THE SCHOOL DISTRICT OF PHILADELPHIA

POLICY COMMITTEE MEETING OF THE BOARD OF EDUCATION

AUGUST 24, 2023

MINUTES

A Policy Committee meeting was held on August 24, 2023 in a hybrid format including via the Zoom virtual meeting platform. The meeting was convened at 4:00 pm.

Co-Chair Lam made announcements concerning recording, copyright, participation in, and viewing of the meeting. **Co-Chair Lam** also announced that the District's central office had been experiencing intermittent network challenges throughout the day. While the Committee did not expect this to impact its livestream, **Co-Chair Lam** re-affirmed that the full recording of the meeting would be posted online for viewing after the meeting.

Co-Chair Lam then communicated changes to the speaker procedures for the meeting.

These included, in response to an amended court order in the case of UrbEd Inc. and the Alliance for Philadelphia Public Schools versus the Board of Education of the School District of Philadelphia, establishing a temporary protocol for supplemental speaker registration.

For the August 24 meeting, a sign up sheet was positioned in the back of the room with a member of the Board's staff to allow those physically in attendance to sign up to speak in the event a registered speaker was not present during the public participation period of the meeting.

The cutoff time to sign up for the waitlist was announced to be when the public participation portion of the agenda begins.

Co-Chair Lam took the roll.

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

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

Co-Chair Lam shared opening remarks. This included noting that the purpose of the August 24 meeting was to review the 000 policies that govern the Board itself. She noted that many of these policies were last updated 5 years ago when Philadelphia transitioned governance of the School District from the School Reform Commission to the Board of Education. She also noted that the Committee would be reviewing 2 new policies that formally establish in the Board's Policy Manual the Office of Auditing Services and Office of Inspector General. Finally, **Co-Chair Lam** noted that these policies, if adopted by the full Board after 2 public Action meeting readings, will enshrine in Board Policy the work the Board has accomplished since local control was realized in July 2018.

Co-Chair Lam shared that one of these policies, the Board's Goals and Guardrails policy, was first reviewed by the Committee in April, read at the May Action Meeting, and read a second time and adopted by the Board at its June Action Meeting.

Co-Chair Lam then announced the following eighteen (18) policies that will be reviewed by the committee at the meeting:

- 001 Name and Classification
- 002 Authority and Power
- 003 Functions
- 003.1 Goals and Guardrails
- 003.2 Policy Setting
- 003.3 Employment of the Superintendent
- 004 Membership
- 004.1 Non-Voting Student Board Representatives
- 004.2 Parent and Community Advisory Council
- 005 Organization
- 005.1 Board Committees, which is being proposed for elimination
- 006 Meetings
- 006.1 Attendance at Meetings via Electronic Communications
- 007 Public Engagement
- 008 Ethics Policy
- 009 Principles of Governance and Leadership
- 1100 Office of Auditing Services
- 1200 Office of Inspector General

The minutes of the **April 27, 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 Lam stated that the minutes have been approved and will be posted to the committee's webpage.

Co-Chair Lam thanked **Board Members Egea-Hinton**, **Board Member Salley**, **Vice President Fix-Lopez**, **Deputy General Counsel for the School District Audrey Buglione**, and the Board's **Senior Project Manager Logan Peterson** for their support and work on the Board's 000 policies.

Co-Chair Lam then invited **Board Member Egea-Hinton** and **Board Member Salley** to provide an overview of the Board's proposed policy revisions. **Co-Chair Lam** noted the Committee would pause after every couple of policies for any questions from Committee members.

Board Member Egea-Hinton and **Board Member Salley** began their presentation. **Board Member Egea-Hinton** started with an overview of the agenda for their presentation.

Board Member Salley then provided an overview of why it was important for the Board to consider these policy revisions now, including: progressing the promise of local control, aligning to the expectations the Board has for the District related to policy revisions and maintenance, and incorporating current law and best practices.

Board Member Salley also provided a brief overview of the Board's current Policy Manual and how the Board is proposing to rename and renumber its 000 policies.

Board Member Egea-Hinton provided an overview of the policy revision process the Board followed. This included Board staff drafting new policies and reviewing existing policies. There was also a stakeholder review process including the District's Office of General Counsel, Pennsylvania School Board Association (PSBA), and (for several identified policies) an additional review completed by the District's Equity Coalition and the Board's Parent and Community Advisory Council (PCAC).

Board Member Egea-Hinton then provided a brief overview of each policy being proposed for addition, revision, or elimination.

For Policy 001: Name and Classification, **Board Member Egea-Hinton** noted that the only revisions to this policy include editorial revisions to align to PSBA guidance, the Home Rule Charter, and the PA School Code.

