students who are under seventeen (17) years of age are still subject to compulsory school attendance even though expelled and shall be provided an education.[14]~~

~~The parent/guardian has the initial responsibility of providing the required education and shall, within thirty (30) days, submit written evidence to the school that the required education is being provided or that they are unable to do so. If the parent/guardian is unable to provide for the required education, the school district shall, within ten (10) days of receipt of the parent's/guardian's notification, make provision for the student's education.~~

~~The SRC may provide an educational program to the student immediately upon expulsion and may waive the 30-day period, at its discretion.~~

Readmission of Expelled Students

~~Students who have been permanently expelled from the school district may apply for readmission to the district. Permanent expulsion includes being expelled to a district-operated alternative school. Temporarily expelled students need not apply for readmission for the reason that they are automatically readmitted to the district upon the expiration of the expulsion period.~~

~~The SRC delegates authority for all readmission decisions to the Superintendent or designee, who shall have the final decision regarding readmission.~~

Expungement of Records of Expelled Students

~~A student who has been permanently or temporarily expelled may apply to the district for expungement of the records of expulsion. The SRC delegates authority for all decisions as to expungement of records of expelled students to the Superintendent or designee, who shall have the final decision regarding expungement.~~

Students With Disabilities

~~A student with a disability shall be provided educational services as required by state and federal laws and regulations and SRC policies.[17][18]~~

Delegation of Responsibility

The Superintendent or designee shall develop administrative procedures to implement this policy which include:

1. Publication of a Code of Student Conduct, in accordance with SRC policy on student discipline.[19]
2. Procedures that ensure due process when a student is being deprived of the right to attend school.

3. Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with SRC policy on student records.[10]
4. The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the SRC. Such students may be designated by code.
5. Procedures for readmission to the school district and expungement of expulsion records.

All administrative procedures developed by the Superintendent or designee shall be advertised in all district schools, on the district's website, and made available to all students' parents/guardians.

Legal References:

1. 22 PA Code 12.6
2. 22 PA Code 12.7
3. 22 PA Code 14.143
4. 22 PA Code 12.8
5. 24 P.S. 1318
6. 24 P.S. 696
7. 20 U.S.C. 1400 et seq
8. 34 CFR Part 300
9. Pol. 113.4 - Confidentiality of Special Education Student Information
10. Pol. 216 - Student Records
11. Pol. 903 - Public Participation in Commission Meetings
12. 24 P.S. 1317.2
13. Pol. 218.1 - Weapons
14. 2 Pa. C.S.A. 101 et seq
15. 2 Pa. C.S.A. 101
16. Pol. 204 - Attendance
17. Pol. 113 - Special Education
18. Pol. 113.1 - Discipline of Students With Disabilities
19. Pol. 218 - Student Conduct and Discipline

Related Information:

- 22 PA Code 12.3

SUSPENSION AND EXPULSION
(Attachment for Policy No. 233)

Definitions

Alternative education - a system of options for students that provides a high quality academic program and supports that address the diverse needs of students significantly at risk of dropping out of school, returning from court-sponsored placements, and those subject to disciplinary transfer or expulsion.

Expulsion - the exclusion of a student from the district, by a majority vote of the SRC, for a period exceeding ten (10) consecutive school days. Expulsions may be permanent or for a specified period of time.

In-school suspension - an exclusion from the classroom that allows a student to remain under the direct supervision of school personnel.

Long-term suspension - an exclusion from school and/or any school activity or function for a period of four (4) to ten (10) school days.

Short-term suspension - an exclusion from school and/or any school activity or function for a period of three (3) school days or less.

Suspension - the exclusion of a student from school for a period of one (1) to ten (10) consecutive school days.

Exclusion From School - Suspension

Kindergarten, first and second grade students, in lieu of suspension, must be referred to the counselor for a meeting to discuss appropriate behavioral or behavioral health interventions and supports, unless the students' actions result in a serious bodily injury. In order to prove serious bodily injury, the school must provide medical documentation to the Office of Student Rights and Responsibilities and the Assistant Superintendent for their approval.

The principal or person in charge of the school may suspend any student for violation(s) of the Code of Student Conduct for up to ten (10) consecutive school days and shall immediately report the suspension and the reason(s) for the suspension in writing to the Superintendent or designee. Prior approval by the Deputy Chief of the Office of Student Rights and Responsibilities is required for all suspensions exceeding eight (8) school days.

A student shall not be suspended for more than five (5) days at a time except in cases where the district determines that the student's continued presence poses a threat of disruption to the academic process, or a threat to the safety of the school community.

Suspensions may not be made to run consecutively beyond the ten-school day period.

No student may be given a short-term or long-term suspension without a student conference with the building principal or designee. Prior notice of a suspension is not required where it is clear that the health, safety or welfare of the school population is threatened.

In addition to holding a student conference, the district shall immediately notify the student's parent/guardian in writing when the student is given a long-term suspension of the opportunity for an informal hearing/parental conference to review the reason(s) for the suspension.

The informal hearing/parental conference shall take place as soon as reasonably possible following the commencement of a long-term suspension, but no later than the third day of the long-term suspension unless both parties agree otherwise, and shall comply with the requirements of due process.

Informal hearings/parental conferences under this provision shall be conducted by the building principal or person in charge of the school.

Student Conferences

The student conference shall notify the student of the reasons for which s/he is suspended; give the student an opportunity to respond to allegation(s); discuss the student's behavior and corrective action(s); and document the student's behavior and intervention.

Informal Hearings/Parental Conferences

The purpose of the informal hearing/parental conference is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses.

Due Process Requirements for Informal Hearing/Parental Conference.

The student and parent/guardian shall be given written notice of the reasons for the suspension.

The student and parent/guardian shall receive sufficient notice of the time and place of the informal hearing/parental conference.

The student may question any witnesses present at the informal hearing/parental conference.

The student may speak and produce witnesses who may speak at the informal hearing/parental conference.

The school district shall offer to hold the informal hearing/parental conference within the first three (3) days of a long-term suspension.

In addition, parents/guardians and students shall be notified of their rights to request to review student records and any witness statements.

Exclusion From Class - In-School Suspension

No student may receive an in-school suspension without notice of the reasons for which s/he is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent/guardian shall be informed of the suspension action taken by the school.

The district shall provide for the student's education during the period of in-school suspension.

Expulsion

The SRC may permanently expel from the district rolls any student whose misconduct, disobedience, and/or violation of the Code of Student Conduct warrants this sanction. No student shall be expelled without an opportunity for a formal expulsion hearing before the SRC, a duly authorized committee of the SRC, or a qualified hearing examiner appointed by the SRC.

Expulsions shall be brought before the SRC by the Superintendent or designee, who shall notify the SRC that the district is recommending a student for expulsion.

The SRC shall weigh all of the evidence presented by the district and by the student's parents/guardians at the formal expulsion hearing before scheduling a vote on the question of whether the student should be expelled.

