THE SCHOOL DISTRICT OF PHILADELPHIA
POLICY COMMITTEE MEETING OF THE BOARD OF EDUCATION

NOVEMBER 2, 2023
MINUTES

A Policy Committee meeting was held on November 2, 2023 in a hybrid format including via the Zoom virtual meeting platform. The meeting was convened at 4:00 pm.

Co-Chair Wilkerson made announcements concerning recording, copyright, participation in, and viewing of the meeting. **Co-Chair Wilkerson** took the roll.

Committee Members present: Chau Wing Lam (Co-Chair), Joyce Wilkerson (Co-Chair), Julia Danzy, and Cecelia Thompson (*remotely*).

Other Board Members Present: Leticia Egea-Hinton, Lisa Salley, Sarah-Ashley Andrews

The minutes of the **August 24, 2023** meeting of the Policy Committee were considered for approval by Committee members. A voice vote approved the minutes of the meeting by a vote of:

Yes: 4 and No: 0.

Co-Chair Wilkerson stated that the minutes had been approved and will be posted to the committee's webpage.

Co-Chair Wilkerson then shared opening remarks. This included sharing that the Policy Committee meets in at least April and November to review policies that have been revised by the District after an extensive stakeholder engagement process. She noted that the Committee also met in August of this year to recommend revisions to the Board's 000 governing bylaws. **Co-Chair Wilkerson** noted the Committee was excited to see these revised policies adopted by the full Board at the previous month's October Action Meeting. These policies and Board Operating Guidelines ensured the work of this Board over the last 5 years was codified for years to come as Philadelphia continues to benefit from the return to local control.

Co-Chair Wilkerson then announced the following nine (9) policies that will be reviewed by the committee at the meeting:

- *Policy 210 - Use of Medication/Medical Technology*
- *Policy 210.1 - Possession/Use of Emergency Medications*
- *Policy 217 - High School Graduation Requirements*
- *The proposed elimination of Policy 314.1 - HIV Infection in Employees*
- *Policy 324 - Personnel Files*
- *Policy 804 - Mandatory Instructional Time*
- *Policy 815 - Acceptable Use of Internet, Technology, and Network Resources*
- *A new proposed Policy 829 - Information Security*
- *A new proposed Policy 314 - Employee Evaluations*

Co-Chair Wilkerson invited the District's Chief of Staff **Sarah Galbally** to provide an overview of each proposed revised policy. **Co-Chair Wilkerson** noted the Committee would pause after every couple of policies for any questions from Committee members.

Sarah Galbally first presented Policy 210 - Use of Medication/Medical Technology. This policy provides guidelines for the administration of medication or use of medical technology to or by a student in the school setting. **Sarah Galbally** then presented Policy 210.1 - Possession/Use of Emergency Medications. The purpose of this policy is to guide District staff, parents/guardians, and students about the administration of emergency medications during school time. **Dr. Kendra McDow** was present at the meeting virtually and answered questions from committee members on both policies.

Third, **Sarah Galbally** presented Policy 217 - High School Graduation Requirements. The purpose of this policy is to provide equitable opportunities for each student and to acknowledge each student's successful completion of a District approved high school instructional program by an award of a diploma or certificate. **Tomás Hanna** was present at the meeting and answered questions from committee members.

Fourth, **Sarah Galbally** presented Policy 314.1 - HIV Infection in Employees. This policy is being recommended for elimination because the content is duplicative of existing non-discrimination and anti-harassment policies for employees. **Deputy Superintendent Grant-Skinner** and a member of the Office of General Counsel **Kimberly Dutch** were both present at the meeting and answered questions from committee members.

Next, **Sarah Galbally** presented Policy 324 - Personnel Files. The purpose of this policy is to describe what information is contained in a personnel file, who can access information contained in a personnel file and under what circumstances, and how to access that information in conformity with law.