For Policy 002: Authority and Power, **Board Member Egea-Hinton** noted that the proposed revisions include revising the purpose and authority sections, removing unnecessary definitions, removing language already included in other policies, and clarifying core duties to include Goals and Guardrails, adopting policies, charter school authorizing, Intermediate Unit role, Student Representatives, and Parent and Community Advisory Council.

For Policy 003: Functions, **Board Member Egea-Hinton** noted that the proposed revisions to this policy include revising the purpose and authority sections; removing unnecessary definitions; removing language already included in other policies; adding a fiduciary responsibilities section; adding language to codify the establishment of the Office of the Board of Education, Charter Schools Office, Office of Auditing Services, and Office of Inspector General; and adding language clarifying the General Counsel dual reports to the Board and Superintendent.

For Policy 003.1: Goals and Guardrails, **Board Member Egea-Hinton** noted that the only revisions include renumbering the policy from 008 to 003.1 and updating the Board Operating Guidelines to reflect revised leading indicators adopted by the Board during the August 2023 Action Meeting.

For Policy 003.2: Policy Setting, **Board Member Egea-Hinton** noted that proposed revisions to this policy include revising the purpose section, adding an authority section, removing unnecessary definitions, adding additional delegation of responsibility language outlining review and implementation of policies and the establishment of Board Operating Guidelines and Administrative Procedures, clarifying language about the role of the Policy Committee in reviewing recommended revisions, and removing repetitive language. **Board Member Egea-Hinton** also noted that new Board Operating Guidelines are being proposed alongside this policy which did not currently exist.

For Policy 003.3: Employment of the Superintendent, **Board Member Egea-Hinton** noted that the policy revisions include revising the purpose and authority sections and adding sections on: preparing to search for a new Superintendent, aligning their job description to the Board's Goals and Guardrails, transition and on-boarding planning, and evaluating the Superintendent. **Board Member Egea-Hinton** also noted

that new Board Operating Guidelines are being proposed alongside this policy which did not currently exist.

For Policy 004: Membership, **Board Member Egea-Hinton** noted that proposed revisions include adding a purpose section, clarifying the number of Board Members to include the Student Board Representatives and role of Superintendent, adding language on Board Member qualifications and limitations on authority of individual Board Members, and removing language repetitive of other policies. There were also additional expectations of Board Members added including: 1) not having been removed from any office of trust under federal, state or local laws for any malfeasance and 2) complying with Board's newly proposed 009 Principles of Governance and Leadership policy. Finally, the revisions clarified the number and role of Student Board Representatives; how vacancies are filled and the term limits of Board Members; and added sections on orientation, training, and how expenses are reimbursed which were previously included in a different policy. **Board Member Egea-Hinton** also noted that new Board Operating Guidelines are being proposed alongside this policy which did not currently exist.

For Policy 004.1: Non-Voting Student Board Representatives, **Board Member Egea-Hinton** noted that revisions included a revised authority section, clarified the number of Student Board Representatives and related qualifications, outlined the roles and responsibilities of Student Board Representatives, added a section on mentoring and the supports provided to Student Board Representatives, and clarified how vacancies of Student Board Representatives are filled. **Board Member Egea-Hinton** also noted that new Board Operating Guidelines are being proposed alongside this policy which did not currently exist.

For Policy 004.2: Parent and Community Advisory Council ("PCAC"), **Board Member Egea-Hinton** noted that revisions to this policy included outlining the roles and responsibilities of PCAC, related eligibility requirements, and clarified the composition of PCAC and term limits for PCAC members. **Board Member Egea-Hinton** also noted that new Board Operating Guidelines are being proposed alongside this policy which did not currently exist.

For Policy 005: Organization, **Board Member Egea-Hinton** noted that proposed revisions to this policy included revising the purpose and authority sections, removing language that was not relevant to this policy that had been moved to the more appropriate policy document, clarifying that organization meetings are regular meeting of the Board and shall also be held following the appointment of a new Board, and adding language on how organization meetings are called to order and how officer elections are conducted.

For the School Board Committees policy, **Board Member Egea-Hinton** noted this policy is being proposed for elimination. **Board Member Egea-Hinton** noted that this is a short policy and that all contents have been incorporated into the Meetings policy. The Pennsylvania School Board Association ("PSBA") also incorporates Board Committee content into the Meetings policy.