The SRC shall vote at a parents/guardians of the date of the vote prior to the vote taking place. The parents/guardians shall be afforded the opportunity to address the SRC at the public meeting, consistent with SRC policy.

Expulsions shall be effective upon the affirmative vote of a majority of the SRC.

Expulsions shall be permanent unless a period of time for the expulsion is specified at the time the SRC votes on the expulsion. Expulsions for weapons-related offenses shall be for at least one (1) year; however, the SRC may consider imposing a lesser sanction for a weapons offense if recommended by the Superintendent because of special circumstances presented by the student and/or the student's parents/guardians.

Expulsion Hearings

A formal hearing shall be required in all expulsion actions.

Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.

The formal hearing shall observe the due process requirements of:

Notification of the charges in writing by certified mail to the student's parent/guardian.

At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when s/he demonstrates good cause for an extension.

The hearing shall be private unless the student or parent/guardian requests a public hearing.

Representation by counsel at the parent's/guardian's expense and parent/guardian may attend the hearing.

Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.

The right to request that witnesses against the student appear in person and answer questions or be cross-examined.

The right to testify, make arguments and present witnesses on the student's behalf.

A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.

The hearing shall be held within fifteen (15) school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:

The need for laboratory reports from law enforcement agencies.

Evaluations or other court or administrative proceedings are pending due to a student's invoking his/her rights under the Individuals With Disabilities Education Act (IDEA).

Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

Adjudication

A written adjudication shall be issued after the SRC has acted to expel a student. The adjudication may include additional conditions or sanctions.

Attendance/School Work During Suspension and Prior to Expulsion

Students serving an out-of-school suspension must make up missed exams and work, and shall be permitted to complete assignments pursuant to established guidelines.

Students recommended for expulsion shall be placed in their normal classes during the period prior to the formal expulsion hearing and the decision of the SRC if the formal hearing is not held within the ten-school day suspension.

If it is not possible to hold the formal hearing within the first ten (10) school days, the school district may exclude such a student from class for up to five (5) additional – fifteen (15) total – school days if, after an informal hearing/parental conference, it is determined that the student's presence in his/her normal class would constitute a threat to the health, safety or welfare of others. Any student so excluded shall be provided with alternative education.

Any further exclusion prior to a formal hearing may be only by mutual agreement. Such students shall be given alternative education, which may include home study.

Attendance/School Work After Expulsion

Students who are under seventeen (17) years of age are still subject to compulsory school attendance even though expelled and shall be provided an education.

The parent/guardian has the initial responsibility of providing the required education and shall, within thirty (30) days, submit written evidence to the school that the required education is

being provided or that they are unable to do so. If the parent/guardian is unable to provide for the required education, the school district shall, within ten (10) days of receipt of the parent's/guardian's notification, make provision for the student's education.

The SRC may provide an educational program to the student immediately upon expulsion and may waive the 30-day period, at its discretion.

Readmission of Expelled Students

Students who have been permanently expelled from the school district may apply for readmission to the district. Permanent expulsion includes being expelled to a district-operated alternative school. Temporarily expelled students need not apply for readmission for the reason that they are automatically readmitted to the district upon the expiration of the expulsion period.

The SRC delegates authority for all readmission decisions to the Superintendent or designee, who shall have the final decision regarding readmission.

Expungement of Records of Expelled Students

A student who has been permanently or temporarily expelled may apply to the district for expungement of the records of expulsion. The SRC delegates authority for all decisions as to expungement of records of expelled students to the Superintendent or designee, who shall have the final decision regarding expungement.

Students With Disabilities

A student with a disability shall be provided educational services as required by state and federal laws and regulations and SRC policies.

THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: 700 Property

TITLE: Use of School
Facilities

ADOPTED: April 27, 1981

REVISED: June 21, 2018

707 USE OF SCHOOL FACILITIES

Purpose

~~The School Reform Commission recognizes that although the primary purpose of the school buildings, facilities and property is to provide students with an appropriate learning environment, the SRC may make school facilities available to individuals and community groups without discrimination and in accordance with law and SRC policy school district policy, provided the use does not interfere with the educational program of the schools.~~

The School Reform Commission recognizes that although the primary purpose of The School District of Philadelphia's school buildings, administrative buildings, athletic facilities, schoolyards, other facilities, and real property ("school facilities") is to provide students with appropriate educational and learning environments, the School District may allow individuals, community organizations and groups, and governmental entities to use school facilities in accordance with applicable federal, state and local laws, and School District Policy, provided that the use does not interfere with the educational program of the schools. The term "community organizations or groups" may include religious organizations or groups.

Authority

~~The SRC directs that use of school facilities may be granted to individuals and community groups for the following types of activities:~~

The SRC directs that individuals, community organizations and groups, and governmental entities may use school facilities for the following types of activities, provided that a request to use school facilities is submitted to and approved by the School District before the commencement of the use and the School District is reimbursed for all activities in accordance with School District administrative procedures:

1. Instruction in any branch of education, learning and the arts, which is not part of the regular School District educational program and which is, consistent with the School District's mission.
2. Social, civic, recreational and religious meetings and entertainment, and other uses pertaining to the welfare of the community; provided that such use shall be non-exclusive and open to the public.

3. Polling places for holding primaries, elections and special elections, as permitted or required by state law.
4. Recreation, physical training and athletics, including competitive athletic contests for children and adults.

No school facility, including school buildings, offices, athletic fields, schoolyards (**non parking event**), etc., shall be used for any activity which is not part of the regular public school program without prior approval of the school district **in accordance with SRC policy and established administrative procedures**. Prior **written** approval must be obtained whether the activity is to take place during school hours, before school hours, after school hours, or non school days.^[1] ~~All additional Out of School non school instructional time programs, events or other approved activities would require a charge to cover the District's cost in accommodating the request. All programs, events or other approved activities after 6:00 PM Monday through Friday including weekends and Holidays will require a charge to cover district cost labor and utilities.~~

Delegation of Responsibility

The Superintendent or designee shall implement administrative procedures governing the use of school facilities, including a schedule of applicable charges to be paid by users of school district facilities to reimburse or for the School District's cost related to the operation of the school facilities. ~~for requesting and granting permission for use of school facilities and shall distribute the necessary information to individuals affected by them. School facilities can be used for recreational purposes from community groups as well as athletic clubs, including practices and performances of the performing arts groups and clubs and religious organizations for the purpose of meetings and masses.~~

~~The Superintendent or designee shall establish a schedule of fees for the use of school facilities. by approved groups for SRC approval.^[1]~~

Mandatory Regulatory Procedures

Prohibited Activities:

The following activities are strictly prohibited in school facilities when used by individuals, community groups and organizations, and government entities ~~are granted permission to use school facilities:~~

