



TO: PSBA Liaison
School Board Secretary

FROM: Beth Winters, Assistant Executive Director
Governmental and Member Relations 

SUBJECT: Guidelines for Submitting Items
for the 2014 Legislative Platform

DATE: March 2013

Your board is invited to submit resolutions and/or legislative items to be considered for the association's 2014 Legislative Platform. The platform, which is drafted and approved by school directors, serves as PSBA's official record of positions on legislative issues and is the guide for the association's advocacy efforts. This opportunity for you to revise the platform only happens once a year, and it is not too early to bring this issue up for discussion at your next board meeting so that your items can be drafted, approved and submitted to PSBA by the deadline.

The deadline for school boards to submit items for consideration is Friday, June 28. All proposals will be reviewed by the PSBA Platform Committee on **Saturday, August 10** and receive final consideration by the PSBA Delegate Assembly on **Tuesday, October 15** during the School Leadership Conference in Hershey. Under the changes to the PSBA Bylaws approved last October, the new Delegate Assembly replaces the Legislative Policy Council. PSBA will be providing more information about the Delegate Assembly in the coming months. The Bylaws do not make changes to the process for submitting proposals, or to the structure or duties of the Platform Committee.

Boards may create new proposals, amend existing platform items, or suggest the deletion of a current statement. Items that are proposed by school entities should be approved by the board, verified by the board secretary and submitted to PSBA by June 28. Here are some helpful guidelines for preparing items for submission:

1. **The format of the platform is structured so that there is just one resolution statement under each subject category followed by various specific legislative items.** Your proposal should follow this general format; that is, it either may be a resolution or a legislative item. As you draft your item, write it in a manner that will distinguish the proposal as one or the other.
2. **Remember the difference between resolutions and legislative items.** Resolutions are the broad policy statements that begin each subject category. They provide an established legislative direction for the association. Legislative items are the numbered statements following each resolution. They build on the broad policy statements by outlining the association's position on specific issues. Your proposal should be written in the same style as in the following examples from the 2013 platform.

- Sample Resolution: It is resolved that PSBA support efforts to increase the involvement of school directors in the establishment of state policy and the governance of public schools. To that end, PSBA supports efforts to enhance continuity in school governance and supports and actively encourages inservice education for school directors.
 - Sample Legislative Item: The association opposes legislation restricting the authority of school boards to adopt and enforce a school calendar.
3. **Review the current platform to see if the topic of your proposal already is included.** (The current platform is posted on PSBA's Web site at www.psba.org under the "Issues and Advocacy" tab, and then the "Advocacy Services" link.) If it is, your board may submit a letter of support for continuation of the 2013 item in the 2014 platform. Your board also may suggest amendments to or deletion of items from the current platform. This is important because all items in the current platform do not automatically become a part of next year's document; they must be reconsidered and approved before they can be included in the 2014 platform.
 4. **Submit proposals that are significant** not only for your board, but for many or all school boards across the state. You will have a greater chance of obtaining support for your items if many others can understand and relate to the issue.
 5. **Please include a brief statement of rationale** (about 50 words) that explains why your board believes the item should be included in the platform, any specific problems your district has encountered, and how your board believes this problem could be resolved. In addition, your board is encouraged to submit any data related to the issue as it affects your district, or any draft language that could be crafted into proposed legislation. The rationale will be presented to the Platform Committee as it considers your board's proposal, and will be helpful to PSBA's governmental and member relations staff in their advocacy efforts.
 6. **All proposals must be approved by the board and verified by the board secretary.** (In other words, a board member may not submit an item on his or her own behalf. The item should be discussed and agreed upon by the board.) If your proposal is a revision to an existing platform item, please indicate the category and number of the statement that is being amended.
 7. **Proposals and accompanying rationale can be submitted to PSBA in three ways:** 1) Use the enclosed form. Please complete a separate form for each proposal you submit. You may copy this form; 2) Send the item on school district stationery; or 3) Use the online submission form on PSBA's Web site at www.psba.org.

8. **Any board that submits an item has the right to address the Platform Committee to speak in support of the proposal.** This year the Platform Committee will meet on Saturday, August 10, at 9:00 a.m. at PSBA headquarters. If you wish to exercise this option, please contact the PSBA prior to the meeting. The public comment period is held near the beginning of the meeting.
9. **The governmental and member relations staff is available to help you with any questions you may have.** The staff also may make editorial revisions to any item received so that the proposals are consistent with the format of the platform. Should any such changes be necessary, we will inform you and request approval before formal consideration of the item takes place.
10. **You will be notified in writing concerning the action of the Platform Committee** and whether your proposal was accepted, rejected or amended by the panel. Any board whose item is rejected by the committee has the right to have the proposal offered for reconsideration by the Delegate Assembly.
11. **The deadline to submit new or revised items as well as letters of support for the continuation of current platform items is Friday, June 28, 2013.** Questions concerning procedures for submitting proposals for the PSBA Platform should be directed to Cindy Eckerd, PSBA legislative information director, at (800) 932-0588, extension 3319, or e-mail at cindy.eckerd@psba.org.



Proposal for 2014 PSBA Legislative Platform

As a PSBA-member entity, you are invited to submit resolutions and/or legislative items to be considered for the association's 2014 Legislative Platform. *Resolutions* are the broad policy statements that begin each subject category of the platform. *Legislative items* are the numbered statements following each resolution. They build on the broad policy statements by outlining concrete positions on specific issues.

Your proposal should be written in the same style as the current 2013 platform. There is no limit on the number of items you may submit, but **your board must approve all items submitted. Items also should include a brief separate statement of rationale.** (You may use/copy this form, send your items on school district stationery or use the online submission form on PSBA's Web site at www.psba.org.)

All proposals must be received by PSBA's Office of Governmental and Member Relations by Friday, June 28, 2013. The PSBA Platform Committee will consider all proposals on **August 10**; you will be informed of the committee's action regarding your proposal. All approved items will be brought before the PSBA Delegate Assembly on Tuesday, **October 15**. If your item is not approved by the committee, you have the right to bring it up at the Delegate Assembly meeting. Questions should be directed to the Governmental and Member Relations staff.

Name & Address of School Entity: _____
(Please Print)

Name of Board Secretary: _____
(Please Print)

Telephone: _____

I certify that the following item was approved by the board of this school entity for submission to the 2014 PSBA Legislative Platform.

(Signature of Board Secretary)

Please return this form by June 28 to:
Cindy Eckerd, Legislative Information Director
Pennsylvania School Boards Association
Office of Governmental and Member Relations
P.O. Box 2042, Mechanicsburg, PA 17055

(OVER)

Proposal:

(Note: If your proposal is a revision to an existing platform item, please indicate the category and number of the statement that is being amended. Please complete a separate sheet for each proposal you submit.)

Rationale:

(Note: Please include a brief summary (about 50 words) of the reasons why your board believes this issue should be addressed in the platform, any specific problems your district has encountered, and how your board believes the problem could be resolved. In addition, your board is encouraged to submit any data related to the issue as it affects your district or any draft language that could be crafted into proposed legislation. This information will be shared with the PSBA Platform Committee and will be helpful to PSBA's governmental and member relations staff in their advocacy efforts.)