For Policy 006: Meetings, **Board Member Egea-Hinton** noted that the revisions to this policy include adding new authority language and adding language to align to PSBA guidance for agenda notifications and additions to the agenda. Revisions also clarify that the Board President and Superintendent determine the agenda for all Action meetings, remove language that was repetitive of other policies, add language on the mandated bi-annual meetings with City Council, and align the public participation section of the agenda to PSBA guidance. **Board Member Egea-Hinton** also noted that updates are being proposed to

this policy's Board Operating Guidelines (formerly called Administrative Procedures). Lastly, **Board Member Egea-Hinton** stated that, as announced at the prior week's Action Meeting, President Streater noted the Board would review its process for allowing standby speakers in the event a registered speaker does not attend a meeting. She noted that further modifications to these Board Operating Guidelines would be made and posted prior to the policy's first reading at the September Action Meeting.

For Policy 006.1: Attendance at Public Meetings via Electronic Communications, **Board Member Egea-Hinton** noted that revisions include revising the purpose and authority sections, clarifying the policy title, adding detail on Board President review/approval of virtual public meeting attendance, added requirements for effective virtual meeting attendance, and adding language on violations and emergency conditions. **Board Member Egea-Hinton** also noted that new Board Operating Guidelines are being proposed alongside this policy which did not currently exist.

For Policy 007: Public Engagement, **Board Member Egea-Hinton** noted that revisions included revising the purpose and authority sections, revising the communications and constituent services sections, and adding new school visits and public hearing sections. **Board Member Egea-Hinton** also noted that new Board Operating Guidelines are being proposed alongside this policy which did not currently exist.

For Policy 008: Ethics Policy, **Board Member Egea-Hinton** noted that the revisions proposed for this policy include an added authority section; a lower dollar amount for gifts that Board Members can receive from $100 to $50; clarifying requirements around conflicts of interest; adding a provision limiting Board Members' ability to directly or indirectly solicit or accept any gift, gratuity, favor, entertainment, loan, or any other thing of value from a service provider participating in or seeking to participate in the schools and libraries universal service program; and adding language on how violations are handled. **Board Member Egea-Hinton** also noted that new Board Operating Guidelines are being proposed alongside this policy which did not currently exist.

For Policy 009: Principles of Governance and Leadership, **Board Member Egea-Hinton** noted that this a new policy to set forth the norms and principles of governance and leadership for members of the Board.

Following these presentations and questions from Committee members, **Co-Chair Lam** thanked **Board Member Egea-Hinton** and **Board Member Salley** for their presentation. **Co-Chair Lam** then invited **Executive Director of the Office of Auditing Services Diane Baker** and **Inspector General Jayme Naberezny** to the microphone to present on the final two new policies being proposed for review.

Executive Director of the Office of Auditing Services Diane Baker presented on the newly proposed Policy 1100: Office of Auditing Services. She stated this policy establishes and sets forth the authority of the Board's Office of Auditing Services ("OAS"). She noted that OAS is a necessary support to the Board in its governance of the District. Finally, she highlighted that this includes performing Board-directed audit activities in addition to and separate from the audit and investigative activities regularly conducted by the District and Office of Inspector General.

Co-Chair Lam allowed for any questions and thanked **Executive Director of the Office of Auditing Services Diane Baker** for her presentation and then invited **Inspector General Jayme Naberezny** to present.

Inspector General Jayme Naberezny presented the final newly proposed policy of the meeting, Policy 1200: Office of Inspector General. She reminded the Committee that the mission of the Inspector General is to:

- To promote integrity within the district by instituting mechanisms for reporting and investigating fraud, waste, abuse, and misconduct
- Recommend policy and procedure changes where appropriate
- Conduct corruption prevention training for the District

Inspector General Jayme Naberezny noted that this newly proposed policy recognizes the need for independent and objective oversight in promoting integrity, efficiency and overall effectiveness in the District. She highlighted that the purpose of this policy is to set forth the responsibilities and authority of the Office of Inspector General ("OIG") that were conferred by Board Action Item 2 of April 25, 2019 and codify and clarify Policy 1200 as the document henceforth governing duties of the OIG and the obligations of District staff and other third parties concerning the OIG.

Co-Chair Lam allowed for any questions and thanked **Inspector General Jayme Naberezny** for her presentation.

Co-Chair Lam then shared the below summary of the renaming and renumbering being reviewed by the Committee (if adopted by the full Board after two readings):

- The current 000 Foundations and Basic Commitments policy will now be 002 Authority and Power
- The Functions policy will be renumbered from 002 to 003
- Goals and Guardrails will be renumbered from 008 to 003.1
- 002.1 Policy Manual will become 003.2 Policy Setting
- Employment of the Superintendent will be renumbered from 002.2 to 003.3
- Membership will be renumbered from 003 to 004
- Student Board Reps will be renumbered from 003.1 to 004.1
- Board Norms and Organization will be renamed and renumbered to 005 Organization
- School Board Committees will be eliminated
- Meetings will be renumbered from 005 to 006
- Attendance at Meeting via Electronic Communications will be renamed and renumbered to 006.1 Attendance at Public Meeting via Electronic Communications
- Public Engagement will be renumbered from 006 to 007
- The Code of Ethics Policy will be renumbered and renamed to 008 Ethics Policy
- There will be four new policies:
    - 004.2 Parent and Community Advisory Council
    - 009 Principles of Governance and Leadership
    - 1100 Office of Auditing Services
    - 1200 Office of Inspector General

Co-Chair Lam then began the public participation portion of the agenda. She noted for the record that the Board did not receive any written testimony in advance of the meeting.