1. Restrictions on the participation in or attendance at a program or event, or membership or leadership in the community group or organization on the basis of race, color, religion, creed, ancestry, age, sex, sexual orientation, physical handicap or national origin. ~~No person, group or organization shall be permitted to use a school facility (including school buildings, offices, athletic fields, schoolyard, etc.) if participation or attendance at the program or event, or membership or leadership in the group or organization is restricted on the basis of race, color, religion, creed, ancestry, age, sex, sexual orientation, physical handicap or national origin.~~
2. Use of tobacco products.^{[2][3][4]}

3. **Possession, use or distribution of illegal controlled substances and/or alcoholic beverages.**
4. **Possession of weapons. A weapon is any device used with intent to inflict damage or harm to living creatures, structures, or systems.**
5. **Gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games of Chance Act, unless such activity has been expressly authorized by the SRC or administration.**^[5]^[6]
6. **Conduct that would constitute a violation of school district policy, local ordinances, the Pennsylvania Crimes Code, and/or state and federal laws and regulations.**
7. **Vandalism, disorderly conduct, or any other behavior that would alter, damage or be injurious to any district property, equipment or furnishings.**^[7]
8. **Activities involving the use of equipment or materials which may be unsafe or may pose a danger to the user or school facility. This activity will be determined by the school administrator and/or Operations Department.**
9. **Use of school facilities or activities for any purpose and at any time not specifically permitted by this policy.**
10. **Use of school facilities for political campaigning purposes. ~~No candidate running for elected office shall be permitted to use School District property for the purpose of campaigning.~~**
11. **Use of school facilities by an outside individual or organization for non-educational purposes during instructional school time. ~~Organizations operating outside of the School District will not be permitted to use school facilities during school hours without prior written approval.~~**

The District reserves the right to terminate the use of and/or remove from the school facilities any individual, group or organization who fails to comply with the terms and conditions of SRC policy and established procedures.

In the event that an individual, community group or organization, or governmental entity violates School District policy or the terms under which permission was granted to use school facilities, that individual, community group or organization, or governmental entity shall be disqualified from future use of school facilities.

Legal References:

1. 24 P.S. 775
2. 35 P.S. 1223.5
3. 20 U.S.C. 7182

- [4. 20 U.S.C. 7183](#)
- [5. 10 P.S. 328.101 et seq](#)
- [6. 61 PA Code 901.701](#)
- [7. 24 P.S. 777](#)

Related Information:

- [24 P.S. 511](#)
- [24 P.S. 696](#)
- [24 P.S. 779](#)
- [22 PA Code 403.1](#)
- [61 PA Code 901.1](#)
- [20 U.S.C. 7181 et seq](#)
- [20 U.S.C. 7905](#)
- [Philadelphia Home Rule Charter - 12-300](#)
- [Philadelphia Code of Ordinances - Title 10, Sections 10-810, 10-816, 10-824, 10-825, 10-826, 10-833](#)

USE OF SCHOOL FACILITIES ADMINISTRATIVE PROCEDURES
(Attachment for Policy No.707)

I. Procedures for an Users of School District of Philadelphia (“School District”) Facilities

A. New Customers

1. To become an established customer, the new customer must:
 - a. Submit an EH45C – New Customer Request Form to the Office of Use of Facilities at buildingusage@philasd.org. Once the EH45C is approved, the new customer will receive a customer number.

B. Established Customers – External to the School District

2. To request a facility
 - a. Submit a principal-approved Use of Facilities Request (Form EH-45) to the main office of the requested building. The main office staff will process the form, and submit the request number to the Office of Use of Facilities.
 - b. Submit the following required documents to the Office of Use of Facilities:
 1. Indemnification Form. See section XIII for indemnification requirements.
 2. Certificate of Insurance. See section XIII for insurance requirements.
 3. *A Use of Facilities request will not be approved until the User has submitted both a signed Indemnification Form and a Certificate of Insurance acceptable to the School District’s Office of Risk Management.*
 4. Applicant must pay in full, at least 10 days advance, prior to each usage. An invoice will be sent to the applicant for all charges. If payment is not received, requests will not be guarantee and maybe subject to cancellation.
 5. Requests that satisfy the preceding guidelines will be confirmed. Requestor will be sent a confirmation email detailing their events. A copy can be obtain in the main office of the requested school.

C. Established Customers – Internal to the School District

3. To request a facility
 - a. Submit a principal-approved Use of Facilities Request (Form EH-45) online. The request must include payment information (i.e. ABC budget code).
 - b. Email buildingusage@philasd.org with the reference number.
 - c. Once the request is confirmed, a confirmation email will be sent to the requestor.

II. Procedures for the Principal for Use of a School District School Facility

A. Principal as Use of Facilities Approver

1. The principal shall review each request and approve or reject each request. The School District Facilities Office may override a principal's decision.
2. The principal or his/her designee must submit the approved request on the online Use of Facilities application, and email the reference number to buildingusage@philasd.org.

B. Principal as Use of Facilities Customer

1. Submit a Use of Facilities Request (Form EH-45) that includes an ABC budget code to the online Use of Facilities application, and email the reference number to buildingusage@philasd.org.
2. Once the request is confirmed, the principal or his/her designee will receive a confirmation email.
3. Payment is required for all events held outside of school hours, weekends, summer and school holidays.

III. Procedures for the Athletic Field Usage

1. Submit a Use of Facilities Request (Form EH-45) directly to buildingusage@philasd.org, the request will be forwarded to the Executive Director of Athletics for approval.
2. The Executive Director of Athletics will notify the Facilities Utilization Specialist of availability of the field or gym.
3. An invoice will be provided to the requestor for review and payment.
4. The School District has the right to add School Police for any event deemed necessary for the safety of the attendees. This addition will be at the applicable rate.

IV. Procedures for Out-of-School-Time (“OST”) Programs

1. OST programs must be DHS approved or Century 21 approved to use school facilities.
2. OST will provide an updated list to Facilities to ensure only approved programs have access to building location.
3. All providers must meet the insurance requirement and sign an indemnification contract.
4. All programs, which do not maintain insurance coverages satisfactory to the School District’s Office of Risk Management, will be removed from the School District location.
5. OST will assist all programs with twilight meals and be liaison between the program and school administration.

V. Limitations on Lengths of Time for Use of Facilities and Administrative Fees

- A. Non-School District users may use School District facilities for a total of fifty (50) days or less under Forms EH-45, whether such days occur individually or sequentially.

- A. Non-School District users requesting to use School District facilities for more than fifty (50) days, whether individually or sequentially, will be required to enter into a license agreement with the School District, setting forth the time period of the use, the payment terms, and the rights and responsibilities of the parties.
 - 1. Such requests will not be approved under the procedures set forth in these Use of Facilities Administrative Procedures (“Procedures”).
 - 2. Such requests should be submitted to the Office of Use of Facilities for review, discussion and preparation of a license agreement and in order to obtain requisite approvals, including authorization from the School Reform Commission or Board of Education, if necessary.

- B. School District users are not subject to the fifty (50)-day limitation on use of facilities under Forms EH-45.