Sarah Galbally then presented Policy 314 - Employee Evaluations. The purpose of this policy is to promote professional growth, positive behavior, and attainment of District goals and objectives through a regularized evaluation of employee performance. This policy is named in the Strategic Plan as Strategic Action 5.6 - "Develop a performance evaluation system for all Central Office staff." This policy will codify the District's obligation to evaluate all staff, but administrative procedures will not be developed until the Office of Talent completes the development of a full employee evaluation system. **Lisa Johnson Garner** was present at the meeting and answered questions from committee members.

Next, **Sarah Galbally** presented Policy 804 - Mandatory Instructional Time. This policy provides the necessary guidance to meet instructional time requirements provided by Pennsylvania law. She noted the District updated the name of the policy from "School Day" to "Mandatory Instructional Time" and revised the policy to more clearly speak to the legally driven mandatory instructional time requirements from the state. **Marisa Litman** was present at the meeting and answered questions from committee members.

Sarah Galbally then presented Policy 815 - Acceptable Use of Internet, Technology, and Network Resources. The purpose of this policy is to provide students, staff, and other authorized persons using District networks and equipment with the standards on using these resources safely and to inform stakeholders of these standards. Finally, **Sarah Galbally** presented Policy 829 - Information Security. This policy directs the District to establish a framework for risk management in the information security

arena and establishes strategic and operational security activities in-line with business objectives. This policy authorizes the District to develop administrative procedures and protocols to manage security risk to information assets according to industry best practices. This policy also mandates that the District train users on this policy and provide periodic updates on cybersecurity strategy and implementation to the Board. **Chief Information Officer Melanie Harris** and **Andrew Speese** were both present at the meeting and answered questions from committee members. Chief of School Safety **Kevin Bethel** was also both present at the meeting and answered questions.

Co-Chair Wilkerson then began the public participation portion of the agenda. There was one speaker who registered in advance. **Co-Chair Wilkerson** noted for the record that the Board did not receive any written testimony in advance of the meeting.

Horace Cloudon, from PCAC, offered testimony on policy 314.

Mama Gail completed the secondary waitlist sign up sheet outside the meeting room and was invited to offer her testimony.

Co-Chair Lam provided an overview of all requests and feedback provided regarding policies on the agenda.

The committee made a final recommendation that the following policies be sent to the full Board for review at the December 7, 2023 Action Meeting:

- *Policy 210 - Use of Medication/Medical Technology*
- *Policy 210.1 - Possession/Use of Emergency Medications*
- *Policy 217 - High School Graduation Requirements*
- *The proposed elimination of Policy 314.1 - HIV Infection in Employees*
- *Policy 324 - Personnel Files*
- *Policy 804 - Mandatory Instructional Time*
- *Policy 815 - Acceptable Use of Internet, Technology, and Network Resources*
- *A new proposed Policy 829 - Information Security*
- *A new proposed Policy 314 - Employee Evaluations*

Co-Chair Wilkerson asked **Ms. Galbally** to share any last remarks and the list of proposed draft policies expected to be discussed at the policy committee meeting in April 2024, these included:

- Policy 102 - Multiracial, Multicultural, and Gender Education, and a new Equity Policy
- Policy 121 - Field Trips, Social Events, and Class Trips
- Policy 200 - Enrollment of Students
- Policy 201 - Admission of Students
- Policy 202 - Eligibility of Nonresident Students
- Policy 248 - Harassment and Discrimination - Students
- Policy 249 - Bullying/Cyberbullying
- Policy 252 - Transgender and Gender Non-Conforming Students
- Policy 702 - Grants, Gifts, Donations, and Student Fundraising
- Policy 702.1 - Scholarships
- Policy 702.2 - School-Based Fundraising and Crowdfunding

- New Policy - Management and Distribution of Trusts
- Policy 718 - Use of Service Animals in Schools
- Policy 830 - Breach of Computerized Personal Information

Co-Chair Wilkerson invited members of the public to continue to visit the Board's website for up to date information on the work of the Policy Committee. And to join the Committee for its April meeting in the new year. She then announced that the meeting was adjourned.

Meeting adjourned at 5:29 pm.