Horace Cloudon, from PCAC, referenced low student achievement and asked the Board to ask the Superintendent to set a baseline for testing for students. He stated it was good to hear about the Board's auditing services and asked if they would audit teacher attendance. He cited poor teacher attendance data in the District's SPREE report. He also referenced the need to audit overcrowding in schools.

Board Member Wilkerson stated that one of the reasons the Board established an auditing office is so the Board can begin to focus on topics of interest. She noted the Board sits down with the auditing office annually to develop a plan and that this plan could be shared publicly for feedback.

"Mama" Gail Cloudon, a Community Member, stated that the Board Members are new and this creates suspicion. She stated that policy, procedure, and people are very important to her. She stated she brought a young man with her from the community so the Board can see who these policies affect. She asked that policies be made real and are followed.

Board Member Wilkerson stated that one thing the Board worries about is developing too many policies. She stated that the Board could consider refining and making the Policy Manual more simple even though many policies are mandated by state law.

"Mama" Gail Cloudon responded that principals try to stay under the radar so that the work they are doing is not stopped. **"Mama" Gail Cloudon** added there used to be groups that would meet upstairs to provide feedback. She stated those structures were important since it affects them.

Leah Cloudon, a Community Member, asked if there was a policy around voting. She stated Board Members say they don't have all the information they sometimes need. **Leah Cloudon** also stated that there is violence in the streets and practices are not uniform across the board. She stated the Board should get better control. **Leah Cloudon** further stated that teachers who do not attend should be removed.

Board Member Danzy responded that the Board agrees with some of the sentiments that are expressed to the board but that Philadelphia is a strong union town. She stated that this sometimes limits what the Board can alter and negotiate.

Rokia Sangare, a Parent/Guardian, was registered to speak but did not attend.

Chardae Powell, a Parent/Guardian, was registered to speak but did not attend.

Lisa Haver, from APPS, encourages the Board to put out enough meeting materials so more than 1 member of the public can review the binder. She also stated that it is good the Board is reviewing their policies. **Lisa Haver** stated there used to be several committees and now there is just one. She further stated that the Parent and Community Advisory Council is subject to the Sunshine Act requirements and that the Board is currently violating these requirements. **Lisa Haver** also asked if Board Members are supposed to attend public meetings in person. She also asked for the Board to explain the difference between procedures and policy.

Co-Chair Lam clarified the difference between policy and procedure.
Deputy General Counsel for the School District Audrey Buglione further clarified that the section of the policy that is policy is subject to official Board action. However, the Board Operating Guidelines are

like Administrative Procedures and therefore do not need to be voted on by the Board to make any changes.

Lisa Haver asked if the procedures were presented.

Deputy General Counsel for the School District Audrey Buglione clarified that they were presented but since they are not policy they do not need to be voted on to be adopted or changed.

Anne Dorn, a Parent/Guardian, was registered to speak but did not attend.

Lacey Williams, a Community Member, was registered to speak but did not attend.

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

Co-Chair Lam announced that there were no waitlisted speakers and that the public participation portion of the agenda has concluded.

The Committee made a final recommendation that the following policies be sent to the full Board for review at the September 21, 2023 Action Meeting:

- 001 Name and Classification
- 002 Authority and Power
- 003 Functions
- 003.1 Goals and Guardrails
- 003.2 Policy Setting
- 003.3 Employment of the Superintendent
- 004 Membership
- 004.1 Non-Voting Student Board Representatives
- 004.2 Parent and Community Advisory Council
- 005 Organization
- 005.1 Board Committees, which is being proposed for elimination
- 006 Meetings
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- 007 Public Engagement
- 008 Ethics Policy
- 009 Principles of Governance and Leadership
- 1100 Office of Auditing Services
- 1200 Office of Inspector General

Co-Chair Lam thanked all who attended and invited them to the Board's September 21 Action Meeting, October 5 public hearing, and November 2 Policy Committee meeting. **Co-Chair Lam** then announced that the meeting was adjourned.

Meeting adjourned at 5:47 pm.