- C. The Office of Use of Facilities shall charge each user an annual administrative fee of \$__25__ for processing Forms EH-45 during a school year. Such an administrative fee only may be charged one time to each user during the applicable school year.

VI. Procedures for the Office of Facilities

- a. The Facilities Utilization Specialist will process an approved request, collect all required documents and issue an invoice for requested services as follows:
 - i. Either approve or disapprove an application. In the event that a request for use of a school facility is refused, the Facilities Utilization Specialist will notify the organization of the reason(s) for the disapproval.
 - ii. Collect fees in advance of use in all cases except for school-sponsored activities and immediately will deposit such fees with the School District Treasurer.
 - iii. Inform the principal that the request has been approved or disapproved.

VII. Procedures for the Building Staff

- b. Insure that the building is opened and closed on time.
- c. Assign additional staff when and if building staff is informed in advance of the need for same by School Facilities. The Office of Operations shall determine if additional staffing is required due to the size or complexity of the event. The cost of additional staffing will be applied to the overall cost of the use of the facility by the user.
- d. Notify Operations Department if user exceeds the amount of time on the approved request.

VIII. Enforcement

- e. The Department of Operations will enforce the charges, policy, regulations, and procedures after approving or disapproving an applicant's request for use of a school facility. However, the responsibility for compliance is not limited to School Facilities, because each principal must enforce the policy at the school level and promote community understanding.

IX. Pricing

- f. Staffing fee is \$63 / hour; all additional cleaning staff will be charge at the rate of \$50 / hour. Utilities cost will be based on the actual cost to the requested location. All cost will be provided at the time or request.
- g. Athletic Facilities:
 - i. Gymnasium: Practice \$100/hour. Game/Event \$150/hour.

- ii. Supersite: Practice \$125/hour. Game/Event \$250/hour.
 - 1. Non-SDP: \$1,500 (Football Game Rate)
- iii. Grass Field: Practice \$100/hour. Game/Event \$125/hour.
 - 1. Non-SDP: \$1,000 (Football Game Rate)
- iv. Track Complex (Use of Track only)
 - 1. Practice: Youth: \$2,000/year; Non-SDP: \$2,500/year
 - 2. Game/Event: Youth \$100/hour; Non-SDP \$100/hour.
- h. Additional fees:
 - i. Attendance: \$50 per 100 attendees
 - ii. Food: \$50 flat fee

X. Use of Athletic Facilities

- i. School District schools shall not be charged for use of athletic facilities on school days up until 6:00 p.m.
- j. No charge shall be made for practices conducted during extended holiday period (Winter and Spring break) during building staff hours.
- k. The Athletic Department shall be charged for use of facilities for School District team practice sessions on Saturdays, Sundays or holidays which require overtime services.
- l. Schools using athletic fields for night contests will be charged for personnel, utilities and materials used for lining a field, if required. If a school desires to use its own facility before and/or after any away night contest, the school will be charged.
- m. Pool Usage: User required to supply lifeguards.

XI. Use for Philadelphia Parks and Recreation

- n. All City of Philadelphia Parks and Recreations supposed organizations will go through the Philadelphia Parks and Recreations for a permit to operate in a School District facility.
- o. Philadelphia Parks and Recreation representatives will submit requests directly to the School District.
- p. The Facilities Utilization Specialist will then approve or deny the request.

- q. The Philadelphia Parks and Receptions will be responsible for all personnel and utilities cost outside of building operating hours.

XII. Use for Voting Purposes

- r. The City of Philadelphia acting through the City Commissioners shall be permitted to use School District facilities for voting, but the School District shall be reimbursed for the cost of custodial and maintenance services as permitted by law. The School District shall endeavor to reach an agreement with the City Commissioners with regard to the placement of the voting booths to minimize disruption to the instructional programs at schools and to ensure that the safety of the children is not jeopardized by the presence of the voting public at schools on election day.
- s. The School District shall also endeavor to reach an agreement with the City Commissioners for indemnification against damage to premises or the theft of School District property which may occur as a result of the use of school facilities for voting.

XIII. Responsibilities of User of School Facilities

- t. The user must inspect the School District facilities prior to the commencement of the period of their use and must inform the School District in writing of any defects which a visual inspection would reveal. If any defects are found, the School District has the right to withdraw its prior authorization to the user to use the school facilities.
- u. The user assumes the care, custody and control of the school facilities during the period of use. The user is responsible for the monitoring and supervision of all its events at the school facilities during the period of use. Upon expiration of the period of use, the user must return the school facilities in as good order, condition and state of repair as they were prior to the event.
- v. The School District has the right to terminate the use of school facilities by the user due to the user's non-compliance with the requirements of Policy 707 and these Use of School Facilities Administrative Procedures ("Procedures"). Abuse, misuse or vandalism of the school facilities by the user will result in the suspension of the user's future privileges to use available school facilities.
- w. The user is responsible for any personal injuries or property damages occurring at the school facilities during the period of use. The user must defend, indemnify and hold the School District harmless from and against any losses or damages due to the

user's non-compliance with the requirements of Policy 707 and these Procedures and any losses, damages, claims and expenses arising out of any personal injuries or property damages caused by the user or which occur during the period of use.

- x. The School District is not responsible for any losses or damages occurring to the user's property at the school facilities during the period of use. The user must defend, indemnify and hold the School District harmless from and against any losses, damages, claims and expenses arising out of any personal injuries or property damages caused by the use of the property belonging to the user or the installation, erection or use of any structures, machinery or equipment belonging to the user which occur during the period of use.

XIV. Insurance and Indemnification Requirements

- y. An occurrence policy of Comprehensive Public Liability Insurance in the amount of not less than One Million Dollars (\$1,000,000) combined single limit per occurrence, or in such amount as the School District may from time to time require, shall be required for all activities. The policy shall specifically cover any damage to the School District's premises and property as well as contractual liability, independent contractor liability, personal injury perils, broad form property damage, completed operations and products liability exposure.
- z. Such policy shall (i) be evidenced by a Certificate of Insurance identifying "The School District of Philadelphia" as a NAMED insured, and (ii) bear a restrictive endorsement which provides that the policy applies only to the particular premises to be used by applicant and for claims arising out of injuries or damage occurring on the specific dates of the intended use.
- aa. Such policy shall be endorsed to state that coverage shall not be suspended, voided, canceled or reduced unless ten (10) day's prior written notice by certified mail has been given to the School District.
- bb. The user shall furnish the School District with a satisfactory Certificate of Insurance reflecting the required insurance and cancellation notice endorsement prior to the use of the school facility.
- cc. The insurance shall be placed with insurers lawfully authorized to do business in Pennsylvania. The user is responsible for informing the School District of any exception. Approval must be obtained from the School District for the use of foreign insurers.
- dd. The company or agency which issues the Certificate of Insurance must provide a complete street address where it can be served with notice (no Post Office box addresses will be accepted) and a telephone number. The company or agency must certify that it is an agent of the insurance company issuing the policy and that its

statement is subject to the penalties of 18 PA C.S. § 4904 relating to unsworn falsification to authorities.

- ee. The School District shall not accept any policy (1) written on a claims made basis or (2) which only names the School District as an additional insured or (3) which is written only on an "excess or umbrella" basis or which carries any deductible or self-insured retention over \$500.00. However, deductibles or self-insured retentions may be declared to and approved by the School District. If the deductibles or self-insured retentions are not approved, the user shall procure a bond guaranteeing payment of losses, investigation, claims administration and defense expenses up to the amount of the deductibles or self-insured retentions.
- ff. The user shall execute an Indemnification Agreement in form and content satisfactory to the Office of General Counsel. The School District shall provide the required Indemnification Agreement to the user. The user shall submit the Indemnification Agreement to the School District prior to the use of the school facility.

References:

THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: Property

TITLE: District Vehicles

ADOPTED: November 10, 1986

REVISED: June 21, 2018

711 USE OF SCHOOL DISTRICT VEHICLES

Purpose

The School District of Philadelphia shall provide vehicles to certain employees for the purpose of performing job related duties in an efficient and economical manner.

Mandatory Regulatory Guidelines

Only those personnel designated by the Superintendent shall be permitted use of School District vehicles.

Such vehicles are to be used only for the performance of job related duties and responsibilities and for no other reason except for commuting to employment site.

The official designated by the Superintendent as being in charge of the program shall:

1. Maintain an inventory of vehicles allocated to personnel designated by the Superintendent.
2. Superintendent.
3. Provide full instruction to employees so designated regarding use of vehicles, methods of obtaining fuel and service, and personal responsibilities in such matters as parking violations.
4. Prepare, distribute and maintain Administrative Bulletins essential to the program.
5. Ensure compliance with relevant federal and state law.
6. Evaluate effectiveness of the program and prepare necessary reports for the Superintendent.

All employees authorized to use the vehicles shall be responsible for:

1. Obeying all laws and regulations governing vehicle operations.
2. Taking reasonable precautions to protect the vehicle.
3. Reporting all violations of the Motor Vehicle Code, including parking violations and
4. assuming financial responsibility for these violations.
5. Reporting all accidents or damage to the vehicles including submitting a written report to the official designated by the Superintendent.

Discipline

Failure to adhere to these mandatory guidelines and this policy's administrative procedures may result in discipline.

Delegation of Responsibility

The Superintendent or designee shall implement administrative procedures for the use of School

District Vehicles.

The Superintendent or designee shall designate those positions requiring allotment of vehicles.

Legal References:

NON-BUS VEHICLE USAGE POLICIES AND PROCEDURES

(Attachment for Policy No. Policy 711)

STATEMENT OF PURPOSE

This document sets forth policies and procedures governing vehicle usage, assignment, parking, worker safety and the safety of the driving public, Global Positioning System (“GPS”) monitoring of the vehicles and other fleet management related issues. Going forward, these policies and procedures are controlling and shall apply to all non-bus fleet operated by The School District of Philadelphia (“District” or “School District” or “SDP”) personnel. This Directive supersedes all past policies and procedures pertaining to vehicle usage. All references to "departments" in this Directive shall include agencies and other units of The School District to which vehicles are assigned. All references to "District vehicles" shall include vehicles that are owned, rented, or leased by the District and operated by District employees in the course of official business.

GOALS

These policies are intended to improve and streamline fleet management practices, enhance accountability for vehicle usage, contain the size of the District's fleet, decrease environmental impact, contain or reduce fleet-related expenditures, and promote the uniform, efficient, safe and ethical use of the District's fleet.

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**1. DEPARTMENT OF TRANSPORTATION SERVICES (TRANSPORTATION)
RESPONSIBILITIES**

1.1 It is the responsibility of the Department of Transportation Services (“Transportation”) to meet daily operational needs at an aggregate level, defined by service level agreements between Transportation and user departments. Individual departments are accountable for allocation, prioritization, and optimization of vehicle resources within their departments.

1.2 Within the framework of an authorized annual purchasing plan, Transportation is responsible for vehicle acquisitions and relinquishments. Relinquishment decisions are based on a cost-benefit analysis, with appropriate communication to the affected department. The annual district-wide budget process will determine expenditures for fleet acquisitions and maintenance. Annual acquisitions will be prioritized in furtherance of the District's goals and operational needs.

1.3 Transportation reviews and approves or denies requests for additional vehicles in accordance with these policies and procedures. Departments may appeal Transportation’s decisions to their respective Cabinet member.

1.4 Transportation will be responsible for maintaining the Master Vehicle List.

1.5 Transportation will conduct a monthly review of current and past-due traffic and parking violations incurred by the departments and will notify those departments of any outstanding violations incurred by District vehicles assigned to them.

1.6 Transportation, in consultation with the COO, enforces adherence to fleet operational procedures and, in coordination with the COO, is responsible for all related fleet and vehicle policy development.

1.7 Transportation, under supervision of the COO, will administer the take-home vehicle program.

1.8 Transportation oversees the utilization and optimization of the District’s fleet.

1.9 Transportation, under supervision of the COO, enforces adherence to fleet operational procedures and is responsible for all related policy development.

1.10 Transportation is responsible to ensure that all employees in the take-home vehicle program submit Payroll Deductions for Employees Using School District Vehicles for Commuting forms to the District’s Central Payroll Department to comply with IRS guidelines on the reporting of taxable fringe benefits.

2. CHIEF OPERATING OFFICER (COO) RESPONSIBILITIES

2.1 The Chief Operating Officer (“COO”) is the final arbiter on all matters related to the interpretation and implementation of these policies and procedures.

2.2 The COO, in coordination with the Transportation and the Office of Budget and Management, will determine total annual financial expenditure for vehicle acquisitions.

2.3 The Take-Home Vehicle Assignment program may be terminated at any time. The program is at the discretion of the COO, unless collectively bargained, and is not subject to any grievance procedures.

3. DEPARTMENTAL RESPONSIBILITIES

3.1 Departments are responsible for deploying and managing the vehicles and equipment assigned to them on a daily basis. Each department shall maintain an emergency response plan to ensure adequate emergency coverage and appropriate vehicle use.

3.2 Insurance and legal matters related to vehicles are handled by the Office of Risk Management and the Office of General Counsel.

3.3 Violations: Departments are responsible for promoting and enforcing compliance with this Directive at the employee level. Each department head is responsible for tracking and ensuring the timely adjudication of all moving/parking violations incurred by their employees while operating District vehicles.

3.3.1 Departments are responsible for ensuring that employees are held accountable for paying any parking tickets or traffic violations incurred while operating a District vehicle.

3.3.2 Departments are responsible for ensuring that employees settle any toll violations incurred while operating District vehicles.

3.3.3 Departments are responsible for reporting to the Office of Inspector General potential criminal offenses by District employees while operating District vehicles.

3.3.4 Maintaining Updated Records: Each department is responsible for maintaining and updating records on vehicle usage and assignments to ensure that these records are always accurate.

3.3.5 Department heads are required to comply with the Department of Transportation’s annual “all-call” and have their employees complete a vehicle verification form, and submit this form to Transportation annually in July.

3.3.6 Each department is responsible for notifying Transportation of any assignments or changes to assignments within 24 hours.

3.3.7 Each department is responsible for updating and maintaining temporary or permanent vehicle assignment changes in the GPS system.

3.4 Take-Home Vehicles: Departments are responsible for take home vehicle assignments, subject to the approval of both the department head and the General Manager of Transportation Services. Departments are responsible for developing and implementing the criteria for take home vehicle assignments based on operating needs. The department must submit an Annual Vehicle Use Authorization Form to the Department of Transportation Services. The approved forms will be retained in the Transportation Department. The Take-Home Vehicles privilege can be used only between the employee's permanent primary residence and work location.

3.5 Fleet Liaisons: Each department shall appoint a Fleet Liaison, responsible for the management of District vehicles in use by that department. Each department shall provide the name and contact information of its designated Fleet Liaison to Transportation. Departmental Fleet Liaisons shall:

3.5.1 Work with Transportation to ensure that adequate and updated records of use, condition, and infraction of District vehicles are maintained.

3.5.2 Ensure that records of use and custody for each pool vehicle are maintained. Such records must be able to identify the individual responsible for operating the vehicle at any given time, and must be furnished to Transportation upon request.

3.5.3 Maintain copies of the driver's licenses, take home privileges, and all operational records of all departmental employees authorized to operate a vehicle.

3.5.4 Distribute copies of this Directive to all employees using District vehicles, and obtain the written acknowledgement of each employee that they have received the Directive by obtaining the employee's signature on the final page of this Directive and retaining the signed page on file in either scanned electronic or paper format.

3.5.5 Ensure vehicular accident information is submitted to the Office of General Counsel in a timely manner.

3.6 Departments may initiate procurement of vehicle purchases utilizing operating funds, grant funds, or capital funds, only with the prior approval of Transportation. Any grant agreement involving vehicle purchases shall be approved by Transportation and coordinated with the District's Grant Compliance Office upon execution of the grant agreement.

4. INDIVIDUAL RESPONSIBILITIES

- 4.1 Employees must read and adhere to this Directive and any other vehicle policies. Employees shall contact their departmental fleet liaison or Transportation with any questions regarding the terms and conditions of this Directive.
- 4.2 Employees must comply with applicable state and local driving laws, parking regulations, and District safety policies.
- 4.3 Employees must drive in a safe manner at all times, in accordance with road conditions - especially during inclement weather.
- 4.4 Drivers and all passengers must wear seat belts at all times while the vehicle is in motion.
- 4.5 Drivers are required to use hands-free cell phone devices while operating District vehicles. Otherwise, drivers may not use cell phones for any purpose (call, text, data, etc.) while the vehicle is in operation.
- 4.6 Under no circumstances may any employee or other occupant of a District vehicle purchase, carry, imbibe any form of alcoholic beverage or controlled drug substances while using or occupying a District vehicle, or drive or occupy a District vehicle while under the influence of alcohol or controlled drug substances. With a valid prescription, an employee or other occupant of a vehicle may carry a controlled substance within a District vehicle.
- 4.7 Drivers are personally responsible and liable for any citations and/or violations received while operating a District vehicle. Failure to promptly respond to any citations/violations may result in disciplinary action and/or a loss of District vehicle use privileges.
- 4.8 Employees are required to immediately report to their supervisors and the departmental fleet liaison any tickets or citations for stationary, parking or moving violations received while operating a District owned, leased or rented vehicle, or a personal vehicle while conducting District business.
- 4.9 For employees required to drive or maintain a District vehicle, employees must possess a proper driver's license classification, and any necessary endorsements/restrictions, to lawfully operate the assigned vehicle. Furthermore, as part of their official duties, driving record convictions may be considered as grounds for disciplinary actions up to and including termination whether infractions incurred while conducting District business or outside of work.
- 4.10 Employees required to use vehicle to conduct District business must notify their immediate supervisors and departmental fleet liaison within 24 hours of receiving notice that their license has been or will be revoked or suspended.
- 4.11 Drivers shall not operate District-owned or personal vehicles for District business when they are required to take medication, which may impair their ability to safely operate a moving vehicle.

Drivers have an affirmative duty to report to their health care provider the fact that they are required to drive for District business and the type of vehicles that they are responsible for to enable the provider to give appropriate direction about the use of prescription medication and District driving tasks. Drivers must also report any restrictions and limitations to their supervisor when taking such medication.

4.12 All School District vehicles assigned for take home privileges are considered taxable fringe benefits. Employees with take home vehicle assignments must submit the Payroll Deduction for Employees Using School District Vehicle for Commuting form to Transportation to comply with IRS guidelines.

4.13 Smoking is prohibited in all District vehicles, without exception.

5. TRANSPORTATION ALTERNATIVES

5.1 As an alternative to District-owned passenger vehicles, employees are encouraged to use the following modes of transportation, making decisions informed by cost-benefit analysis, personal safety, their department's policies and procedures, and practicality.

5.2 Mileage Reimbursement. The reimbursement rate for usage of personal vehicles for business-related purposes can be available to employees. In order to receive reimbursement, an employee should use an Employee Expense Reimbursement Form (SEH-195). Subject to departmental approval, mileage reimbursements are paid for by the employee's department.

5.3 Car Sharing. Administrative and/or passenger vehicle functionality may be accommodated through the District's car sharing program through the Department of Transportation Services. Departments can inquire more details of the program by contacting Transportation services.

5.4 Taxi/Ride Sharing Service. Employees, upon approval of the department head or designee, may use a taxi or ride share service for emergency response or during regular working hours when use of such service is the most affordable and viable option, provided that the service used is licensed and legally able to operate in the Commonwealth. Employees should submit an Employee Expense Reimbursement Form (SEH-195) to their department head or designee to receive reimbursement for the costs incurred. Expenses incurred when using an unlawful taxi or ride sharing service shall not be eligible for reimbursement.

5.5 Mass Transportation. When possible and effective, employees are encouraged to take mass transportation to conduct District business. Employees should contact their immediate supervisor to find out if the department provides SEPTA fare cards for employees to conduct District business. In the absence of department SEPTA fare cards, employees will be responsible for purchasing mass transportation fare and submitting an Employee Expense Reimbursement Form (SEH-195) along with the original purchase receipt to his/her manager in a timely manner.

6. GENERAL GUIDELINES FOR USING DISTRICT VEHICLES

6.1 Vehicles for Official Use Only. District vehicles are school district property that should be used exclusively for official District business. District employees shall avoid any vehicle use that might result in or create the appearance of impropriety with regard to public perception concerning the misuse of District vehicles. Employees may not use District vehicles while off duty except for work-related activities designated by their department head.

6.2 Citizen complaints concerning driving habits such as speeding, recklessness, and/or other inappropriate behavior may lead to revocation of vehicle operating privileges or other appropriate personnel actions.

6.3 A District vehicle can be used to transport non-District employees if the transport is for business purposes. Non-District employees may not be transported in District-owned vehicles for non-business purposes without express written approval from the Department of Transportation Services.

6.4 Only District employees may operate District vehicles, unless a waiver has been granted by the COO based on the recommendation of the Office of Risk Management. Contract employees and unpaid interns may not operate District vehicles without express written approval from the Department of Transportation Services.

6.5 Operators of vehicles or equipment that require a special class of driver's license must possess the appropriate license prior to operating such vehicles or equipment. Those employees who possess a driver's license from another state must obtain a Pennsylvania driver's license within three months of their date of hire.

6.6 Unattended vehicles must be locked at all times, and must not have a key in the ignition.

6.7 District vehicles should not be taken outside of the City limits during the normal business hours unless required by legitimate business purposes with approval from the department. If a department approves vehicle take-home privileges for an emergency response employee who resides outside of the City (where permissible), that take-home approval shall be considered sufficient authorization for the employee to operate a vehicle outside of the City limits.

6.8 Employees are expected to maintain the exterior and interior cleanliness of vehicles. Misuse of vehicles - as determined by Transportation - that leads to the requirement of structural or other repairs may be charged back to the user department, whether the vehicle is rented or owned.

6.9 Departments will comply with Transportation's preventative maintenance program.

7. AUTHORIZATION AND REQUIREMENTS TO OPERATE VEHICLES AND EQUIPMENT

7.1 All employees who may be required to drive a vehicle for District business must possess a current and valid Pennsylvania driver's license. If an employee has reason to believe that their license may not be current and valid, the employee shall notify their immediate supervisor and departmental fleet liaison within 24 hours. Departments with employees who may operate a District vehicle must first submit employee information to the Department of Transportation Services.

7.2 All departments shall provide employees' driver's license information to the Department of Transportation Services. This record must include a verified driver's license number and the employee ID number. A photocopy of the employee's driver's license shall be kept by the department in the employee's personnel file, as well as on file with the Department of Transportation Services.

7.3 Transportation will distribute, on a monthly basis, information about employees' driver's license statuses for each department. This information will consist of a listing of employees with expired, canceled, revoked, suspended, pending, or Photo ID licenses (E, C, R, S, P, or PI); a listing of employees who could not be matched with PennDOT data for some reason; and a listing of all drivers with a valid license. Each department is required to verify license standing monthly.

7.4 Any employee who is found to have an expired, canceled, revoked, or suspended photo ID license must be prevented from driving for District business. Employees operating District vehicles with expired, cancelled, revoked, or suspended driver's licenses may be subject to disciplinary action.

7.5 The monthly Driver's License Verification Report will be distributed electronically to all District departments via the department's fleet liaison for review and for prompt action to be taken regarding invalid drivers.

7.6 Employees with a history of two preventable accidents within a three-year period while using a District vehicle will be reviewed by their department for continued eligibility to drive a District vehicle, and will be subject to appropriate personnel actions.

7.7 Safety. The following safety standards shall be obeyed at all times with respect to District vehicle usage:

7.7.1 Employees shall, at all times, operate vehicles and equipment in compliance with all applicable traffic laws, rules, and regulations.

7.7.2 Employees shall not operate a motor vehicle while under the influence of alcohol or a controlled substance.

7.7.3 Smoking is prohibited in all District vehicles, with no exceptions.

7.7.4 Using cell phones without a hands-free device while operating a District vehicle is prohibited.

7.7.5 Using any electronic device to read or text/write while operating a District vehicle in motion is prohibited.

7.7.6 Wearing headphones/earbuds while operating a District vehicle is prohibited.

7.8 Insurance, Permits, and Registration

7.8.1 No District vehicle or privately owned vehicle may be used for District business without valid inspection stickers.

7.8.2 All privately owned vehicles authorized for District business shall be properly registered and insured in the Commonwealth of Pennsylvania pursuant to Pennsylvania financial responsibility laws.

7.9 Graphics, Painting, and Markings

7.9.1 All District vehicles shall have standardized markings and graphics. In instances where application of standardized markings and graphics would prevent employees from fulfilling departmental functions or jeopardize employee safety, departments may request a waiver from Transportation. The waiver must be unit and vehicle specific.

7.9.2 Requests for cosmetic changes to vehicles shall only be completed if operationally necessary, as determined by Transportation in consultation with the department.

8. ACCIDENTS INVOLVING DISTRICT-OWNED VEHICLES

8.1 Accident information guides shall be placed in the glove compartment of every District vehicle. Departments shall contact Transportation to obtain replacement accident information guides.

8.2 All accidents or incidents, regardless of severity, involving District vehicles must be reported immediately by the driver to all three of the following entities in this order:

8.2.1 Police Department 911 - An accident form must be completed by an officer and submitted to the Office of School Safety.

8.2.2 Transportation Department - 215-400-4350

8.2.3 Office of General Counsel - 215-400-4120

9. VEHICLE TRACKING SYSTEM (GPS)

9.1 Global positioning System (GPS) Tracking Systems will be installed on all District vehicles. The District reserves the right to install GPS for use in all District vehicles.

9.2 Employees should have no expectation of privacy for their physical location while operating a District vehicle. The District has the right to use GPS systems to monitor activity including but not limited to: excessive idling, excessive speeding, unauthorized trips, unauthorized stops, unauthorized weekend usage and any other improper usage of District vehicle.

9.3 Under no circumstances should a GPS unit be touched or altered by drivers. GPS has a feature that will notify Transportation if the GPS unit is tampered with or removed. If the GPS unit is removed or tampered with, the employee's Department Head will be notified, vehicle privileges may be suspended and the employee will be subject to the District's disciplinary process.

9.4 System Functionality

9.4.1 It is important that the GPS Tracking System functions at all times while the vehicle is in operation in order for the system to be effective.

9.4.2 Unauthorized interference with GPS Tracking System including tampering, disabling, or damaging is strictly prohibited.

9.4.3 Any District employee found to be tampering with the GPS Tracking System will be held accountable for the damages and cost of repairs.

9.5 Notice and Signed Acknowledgement

9.5.1 The District will provide written notice to all vehicle users explaining that a GPS Tracking System is installed in all District vehicles and is in use on a daily basis.

9.5.2 Each driver shall sign an acknowledgement form stating that they received the notice and understand the District's policy regarding GPS Tracking Systems.

9.5.3 Once the driver has signed this acknowledgement, no further acknowledgement is required absent material change to this policy or regulation.

9.5.4 Any driver hired after provision of the written notice as described above will receive written notice upon the start of employment.

9.5.5 Signed acknowledgement forms will be maintained by Transportation.

9.5.6 Additional notice will be provided to employees as follows:

9.5.6.1 The substance of notice shall be included in the employee handbook.

9.5.6.2 The Transportation website will also contain general information about the use of GPS Tracking Systems in District vehicles/buses.

9.6 Access to GPS Tracking System Data

9.6.1 Access to data obtained by the GPS Tracking Systems will be protected by a confidential password.

9.6.2 Access to data obtained by the GPS Tracking Systems will be limited to individuals approved by the Department of Transportation Services

9.7 Unauthorized Activities

9.7.1 Any unauthorized activities, such as excessive idling, excessive speeding, unauthorized trips, unauthorized stops, unauthorized weekend usage of vehicle, and any other improper use of District vehicle, may be subject to the District's disciplinary process.

10. RULES FOR DISPOSITION OF PARKING TICKETS

10.1 Employees operating District vehicles are expected to observe and be held personally responsible for obeying all parking regulations.

10.2 Employees shall pay fines and late fees in a timely manner. Refusal to pay or accept responsibility for an outstanding violation will be subject to disciplinary action and/or loss of vehicle operating or parking privileges.

11. RULES FOR RED LIGHT PHOTO VIOLATIONS

11.1 Employees operating District vehicles are expected to observe all traffic laws, and obedience to red light photo enforcement systems is imperative.

11.2 Employees shall pay fines and late fees in a timely manner. Refusal to pay an outstanding violation will be subject to disciplinary action and/or loss of vehicle operating or parking privileges.

12. TOLL ROAD VIOLATIONS

12.1 Personnel operating District vehicles on toll roads are responsible for the payment of all cash toll fares.

12.2 Employees may request reimbursement from their department for tolls incurred while performing official duties. In order to receive reimbursement, an employee should submit a receipt for the toll and use an Employee Expense Reimbursement Form (SEH-195). Subject to departmental approval, toll reimbursements are to be paid for by an employee's department.

12.3 Employees shall not drive through an EZ-Pass toll lane without an active EZ-Pass transponder affixed to the vehicle. Employees are personally responsible for any violations and penalties incurred from driving through EZ-Pass lanes without a transponder, or any other toll evasion.

12.4 Notice of toll violations will be received by Transportation and forwarded to the responsible department. The fine and/or late fee must be paid in a timely manner by the employee responsible for operating the vehicle at the time the violation occurred. Refusal to pay an outstanding violation may result in disciplinary action.

13. TAKE HOME VEHICLE ASSIGNMENT AND GUIDANCE

13.1 Take-home vehicle assignments are intended to provide transportation for employees who are required to travel multiple work locations as a part of their daily duties and to frequently respond to emergency situations from their residence. Take-home privileges should only be granted, but not guaranteed. At no time should a take-home vehicle be used as a means of compensation.

13.2 Take-home vehicle assignments shall be made based on availability and departmental prioritization.

13.3 Departments are responsible for developing their respective take-home assignment criteria. Departmental take-home assignment criteria must be submitted to the department's respective cabinet member for approval. Departments are responsible for managing all assignments, subject to the written approval of both the department head and the Department of Transportation Services.

13.4 Departments shall submit a memo to the Department of Transportation Services for approval with the assignment criteria, number of vehicles, vehicle numbers, and employees assigned take-home privileges. Departments shall submit these memos for Transportation's approval annually, and/or when changes occur.

13.5 Each department is responsible for notifying Transportation of any assignments or changes to assignments within 24 hours.

13.6 Eligibility for a take-home vehicle assignment shall be based upon job function, not title. The following recommendations may be considered by departments when developing take-home assignment criteria:

13.6.1 Emergency Response - the position has regular on-call status for emergency response. An emergency is defined as a situation that may result in physical harm or significant property damage.

13.6.2 On-Call - The employee is called out (after work hours or on weekends) on a frequent basis.

13.6.3 Daily Changes of Worksites – The employee's work location may change multiple times in a day.

13.6.4 Condition and Suitability - The employee's personal vehicle would not be appropriate for emergency response.

13.7 The School District of Philadelphia is not responsible for lost or damaged personal property left inside a District vehicle. Valuables should not be left in District vehicles when parked overnight at an Employee's residence. Unattended vehicles shall be locked at all times. Employees shall park District vehicles in a safe, secure, and legal location.

13.8 During vacations or any type of extended leave of four or more days, employees are encouraged to make the vehicle available for use by other departmental employees.

14. PRIORITIZATION OF VEHICLE ACQUISITIONS, MAINTENANCE, AND RELINQUISHMENTS

14.1 Prioritization of Vehicle Acquisition and Equipment

14.1.1 The acquisition process is a collaborative effort, with departments articulating operational needs and Transportation identifying an appropriate vehicle (or designating specifications for one) that will provide an adequate level of functionality. The guiding principal for all acquisitions is to purchase task-appropriate vehicles that represent the best value for the District.

14.1.2 For replacement vehicles, the rule of "one for one" is generally in effect; therefore, for each replacement vehicle requested, departments shall identify, by property number, the vehicle that will be turned in. Departments shall review the proposed vehicle for relinquishment and shall determine if an alternative vehicle should be replaced.

14.1.3 Transportation will prioritize for replacement departmental vehicle and equipment classes for which daily vehicle targets have been established, pursuant to a service level agreement.

14.2 Prioritization of Funding for Vehicles and Equipment

14.2.1 The Transportation acquisition budget is primarily funded through the General and Capital funds. However, grant funding is sometimes made available by various departments for vehicle purchases.

14.2.2 When grant funding is available for replacement acquisitions, it is required that departments secure funds to cover life cycle costs for maintenance and fuel.

14.2.3 When grant funding is available for approved new need acquisitions, funds for full life cycle costs, acquisition, maintenance, and fuel are required.

14.2.4 No General Fund money shall be used to replace grant financed vehicles unless with the expressed consent of the COO and Transportation.

14.3 Purchasing Alternative Fuel and Fuel Efficient Vehicles. In accordance with local ordinance, Transportation, in cooperation with user departments, shall work to purchase fuel-efficient and lower polluting vehicles.

14.4 Vehicle and Equipment Relinquishments. Transportation maintains vehicles and equipment until they are no longer safe and operable. Relinquishment decisions are made solely by the Department of Transportation Services, with the appropriate level of consultation with user departments about the operational impact of relinquishment balanced against the cost of repair. Transportation shall communicate relinquishment decisions as far in advance as possible to ensure that affected departments have ample opportunity to develop contingency plans.

15. DISCIPLINARY ACTION

15.1 Employees who are found to have violated the policies set forth in this Directive may be subject to disciplinary action up to and including termination.

15.2 Employees who fail to follow the proper channels outlined in this Directive to address parking tickets, red light violations, toll violations, or other traffic violations will be subject to disciplinary action and may lose their privilege to operate District vehicles, park their personal vehicle in authorized zones or District-controlled off-street lots, or use their personal vehicle for District business.

****All criteria and exceptions must be approved by the Chief Operating Officer and the Department of Transportation Services. ****